

COURSE SYLLABUS

Information Systems	CSC 101	Introduction to Computer Applications (CRN 1795)	
Department	Course No.	Course Title	
3 hrs			
Credit Hrs.	# lecture hrs./week	# lab hrs./week	
Prepared by	Landi Hou Faculty Member	January 17, 2014 Date	
Course prerequisites:	Hands on familiarity with computers.		
Course Location (bldg/room #):			
Meeting time (days/hours):	On-Line		

Instructor Contact:

Phone : (860)343-5771

Email: Please use Blackboard Mail. If Blackboard down, please email to:

Lhou@mxcc.edu

Office Hours: Monday-Thursday, 8:30 am – 5:30pm

Office Location: Wheaton Hall 313 or 305

Course Description:

An introductory course presenting the business uses of computer hardware and software. It will teach the fundamentals of the Windows environment and use of popular business software using word processing, spreadsheet, database and presentation applications. E-mail communication skills will be developed, and the use of the Internet as a communication and research tool will be covered using Internet Explorer. An overview of web page design will be covered.

Scope of Course:

Introduction of Computers offers a comprehensive study of computer concepts. The course begins with an explanation of the basics of the computer industry and why computer literacy is important. Next, students will learn about the various parts of the computer. The course also focuses on computer software, networking, security, and mobile computing. Fundamentals of file management, virus protection, and backup are also covered and students learn several techniques for keeping computers secure. The Internet is an extremely important part of modern computing and students learn about its origin, infrastructure, and many resources. Web pages, Web sites, and e-commerce are also explored.

The course also provides in depth training on the Microsoft Office Suite of software applications: Word, Excel, Access, and PowerPoint. Projects are completed in each application and popular features are fully explored. Students also learn how to create a simple Web page.

Importance of Course in Program/Discipline:

CSC101 – Introduction to Computers is a very important component of Mxccc and required for many programs/Discipline. In today's highly competitive and technologically advanced

society, good computer skills are an imperative. Students in CSC101 are able to acquire and/or refine their computer skills. The ability to efficiently research and extract information from the Internet, resolve technical issues, and use software to enhance productivity are all skills that will serve the students in both academic and professional careers. Knowledge of the Microsoft Office Suite of software application is highly desirable in today's workplace. The course gives a very practical technical foundation on which students can build more advanced expertise.

Course Objectives:

The goal of CSC101 is to provide each student with a basic level of computer proficiency. The following list describes the learning outcomes that support this overall goal:

- Understand the basics of the personal computer, the Internet, the World Wide Web, and e-mail basics.
- Explore PC and LAN hardware components
- Differentiate between application software and operating systems
- Examine Internet resources
- Demonstrate knowledge of:
 - WORD
 - EXCEL
 - ACCESS
 - POWERPOINT
 - E-Mail
 - Search Engines
- Develop vocabulary of technical terms
- Explore digital media

Textbooks and other required readings/computer software/materials/library reserve room:

1. Textbook **New Perspectives Microsoft Office 2010 First Course**
Shaffer/Carey- ISBN: 9781133150589; Course Technology Cengage Learning

2. SAM 2010 ASSESSMENT AND PROJECTS

Recommended Computer Settings

In order to complete this course properly, you need a PC with Windows (preferably Windows 7) Operating System and Microsoft Office 2010 Professional Edition that includes Word, Excel, Access, and PowerPoint. If you don't have these settings at home or at other convenient locations, you should plan on coming to MxCC Library or Computer Lab located at Wheaton Hall 305 to complete your assignments.

Course work grades are cumulative over the semester

Subject		Chapters/Topics	Points	Weight %
Project	WD- 1	Word tutorial 1	20	50%
	WD-2	Word Tutorial 2	20	
	WD-3	Word Tutorial 3&4	20	
	EX-1	Excel Tutorial 1	20	
	EX-2	Excel Tutorial 2	20	
	EX-3	Excel Tutorial 3-4	20	
	PPT-1	PowerPoint Tutorial 1-4	40	
	ACC-1	Access Tutorial 1-2	40	
Test	1	Midterm Test (Covers Computer Concept & Word)	80	40%
Final Project	1	Webpage Design	80	
Discussion	1 & 2	Topics will be posted on BB	10 each	5%
Home Work	1 & 2	Essential Computer Concepts Internet	10 each	5%
			Total 400	100%

In determining final grades, the following percentages will be used:

A	95-100	A-	90 - 94		
B+	87 - 89	B	83 – 86	B-	80 - 82
C+	77 – 79	C	73 – 76	C-	70 – 72
D+	65 - 69	D	60 – 64	F	Less than 60

***Note: There are no make-ups. Any urgent matters (including Blackboard Technical Problems) should be brought to instructor’s attention immediately. Missed test without an excused absence will automatically be given a grade zero. All projects and Homework need to be submitted on time. Late submissions will be reduced by 20% of the total points each week.**

SCHEDULE

DATES	Chapter/Topics	WEEKLY COURSE WORK
Week 1 Jan 22-25	Introduction Blackboard Learn	<ul style="list-style-type: none"> • Login to Blackboard Learn site • Get familiar with using Blackboard Learn • Discussion: Self- introduction (Graded) Due Jan 29
Week 2 Jan 26-Feb 1	Essential Computer Concepts ppECC1- 40	<ul style="list-style-type: none"> • Review PowerPoint slides on BB • Study computer concepts from textbook • Do Homework 1 (Graded) Due Feb 8
Week 3 Feb 2- 8	Exploring Windows 7 pg. WIN1-33 Managing Your Files pg. FM1-15 Browser and Email Basics I Internet pg. BEB1-29	<ul style="list-style-type: none"> • Review PowerPoint slides on BB • Read these three chapters on textbook • Do Tutorials (step-by-step) pg. WIN4 –WIN33 pg.FM8-FM19 • Do Homework 2 (Graded) Due Feb 15
Week 4 Feb 9-15	Introduction to SAM Word Tutorial 1: Creating a Document pg. WD 1-43	<ul style="list-style-type: none"> • Create SAM account and get familiar with using SAM • Do Tutorial WD-1 • Do Project WD-1 (Graded) Due Feb 22
Week 5 Feb 16-22	Word Tutorial 2: Editing and Formatting a Document pg. WD 53-98	<ul style="list-style-type: none"> • Do Tutorial WD-2 • Do Project WD-2 (Graded) Due Mar 1
Week 6 Feb 23- Mar 1	Word Tutorial 3: Creating a Multiple-Page Report pg. WD 109-153	<ul style="list-style-type: none"> • Do Tutorial WD-3 • Do Project WD-3 (Graded) Due Mar 8
Week 7 Mar 2-8	Word Tutorial 4: Desktop Publishing and Mail Merge pg. WD 161 – 206 Midterm Test	<ul style="list-style-type: none"> • Do Tutorial WD-4 • Do Practice Test • Do Midterm Test (Graded), Due May 15
Week 8 Mar 9-15	Excel Tutorial 1: Getting Start with Excel pg. EX 1-46	<ul style="list-style-type: none"> • Do Tutorial EX-1 • Do Project EX-1 (Graded) Due Mar 29
Mar 17 – 22 No Class – Spring Break		
Week 9 Mar 23- 29	Excel Tutorial 2: Formatting a Workbook pg.57-107	<ul style="list-style-type: none"> • Do Tutorial EX-2 • Do Project EX-2 (Graded) Due Apr 5
Week 10 Mar 30- Apr 5	Excel Tutorial 3: Working with Formulas and Functions (Session 3.1) pg. EX116-134 Excel Tutorial 4: Enhancing a Workbook With Charts and Graphs pg. EX 170-214	<ul style="list-style-type: none"> • Do Tutorial EX-3 , Tutorial EX-4 • Do Project EX-3 (Graded) Due Apr 12
Week 11 Apr 6- 12	PowerPoint Tutorial 1: Creating a Presentation pg. PPT 1 - 50	<ul style="list-style-type: none"> • Do Tutorial PPT-1 • Start PowerPoint Project: PPT-1 (Graded) Due Apr 26
Week 12 Apr 13 - 19	PowerPoint Tutorial 2: Adding and Modifying Text and Graphic Objects pg. PPT 64-102	<ul style="list-style-type: none"> • Do Tutorial PPT-2 • Continue PowerPoint Project: PPT-1 (Graded), Due Apr 26

Week 13 Apr 20 - 26	ACCESS Tutorial 1: Creating a Database pg. AC 1- 38	<ul style="list-style-type: none"> • Do SAM training ACC-1 • Do Project: ACC-1
Week 14 Apr 27- May 3	ACCESS Tutorial 2: Building a Database And Defining Table Relationships pg.AC 49 -93	<ul style="list-style-type: none"> • Do SAM training ACC-2 • Continue Project: ACC-1 (Graded) Due May 10
Week 15 May 4 - 10	Web Design (on-line teaching materials & PowerPoint Slides on the BB) Learn how to use Weebly to create Website Final project <i>Webpage Design</i> Assigned	<ul style="list-style-type: none"> • Watch Weebly Demo Video • Do Final Project (Graded) Due May 17
Week 16 May 11- 17	Final Project : Web Design (continued)	<ul style="list-style-type: none"> • Continue Final Project (Graded) Due May 17

ADA Accommodations Statement

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Academic Ethics and Classroom Behavior

At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Use of Computing Resources

All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Note:

Please note that this syllabus is tentative and instructor may make changes during the semester.