Middlesex Community College

CSC101 – Introduction to Computers

Instructor	Lou Sapia, Instructor
Semester	Winter 2016
Office	Snow Hall - Room 512
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Office Hours	Mondays from 8:00 am to 12:00 pm or by appointment.
Class Room and Time	Online

Course Description	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. 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.
Scope of Course	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. 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 Technolo (SAHE&T) Division is to incorporate the following learning outco into each course: • Written and oral communication skills • Flexibility and adaptive to change • Interpersonal skills and awareness • Understand process management • Teamwork, team-building, and project focus • Awareness and respect for other perspectives • Knowledge of ethical and legal business behavior • Flexibility and adaptive to change • Personal productivity and organizational skills • Ability to understand your customer • Critical thinking, problem solving, and analytical skills • Global awareness and diversity
Importance of Course in Program/Discipline:	CSC101 – Introduction to Computers is a very important component of the SAHE&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.

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:
	
	• Explore productivity apps: OneNote and Sway
	• Examine the basics of the personal computer.
	• Explore PC and LAN hardware components
	• Differentiate between application software and system software
	• Explore the Windows operating system
	• Practice file management techniques
	• Demonstrate knowledge of:
	   ○ WORD
	   ○ EXCEL
	   ○ ACCESS
	   ○ POWERPOINT
	• Develop vocabulary of technical terms

Evaluation and Grading	

Grading Items	Total Percentage
Tests	40%
Assignments	50%
Participation	10%
Total	**100%**

Assignments handed in late will receive a zero unless arrangements are made with instructor.

Academic Integrity	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 substantially alike will all receive a grade of zero for that assignment.
Incompletes	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.
Book and Software:	These books are available as a bundled package in the book store or can be purchased separately. **Options for textbook:** **Option 1: PAPER BOOK and ACCESS CODE BUNDLE**: New Perspectives on Microsoft® Office 365 Office 2016, Introductory - ISBN 978-133-721-2878 [This includes access to MindTap] **Option 2: E-BOOK and ACCESS CODE BUNDLE**: ISBN: 978-130-588-0023. Students will be **required** to complete, and turn in, assignments using the MindTap online portal. **Software:** **NOTE:** Microsoft **OFFICE 365** is available for students **FREE of charge**. **For PC users:** The Office 365 software will download the Office 2016 Suite for PCs– Word, Excel, PowerPoint, Access **For Mac users:** The Office 365 software will download the Office 2016 Suite for Macs – Word, Excel, PowerPoint. (Macs do not have the Access software) **Installing Office 365:** Students needing help with installing the Office 365 software may come to the Technology Center located in Snow Hall Room 512 for assistance. The Technology Center is open Monday to Friday from 9:00 – 1:00 p.m.
Additional Information:	**Additional Syllabus Information:** 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/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/
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;*
- *Secondary Title IX Coordinator: Ms. Anastasia Pych; Human Resources Director, apych@mxcc.edu;*
- *Secondary Title IX Coordinator: Ms. Queen Fordham, Coordinator Meriden Center Welcome Desk, qfordham@mxcc.edu.*

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.

Letter Grade	Percent Grade	4.0 Scale
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

Date	Chapter	Lecture	Assignment
12/27	Managing Your Files – Module 1	• Managing Files and Folders • OneNote • Sway	• Managing Your Files SAM Training • Managing Your Files SAM Exam (counts as assignment)
12/28	Word Module 1	Creating and Editing a Document	• Word Module 1 SAM Project 1 • Word Module 1 SAM Textbook Project 1
12/29	Word Module 2	Navigating and Formatting a Document	• Word Module 2 SAM Project 1 • Word Module 2 SAM Project 2
12/30	Word Module 3	Creating Tables and Multipage Reports	• Word Module 3 SAM Project 1 • Word Module 3 SAM Project 2
12/31	Word Module 4	Enhancing Page Layout and Design	• Word Module 4 SAM Project 1 • Word Module 4 SAM Project 2
1/3	Excel Module 1	Mid-Term • Getting Started with Excel	• Excel Module 1 SAM Project 1 • Excel Module 1 SAM Project 2
1/4	Excel Module 2	Formatting Workbook Text and Data	• Excel Module 2 SAM Project 1 • Excel Module 2 SAM Project 2

1/5	Excel Module 3	Performing Calculations with Formulas and Functions	• Excel Module 3 SAM Project 1 • Excel Module 3 SAM Project 2
1/6	Excel Module 4	Analyzing and Charting Financial Data	• Excel Module 2 SAM Project 1 • Excel Module 2 SAM Project 2
1/7	Access Module 1	Creating a Database	• Access Module 1 SAM Project 1 • Access Module 1 SAM Project 2
1/9	Access Module 2	Defining Table Relationships	• Access Module 2 SAM Project 1 • Access Module 2 SAM Project 2
1/10	Access Module 3	Querying the Database	• Access Module 3 SAM Project 1 • Access Module 3 SAM Project 2
1/11	PowerPoint Module 1	Creating a Presentation	• PowerPoint Module 1 SAM Project 1 • PowerPoint Module 1 SAM Project 2
1/12	PowerPoint Module 2	Adding Media and Special Effects	• PowerPoint Module 1 SAM Project 1 • PowerPoint Module 1 SAM Project 2
1/14		**Final Exam**	

Schedule is subject to change
Specific assignments from the textbook will be posted online and announced in class