

COURSE SYLLABUS CSC101 Summer 2016

Instructor Contact Information

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| Faculty Member | Ellen S. Kramer |
| Email | ekramer@mxcc.edu |
| Phone/Text | 860.539.2133 |
| Office Hours | Virtual Office |

Course Information

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| Department | Information Systems |
| Course No | CSC101 |
| Course Title | Introduction to Computers (CRN 2029) |
| Prerequisites | Hands on familiarity with computers |
| Location | Online |
| Meeting Time | Mon - Sun |
| Credit Hrs | 3 hours |
| Lecture Hrs/week | 1.5 hours |
| Lab Hrs/week | 1.5 hours |

Required Textbook and Materials

This is the recommended option: Textbook and SAM code bundled together and is only available at the MxCC bookstore

Microsoft Office Textbook bundled with SAM MindLink Printed Access Code and Windows 7 textbook.

Parsons/Oja/Ruffolo Bundle: New Perspectives on Microsoft® Windows® 7, Brief + New Perspectives on Microsoft® Office 2013, First Course + MindLink SAM 2013 ATP with MindTap Reader Printed Access Card [1st © 2010] **ISBN: 9781305624290**

Alternative Purchase Options if buying the Microsoft Office textbook and MindTap Access Code Separately (these options are NOT recommended and DO NOT save you money)

1. This option is for purchasing the SAM Access Code only if you already have your textbook:
SAM MindTap Access Code only at the MxCC bookstore:

Shaffer/Carey/Parsons/Oja/Finnegan MindLink SAM 2013 ATP with MindTap Reader Printed Access Card for New Perspectives on Microsoft® Office 2013, First Course [\[1st © 2014\]](#) Printed Access Code **ISBN: 9781305442757**

2. This option is for purchasing the SAM Access Code online if you already have your textbook
SAM MindTap Access Code online Instant Access Card ISBN:9781305442740

3. This option is for purchasing the textbook only if you already have a SAM Access Code. Please contact me if you have a previously purchased SAM code from another semester or class.
Hardcopy textbook only at MxCC bookstore or anywhere
ISBN: 9781285167640 (This does not include the Windows 7 brief material)

Course Computing Requirements

This course uses the Windows operating system and the Windows Microsoft Office 2013 software. Your SAM assignments are graded based on these two requirements. If a student attempts to complete a SAM assignment with any other operating system including MAC, or any other Microsoft Office version, your assignments will be graded accordingly and accurate results cannot be guaranteed. There will be a workaround option provided in Blackboard if you are using a version **of Microsoft Office other than 2013. However, it is highly recommended and encouraged to use Microsoft Office 2013. More information will be available on our Blackboard website.**

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 to 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.

Program/Discipline Learning Outcomes Contained in Course

The goal of the Science Allied Health Engineering and Technology (SAHE&T) Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline

CSC101 – Introduction to Computers is a very important component of the Business Division. 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.

Learning Outcomes

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

Participation Policy

Students are expected to participate in all class activities. Only students who officially withdraw from class will receive a grade of W. Otherwise, **students will be given the grade they earn based on the work they have submitted.** Friday, July 15 is the last day you may official withdraw from this class.

Evaluation of Final Course Grade and Percentage Breakdown of Overall Grade

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|-------------|-----|
| Discussions | 10% |
| Exams | 15% |
| Assignments | 60% |
| Final Exam | 15% |

There are no make-ups, extensions, exceptions or extra credit work. Any urgent matters should be brought to my attention immediately.

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures

Each unit will cover specific topics from the textbook as well as a software product. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, homework assignments, and test scores will be used to calculate the student's overall grade.

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

Schedule – assignments and dates are subject to change and will be posted in Blackboard

| Dates | Topic/Textbook | Weekly Course Work |
|--|---|---|
| <u>Week 1</u> Mon May 23 to Tue May 31 <i>No class Thu May 26</i> <i>No class Mon May 30</i> | Course Requirements Blackboard Learn Student Files Download Essential Computer Concepts SAM Account Setup | BB Practice Work BB Discussion: Introduce Yourself! BB Exam: ECC Due Tue May 31 by 11:59pm |
| <u>Week 2</u> Wed Jun 1 to Tue Jun 7 | Windows 7/8 File Management Internet Literacy | BB Discussion: My Favorite App BB Exam: Files and Internet Due Tue Jun 7 by 11:59pm |
| <u>Week 3</u> Wed Jun 8 to Tue Jun 14 | Introduction to SAM Projects SAM Training Word Tutorial 1 | SAM Assignment: Word 1 Due Tue Jun 14 by 11:59pm |
| <u>Week 4</u> Wed Jun 15 to Tue Jun 21 | Word Tutorial 2 Word Tutorial 3 | SAM Assignment: Word 2 SAM Assignment: Word 3 Due Tue Jun 21 by 11:59pm |
| <u>Week 5</u> Wed Jun 22 to Tue Jun 28 | Word Tutorial 4 Excel Tutorial 1 | SAM Assignment: Word 4 SAM Assignment: Excel 1 Due Tue Jun 28 1 by 11:59pm |
| <u>Week 6</u> Wed Jun 29 to Tue Jul 5 <i>No class Fri Jul 1</i> <i>No class Mon Jul 4</i> | Excel Tutorial 2 | SAM Assignment: Excel 2 Due Tue Jul 5 by 11:59pm |
| <u>Week 7</u> Wed Jul 6 to Tue Jul 12 | Excel Tutorial 3 Excel Tutorial 4 | SAM Assignment: Excel 3 SAM Assignment: Excel 4 Due Tue Jul 12 by 11:59pm |
| <u>Week 8</u> Wed Jul 13 to Tue Jul 19 | PowerPoint Tutorial 1 PowerPoint Tutorial 2 | SAM Assignment: PowerPoint 1 SAM Assignment: PowerPoint 2 Due Tue Jul 19 by 11:59pm |
| <u>Week 9</u> Wed Jul 20 to Tue Jul 26 | Web Design Special Topics | BB Assignment Due Tue Jul 26 by 11:59pm |
| <u>Week 10</u> Wed Jul 27 to Tue Aug 2 | Access Tutorial 1 Final Exam | SAM Assignment: Access 1 Final Exam – Word, Excel and PowerPoint Due Tue Aug 2 by 11:59pm |