

**Middlesex Community College**

**CSC101  
Introduction to Computers  
CRN 2025**

| <b>Instructor</b>         | Louis Sapia, Associate Professor  |     |      |        |                     |           |                     |         |                    |
|---------------------------|---|-----|------|--------|---------------------|-----------|---------------------|---------|--------------------|
| <b>Semester</b>           | Summer 2017   |     |      |        |                     |           |                     |         |                    |
| <b>Room</b>               | Online  |     |      |        |                     |           |                     |         |                    |
| <b>Time</b>               | Online  |     |      |        |                     |           |                     |         |                    |
| <b>Office</b>             | Snow Hall, Room 512   |     |      |        |                     |           |                     |         |                    |
| <b>Office Hours</b>       | <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Day</th> <th style="text-align: center;">Time</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>9:00 am to 11:00 am</td> </tr> <tr> <td>Wednesday</td> <td>9:00 am to 11:00 am</td> </tr> <tr> <td>Tuesday</td> <td>5:00 pm to 6:00 pm</td> </tr> </tbody> </table>   | Day | Time | Monday | 9:00 am to 11:00 am | Wednesday | 9:00 am to 11:00 am | Tuesday | 5:00 pm to 6:00 pm |
| Day                       | Time  |     |      |        |                     |           |                     |         |                    |
| Monday                    | 9:00 am to 11:00 am   |     |      |        |                     |           |                     |         |                    |
| Wednesday                 | 9:00 am to 11:00 am   |     |      |        |                     |           |                     |         |                    |
| Tuesday                   | 5:00 pm to 6:00 pm  |     |      |        |                     |           |                     |         |                    |
| <b>Course Description</b> | <p>This course prepares students to use the computer as a productivity tool. It offers both Mac and PC users essential computer skills for personal and professional applications. The fundamentals of information technology concepts, operating systems functions are covered. Students will complete hand-on projects using popular productivity software that include word processing, spreadsheet, database, and presentation applications. Also included are topics in Web design, information literacy, and productivity apps. Students will gain knowledge to be well-informed consumers of computer technology.</p> <p>Recommended: Students taking this course should possess hands-on familiarity with computers. CSC*095 Basic Computer Skills course is recommended for students who do not possess the requisite computer skills.</p> |     |      |        |                     |           |                     |         |                    |
| <b>Scope of Course</b>    | <p>Introduction of Computers covers a range of topics that will help today's students gain mastery of today's technology. In order to be computer literate, students will need to be able to utilize productivity applications including OneNote, Sway and traditional Office applications like Word and Excel. Students will obtain in depth knowledge of file management to organize their files. The course also focuses on computer software and networking. Fundamentals of the Windows operating system, virus protection, and backup are also covered and students learn several techniques for keeping computers well maintained.</p>   |     |      |        |                     |           |                     |         |                    |

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|   | <p>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.</p>   |
| <p><b>Program/Discipline Learning Outcomes Contained in Course:</b></p> | <p>The goal of the Science Allied Health Engineering and Technology (SAHE&amp;T) Division is to incorporate the following learning outcomes into each course:</p> <ul style="list-style-type: none"> <li>• Written and oral communication skills</li> <li>• Flexibility and adaptive to change</li> <li>• Interpersonal skills and awareness</li> <li>• Understand process management</li> <li>• Teamwork, team-building, and project focus</li> <li>• Awareness and respect for other perspectives</li> <li>• Knowledge of ethical and legal business behavior</li> <li>• Flexibility and adaptive to change</li> <li>• Personal productivity and organizational skills</li> <li>• Ability to understand your customer</li> <li>• Critical thinking, problem solving, and analytical skills</li> <li>• Global awareness and diversity</li> </ul> |
| <p><b>Importance of Course in Program/Discipline:</b></p>               | <p>CSC101 – Introduction to Computers is a very important component of the SAHE&amp;T 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.</p>  |

| <b>Course Objectives:</b>     | <p>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:</p> <ul style="list-style-type: none"> <li>• Explore productivity apps: OneNote and Sway</li> <li>• Examine the basics of the personal computer.</li> <li>• Explore PC and LAN hardware components</li> <li>• Differentiate between application software and system software</li> <li>• Explore the Windows operating system</li> <li>• Practice file management techniques</li> <li>• Demonstrate knowledge of: <ul style="list-style-type: none"> <li>○ WORD</li> <li>○ EXCEL</li> <li>○ ACCESS</li> <li>○ POWERPOINT</li> </ul> </li> <li>• Develop vocabulary of technical terms</li> </ul>      |               |                  |       |     |             |     |               |     |              |             |
|-------------------------------|--|---------------|------------------|-------|-----|-------------|-----|---------------|-----|--------------|-------------|
| <b>Evaluation and Grading</b> | <table border="1" data-bbox="526 936 1354 1163"> <thead> <tr> <th data-bbox="526 936 1154 1010">Grading Items</th> <th data-bbox="1154 936 1354 1010">Total Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 1010 1154 1052">Tests</td> <td data-bbox="1154 1010 1354 1052">40%</td> </tr> <tr> <td data-bbox="526 1052 1154 1094">Assignments</td> <td data-bbox="1154 1052 1354 1094">50%</td> </tr> <tr> <td data-bbox="526 1094 1154 1136">Participation</td> <td data-bbox="1154 1094 1354 1136">10%</td> </tr> <tr> <td data-bbox="526 1136 1154 1163"><b>Total</b></td> <td data-bbox="1154 1136 1354 1163"><b>100%</b></td> </tr> </tbody> </table> <p><b>Assignments handed in late will receive a zero unless arrangements are made with instructor.</b></p> | Grading Items | Total Percentage | Tests | 40% | Assignments | 50% | Participation | 10% | <b>Total</b> | <b>100%</b> |
| Grading Items                 | Total Percentage   |               |                  |       |     |             |     |               |     |              |             |
| Tests                         | 40%  |               |                  |       |     |             |     |               |     |              |             |
| Assignments                   | 50%  |               |                  |       |     |             |     |               |     |              |             |
| Participation                 | 10%  |               |                  |       |     |             |     |               |     |              |             |
| <b>Total</b>                  | <b>100%</b>  |               |                  |       |     |             |     |               |     |              |             |
| <b>Academic Integrity</b>     | <p>Students are expected to maintain academic integrity. All homework and projects are to be individual efforts unless specifically noted in the assignment. It is your responsibility to safeguard your work from others! Any students handing in homework or projects that are <u>substantially alike</u> will all receive a grade of zero for that assignment.</p>  |               |                  |       |     |             |     |               |     |              |             |
| <b>Attendance</b>             | <p>Each missed class will result in 2 percentage points off of class participation. 5 or more missed classes will result in one full letter grade reduction. For example, if you earned an A you will receive a B. If you earned a B you will receive a C.</p>   |               |                  |       |     |             |     |               |     |              |             |

|                           |  |
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| <b>Cell Phones</b>        | <p>Cell phones use is NOT ALLOWED in this class. If you need to use your cell phone for valid reasons you must discuss this with me beforehand.</p> <p><b>EACH TIME YOU ARE CAUGHT USING A CELL PHONE IT WILL RESULT IN 2 POINTS OFF YOUR FINAL GRADE.</b></p>   |
| <b>Incompletes</b>        | <p>A grade of INCOMPLETE will only be given in accordance with the policy stated in the college catalogue. The student must have completed 80% of the class work in order to request an Incomplete. A signed contract identifying work to be completed and due dates is also required.</p>   |
| <b>Prerequisites</b>      | <p>Students taking this course should possess hands-on familiarity with computers. CSC*095 Basic Computer Skills course is recommended for students who do not possess the requisite computer skills.</p>  |
| <b>Book and Software:</b> | <p><b>Textbook:</b><br/> <b>New Perspectives Microsoft® Office 365 &amp; Office 2016: Introductory, Loose-leaf Version, 1st Edition</b><br/> Patrick Carey; Carol DesJardins; Ann Shaffer; Mark Shellman; Sasha Vodnik<br/> ISBN-10: 1337251372   ISBN-13: 9781337251372<br/> © 2017</p> <p><b>Software:</b><br/> Microsoft OFFICE</p> |

**Grading Equivalency Template:**

This system is based on a table published by the [College Board](#), and is commonly employed at colleges and universities throughout the United States.

| <b>Letter Grade</b> | <b>Percent Grade</b> | <b>4.0 Scale</b> |
|---------------------|----------------------|------------------|
| A                   | 93.0 - 100.0         | 4.0              |
| A-                  | 90.0 - 92.9          | 3.7              |
| B+                  | 87.0 – 89.9          | 3.3              |
| B                   | 83.0 – 86.9          | 3.0              |
| B-                  | 80.0 – 82.9          | 2.7              |
| C+                  | 77.0 – 79.9          | 2.3              |
| C                   | 73.0 – 76.9          | 2.0              |
| C-                  | 70.0 – 72.9          | 1.7              |
| D+                  | 67.0 – 69.9          | 1.3              |
| D                   | 63.0 – 66.9          | 1.0              |
| D-                  | 60.0 – 62.9          | 0.7              |
| F                   | Less than 60.0       | 0.0              |

***NOTE: All classroom instructions take precedence over written assignments and dates!***

### Course Outline

| Day  | Topic Covered                  | Lecture   | Assignment Due  |
|------|--------------------------------|---|---|
| 7/31 | Managing Your Files – Module 1 | <ul style="list-style-type: none"> <li>Managing Files and Folders</li> <li>OneNote</li> <li>Sway</li> </ul>                         | Contract  |
| 8/1  | Word Module 1                  | Creating and Editing a Document   | <ul style="list-style-type: none"> <li>Managing Your Files SAM Training</li> <li>Managing Your Files SAM Exam (counts as assignment)</li> </ul> |
| 8/2  | Word Module 2                  | Navigating and Formatting a Document  | <ul style="list-style-type: none"> <li>Word Module 1 SAM Project 1</li> </ul>   |
| 8/3  | Word Module 3                  | Creating Tables and Multipage Reports   | <ul style="list-style-type: none"> <li>Word Module 2 SAM Project 1</li> <li>Word Module 2 SAM Project 2</li> </ul>                              |
| 8/4  | Word Module 4                  | Enhancing Page Layout and Design  | <ul style="list-style-type: none"> <li>Word Module 3 SAM Project 1</li> <li>Word Module 3 SAM Project 2</li> </ul>                              |
| 8/5  | Excel Module 1                 | <ul style="list-style-type: none"> <li>Overview for test on file management and Word</li> <li>Getting Started with Excel</li> </ul> | <ul style="list-style-type: none"> <li>Word Module 4 SAM Project 1</li> <li>Word Module 4 SAM Project 2</li> </ul>                              |
| 8/7  | Excel Module 2                 | Formatting Workbook Text and Data   | <ul style="list-style-type: none"> <li>Excel Module 1 SAM Project 1</li> <li>Excel Module 1 SAM Project 2</li> </ul>                            |
| 8/9  | Excel Module 3                 | Performing Calculations with  | <ul style="list-style-type: none"> <li>Excel Module 2 SAM Project 1</li> <li>Excel Module 2 SAM Project 2</li> </ul>                            |

|      |  | Formulas and Functions                                      |  |
|------|--|---|--|
| 8/11 | Excel Module 4                             | Analyzing and Charting Financial Data                       | <ul style="list-style-type: none"> <li>• Excel Module 3 SAM Project 1</li> <li>• Excel Module 3 SAM Project 2</li> </ul>                             |
| 8/13 | Access Module 1                            | Creating a Database   | <ul style="list-style-type: none"> <li>• Excel Module 4 SAM Project 1</li> <li>• Excel Module 4 SAM Project 2</li> </ul>                             |
| 8/15 | Access Module 2                            | Defining Table Relationships                                | <ul style="list-style-type: none"> <li>• Access Module 1 SAM Project 1</li> <li>• Access Module 1 SAM Project 2</li> </ul>                           |
| 8/17 | PowerPoint Module 1<br>PowerPoint Module 2 | Creating a Presentation<br>Adding Media and Special Effects | <ul style="list-style-type: none"> <li>• Access Module 2 SAM Project 1</li> <li>• Access Module 2 SAM Project 2</li> </ul>                           |
| 8/18 |  |   | PowerPoint Module 1 SAM Project 1<br>PowerPoint Module 1 SAM Project 2<br><br>PowerPoint Module 2 SAM Project 1<br>PowerPoint Module 2 SAM Project 2 |