COURSE SYLLABUS

Allied Health/Science/Technology	CSC 101	Introduction to Computer Applications (CRN 1537)
Department	Course No.	Course Title

3 hrs		
Credit Hrs.	# lecture hrs./week	# lab hrs./week

Prepared by	Landi Hou	January 13, 2016
	Faculty Member	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: M: 8:30 am-7:00pm
                   T, W 8:30 am – 5:00pm , Th: 8:30 am- 3:30pm
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 Mxcc 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:
  o WORD
  o EXCEL
  o ACCESS
  o POWERPOINT
  o E-Mail
  o Search Engines
- Develop vocabulary of technical terms
- Explore digital media

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

Please check the Textbooks and SAM Access code information from the follow link:
http://www.bkstr.com/webapp/wcs/stores/servlet/booklookServlet?bookstore_id-1=842&term_id-1=116106&crn-1=1537

Recommended Computer Settings
In order to complete this course properly, you need a PC with Windows (preferably Windows 7) Operating System and Microsoft Office 2013 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 %
Home Work	1 & 2		Essential Computer Concepts Internet	20 (10 each)	5%
Project	WD- 1		Word tutorial 1	20	55%
	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-Project		PowerPoint Tutorial 1-4	60	
	ACC-1		Access Tutorial 1	20	
	ACC- 2		Access Tutrial 2	20	
Test	1		Midterm Test (Covers Computer Concept & Word)	80	20%
Final Project	1		Webpage Design	60	15%
Discussion	1 & 2		Topics will be posted on Blackboard	20 (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 (Graded) and Homework need to be submitted on time. Late submissions will be reduced by 10% of the total points each day.

SCHEDULE

DATES	Chapter/Topics	WEEKLY COURSE WORK
Week 1 Jan 21-24	Introduction Blackboard Learn	• Login to Blackboard Learn site • Get familiar with using Blackboard Learn • **Discussion: Self- introduction (Graded) Due Jan 30**
Week 2 Jan 25-31	Essential Computer Concepts Pg. ECC1- 40	• Review PowerPoint slides on BB • Study computer concepts from textbook • **Do Homework 1 (Graded) Due Jan 31**
Week 3 Feb 1- 7	Exploring the Basics of Windows 8 pg. WIN1-30 Managing Your Files pg. FM1-28 internet Basics and Information Literacy pg. IB1-28	• Review PowerPoint slides on BB • Read these three chapters on textbook • Do Tutorials (step-by-step) • **Do Homework 2 (Graded) Due Feb 7**
Week 4 Feb 8-14	Introduction to SAM Word Tutorial 1: Creating a Document pg. WD 1-54	• Create SAM account and get familiar with using SAM • Do Tutorial WD-1 • **Do SAM Project WD-1 (Graded) Due Feb 14**
Week 5 Feb 15-21	Word Tutorial 2: Navigating and Formating a document pg. WD 61-112	• Do Tutorial WD-2 • **Do SAM Project WD-2 (Graded) Due Feb 21**
Week 6 Feb 22- 28	Word Tutorial 3: Creating tables and Multipage Report pg. WD 119-168	• Do Tutorial WD-3 • **Do SAM Project WD-3 (Graded) Due Feb 28**
Week 7 Mar 1-7	Word Tutorial 4:Enhancing Page Layout and Design pg. WD 177-229 **Midterm Test**	• Do Tutorial WD-4 *(No *Graded* Project this week) • **Do Practice Test** • **Do Midterm Test (Graded), Due Mar 11**
Week 8 Mar 8-14	Excel Tutorial 1: Getting Start with Excel pg. EX 1-58	• Do Tutorial EX-1 • **Do SAM Project EX-1 (Graded) Due Mar 14**
Week 9 Mar 15- 21	Excel Tutorial 2: Formatting Workbook Text and Data pg.EX 67-112	• Do Tutorial EX-2 • **Do SAM Project EX-2 (Graded) Due Mar 21**
*Mar 22 – 27 No Class – Spring Break*	
Week 10 Mar 28- Apr 3	Excel Tutorial 3: Calculating Data with Formulas pg. EX 131-182 Excel Tutorial 4:Analyzing and Charting Finalcial Data pg.EX 189-247	• Do Tutorial EX-3 , Tutorial EX-4 • **Do SAM Project EX-3 (Graded) Due Apr 12**
Week 11	PowerPoint Tutorial 1: Creating a	• Do Tutorial PPT-1

Apr 4- 10	Presentation pg.PPT 1 - 60	• **Start PowerPoint Project: PPT-Project (Graded), Due Apr 17**
Week 12 Apr 11- 17	PowerPoint Tutorial 2: Adding Media and Special Effects pg. PPT 69-124	• Do Tutorial PPT-2 • **Continue PowerPoint Project: PPT-Project (Graded), Due Apr 17**
Week 13 Apr 18 - 24	ACCESS Tutorial 1: Creating a Database pg. AC 1- 44	• Do SAM training ACC-1 • **Do SAM Project: ACC-1 (Graded) Due Apr 27**
Week 14 Apr 25- May 1	ACCESS Tutorial 2: Building a Database And Defining Table Relationships pg.AC 51-104	• Do SAM training ACC-2 • **Do SAM Project: ACC-2 (Graded) Due May 4**
Week 15 May 2 - 8	Web Design (on-line teaching materials & PowerPoint Slides on the BB) Learn how to use Weebly to create Website **Final project *Webpage Design* Assigned**	• Watch Weebly Demo Video • **Do Final Project (Graded) Project Due May 13**
Week 16 May 9-16	**Final Project : Web Design (continued)** **Discussion Assignment**	• Continue Final Project **(Graded) Project Due May 13 Discussion Assignment Due May 16**

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT
Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- *Primary Title IX Coordinator*
  Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA
  Coordinator amaslin@mxcc.edu; 860-343-5759;
  Founders Hall Room 123|

- *Secondary Title IX Coordinator*
  Ms. Queen Fordham
  Coordinator of the Meriden Center Welcome Desk
  qfordham@mxcc.edu; 203-608-3011