COURSE SYLLABUS   CSC101 Winter 2015

Instructor Contact Information

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Office Hours	Virtual Office

Course Information

Department	Information Systems
Course No	CSC101
Course Title	Introduction to Computers (CRN 4006)
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

1. This is the recommended option: Textbook and SAM code bundled together
Microsoft Office Textbook bundled with SAM MindLink Printed Access Code and Windows 7 textbook. Available at the MxCC bookstore:

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**

2. 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**

3. 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

4. This option is for purchasing the textbook only if you already have a SAM Access Code. Please contact me if you have issues with your 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.**

Evaluation of Final Course Grade and Percentage Breakdown of Overall Grade

BB Exams	10%
SAM Word Assignments	35%
SAM Excel Assignments	45%
SAM PowerPoint Assignment	10%

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

Dates	Topic/Textbook	Weekly Course Work
Schedule – assignments and dates are subject to change and will be posted in Blackboard		
Unit 1 Mon Dec 28 to Sun Jan 3 (No class Fri Jan 1)	Course Requirements	Complete all tasks from the Checklist document found in the Getting Started tool in Blackboard
	Textbook tutorials introductory topics – ECC, Windows, Files and Internet	BB Discussion: Introduction BB Exam: ECC BB Exam: Files and Internet
	Introduction to SAM2013	SAM Account Setup
	Word Tutorial 1 Word Tutorial 2	SAM Assignment: Word 1 SAM Assignment: Word 2 **Unit 1 work is due Sun Jan 3 by 11:59pm**
Unit 2 Mon Jan 4 to Sun Jan 10	Word Tutorial 3 Excel Tutorial 1 Excel Tutorial 2	SAM Assignment: Word 3 SAM Assignment: Excel 1 SAM Assignment: Excel 2 **Unit 2 work is due Sun Jan 10 by 11:59pm**
Unit 3 Mon Jan 11 to Thu Jan 14	Excel Tutorial 3 Excel Tutorial 4 PowerPoint 1 Access 1 Web Design	SAM Assignment: Excel 3 SAM Assignment: Excel 4 SAM Assignment: PowerPoint 1 **Unit 3 work is due Thu Jan 14 by 11:59pm**