

COURSE SYLLABUS

Allied Health/Science/Technology Department	CSC F101 Course No.	Introduction to Computer Applications (CRN 1497) Course Title
3 hrs Credit Hrs.	# lecture hrs./week	# lab hrs./week
Prepared by	Landi Hou Faculty Member	Feb 09, 2017 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 & W: 8:30 am--5:00pm

T: 8:30 am – 7:00pm , Th: 8:30 am- 6:00pm

Office Location: Wheaton Hall 313 or 305

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, cloud computing, and computer security 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, Internet basics, 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.

Prerequisite: None

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.

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, Sway, and Mix
- Examine the basics of the personal computer, the Internet, the World Wide Web, and e-mail
- Explore PC and LAN hardware components
- Differentiate between application software and system software
- Examine Internet resources
- Explore Windows 10 and Mac operating systems
- Practice file management techniques
- Demonstrate knowledge of:
 - WORD
 - EXCEL
 - ACCESS
 - POWERPOINT
 - E-Mail
 - Search Engines
- Develop vocabulary of technical terms
- Explore Cloud Computing

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

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.

Course work grades are cumulative over the semester

Subject		Chapters/Topics	Points	Weight %
Home Works	1 & 2	Essential Computer Concepts Internet	20 (10 each)	5%
Projects	WD- 1	Word Module 1	20	70%
	WD-2	Word Module 2	20	
	WD-3	Word Module 3&4	20	
	EX-1	Excel Module 1	20	
	EX-2	Excel Module 2	20	
	EX-3	Excel Module 3-4	20	
	ACC-1	Access Module 1	20	
	ACC- 2	Access Module 2	20	
	ACC-3	Access Module 3	20	
	Web pagg Design	Using Weebly to Create a Web page	20	
Final Project	PowerPoint Module 1-2	80		
Test	1	Midterm Test (Covers Computer Concept & Word)	80	20%
Quiz	1	Topics will be posted on Blackboard	20	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 Feb 09- 12	<ul style="list-style-type: none"> • Introduction • Blackboard Learn • Cengage Account Set up • Essential Computer Concepts Pg. ECC1- 28 	<ul style="list-style-type: none"> • Login to Blackboard Learn site • Get familiar with using Blackboard Learn • Set up Cengage Account • Study computer concepts from textbook • Do Homework 1 (Graded) • Do Homework 2 (Graded)
Week 2 Feb 13-19	Managing Your Files pg. FM1-30 Internet Basics and Information Literacy pg. IB1-29	<ul style="list-style-type: none"> • Read two chapters on textbook • Quiz 1 (Graded)
Week 3 Feb 20-26	Word Moduel 1: Creating a Document pg. WD 1-54 Word Moduel 2: Navigating and Formating a document pg. WD 61-112	<ul style="list-style-type: none"> • Project WD-1 (Graded) • Project WD-2 (Graded)
Week 4 Feb 27-Mar 5	Word Moduel 3: Creating tables and Multipage Report pg. WD 119-168 Word Moduel 4:Enhancing Page Layout and Design pg. WD 177-229	<ul style="list-style-type: none"> • Project WD-3 (Graded)
Week 5 Mar 6 - 12	Practice Test Midterm Test	<ul style="list-style-type: none"> • Midterm Test (Graded)
Week 6 Mar 13 -19	No Class – Spring Break	
Week 7 Mar 20 -26	Excel Moduel 1: Getting Start with Excel pg. EX 1-58 Excel Moduel 2: Formatting Workbook Text and Data pg.EX 67-112	<ul style="list-style-type: none"> • Project EX-1 (Graded) • Project EX-2 (Graded)
Week 8 Mar 27- Apr 2	Excel Moduel 3: Calculating Data with Formulas pg. EX 131-182 Excel Moduel 4: (Chart Part only) pg.EX 189-247	<ul style="list-style-type: none"> • Project EX-3 (Graded)
Week 9 Apr 3 - 9	ACCESS Moduel 1: Creating a Database pg. AC 1- 44	<ul style="list-style-type: none"> • Project: ACC-1 (Graded)

Week 10 Apr 10 - 16	ACCESS Moduel 2: Building a Database And Defining Table Relationships pg.AC 51-104	• Project: ACC-2 (Graded)
Week 11 Apr 17- 23	ACCESS Moduel 3: Maintaining and Querying a Database pg.AC 115--169	• Project: ACC-3 (Graded)
Week 12 Apr 24 - 30	Web Page Design Using Weebly	• Web Page Design project(Graded)
Week 13 May 1 -7	PowerPoint Moduel 1: Creating a Presentation pg.PPT 1 - 60	• Final project (Graded)
Week 14 May 8 - 14	PowerPoint Moduel 2: Adding Media and Special Effects pg. PPT 69-124	• Final Project (CONTINUED)

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/.



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- *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*