

## COURSE SYLLABUS

<b>Allied</b>	<b>CSC F101</b>	<b>Introduction to Computer Applications (CRN</b>
<b>Health/Science/Technology</b>		<b>2085)</b>
Department	Course No.	Course Title

<b>3 hrs</b>		
Credit Hrs.	# lecture hrs./week	# lab hrs./week

Prepared by	<b>Landi Hou</b>	<b>June 10, 2018</b>
	Faculty Member	Date

Course prerequisites: Hands on familiarity with computers.

Course Location (bldg/room #):

Meeting time (days/hours): On-Line

### Instructor Contact:

Phone : (860)343-5771 (6/18 – 6/21)

Email: Please use Blackboard Mail. If Blackboard down, please email to:

[Lhou@mxcc.edu](mailto:Lhou@mxcc.edu)

Office Hours: 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, 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 MindTap

**Option 2: E-BOOK and ACCESS CODE BUNDLE:** New Perspectives on Microsoft® Office 365 Office 2016 MindTap

**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)

**Course work grades are cumulative over the semester**

Subject		Chapters/Topics	Points	Weight %
Home Work	1 & 2	Essential Computer Concepts Internet	200(100 each)	13.3%
Projects	WD- 1	Word Module 1	100	73.4%
	WD-2	Word Module 2	100	
	EX-1	Excel Module 1	100	
	EX-2	Excel Module 2	100	
	EX-3	Excel Module 3-4	100	
	ACC-1	Access Module 1	100	
	ACC- 2	Access Module 2	100	
	PowerPoint Project	PowerPoint Project Module 1-2	100	
Web pagg Design	Using Weebly to Create a Web page	100		
Test	1	Midterm Test (Covers Computer Concept & Word module 1-4)	200	13.3%
			<b>Total 1500</b>	<b>100%</b>

**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 5% of the total points each day.**

## SCHEDULE

DATES	Chapter/Topics	WEEKLY Assignments
<b>Week 1</b> June 18 – 24	<ul style="list-style-type: none"> <li>• <i>Introduction</i></li> <li>• <i>Blackboard Learn</i></li> <li>• <i>Cengage Account Set up</i></li> <li>• Essential Computer Concepts Pg. ECC1- 28</li> <li>• Managing Your Files pg. FM1-30</li> <li>• Internet Basics and Information Literacy pg. IB1-29</li> </ul>	<ul style="list-style-type: none"> <li>• Login to Blackboard Learn site</li> <li>• Get familiar with using Blackboard Learn</li> <li>• Set up Cengage Account</li> <li>• Study computer concepts from textbook</li>   <li>• <b>Homework 1 (Graded)</b></li>   <li>• <b>Homework 2 (Graded)</b></li> </ul>
<b>Week 2</b> June 25 – July 1	<ul style="list-style-type: none"> <li>• Word Moduel 1: Creating a Document pg. WD 1-54</li> <li>• Word Moduel 2: Navigating and Formating a document, pg. WD 61-112</li> <li>• Word Moduel 3: Creating tables and Multipage Report, pg. WD 119-168</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Word Project -1 (Graded)</b></li> <li>• <b>Word Project -2 (Graded)</b></li> </ul>
<b>Week 3</b> July 2 –8	<ul style="list-style-type: none"> <li>• Word Moduel 4: Enhancing Page Layout and Design, pg. WD 177-229</li>   <li>• <b>Midterm Test (including Computer Concepts and Microsoft Word chapters)</b></li>   <li>• Excel Moduel 1: Getting Start with Excel pg. EX 1-58</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Midterm Test (Graded)</b></li>   <li>• <b>Excel Project-1(Graded)</b></li> </ul>
<b>Week 4</b> July 9 - 15	<ul style="list-style-type: none"> <li>• Excel Moduel 2: Formatting Workbook Text and Data, pg.EX 67-112</li> <li>• Excel Moduel 3: Calculating Data with Formulas, pg. EX 131-182</li> <li>• Excel Moduel 4: (Chart Part only) pg.EX 189-247</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Excel Project - 2 (Graded)</b></li> <li>• <b>Excel Project - 3 (Graded)</b></li> </ul>
<b>Week 5</b> July 16 - 22	<ul style="list-style-type: none"> <li>• ACCESS Moduel 1: Creating a Database pg. AC 1- 44</li> <li>• ACCESS Moduel 2: Building a Database And Defining Table Relationships pg.AC 51-104</li> <li>• ACCESS Moduel 3: pg.AC 51-104</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Access project -1 (Graded)</b></li> <li>• <b>Access project -2 (Graded)</b></li> </ul>
<b>Week 6</b> July 23 - 29	<ul style="list-style-type: none"> <li>• PowerPoint Moduel 1: Creating a Presentation, pg.PPT 1 – 60</li> <li>• PowerPoint Moduel 2: Adding Media and Special Effects, pg. PPT 69-124</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PowerPoints Project (Graded)</b></li> </ul>
<b>Week 7</b> July 30 – August 5	Web Page Design Using Weebly	<ul style="list-style-type: none"> <li>• <b>Web Page Design project(Graded)</b></li> </ul>

## 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/](http://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/](http://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](mailto:amaslin@mxcc.edu); 860-343-5759;  
Founders Hall Room 123|*