


## Middlesex Community College

### CSC101 Introduction to Computers CRN 4004

<b>Instructor</b>	Louis Sapia, Associate Professor								
<b>Semester</b>	Winter 2017/2018								
<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>								

	<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>

<p><b>Course Objectives:</b></p>	<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>										
<p><b>Evaluation and Grading</b></p>	<table border="1" data-bbox="526 936 1354 1163"> <thead> <tr> <th style="text-align: center;">Grading Items</th> <th style="text-align: center;">Total Percentage</th> </tr> </thead> <tbody> <tr> <td>Tests/Exams</td> <td style="text-align: center;">40%</td> </tr> <tr> <td>Assignments</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>Participation</td> <td style="text-align: center;">10%</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><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/Exams	40%	Assignments	50%	Participation	10%	<b>Total</b>	<b>100%</b>
Grading Items	Total Percentage										
Tests/Exams	40%										
Assignments	50%										
Participation	10%										
<b>Total</b>	<b>100%</b>										
<p><b>Academic Integrity</b></p>	<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>										
<p><b>Attendance</b></p>	<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>										

<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>  <b>New Perspectives Microsoft® Office 365 &amp; Office 2016: Introductory, Loose-leaf Version, 1st Edition</b>  Patrick Carey; Carol DesJardins; Ann Shaffer; Mark Shellman; Sasha Vodnik  ISBN-10: 1337251372   ISBN-13: 9781337251372  © 2017</p> <p><b>Software:</b>  Microsoft OFFICE</p>
<b>College Policies:</b>	<p><b>Additional Syllabus Information</b></p> <p>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: <a href="http://mxcc.edu/catalog/academic-policies">http://mxcc.edu/catalog/academic-policies</a> 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: <a href="http://www.mxcc.edu/nondiscrimination/">www.mxcc.edu/nondiscrimination/</a>.</p> 

<p><b>NON-DISCRIMINATION STATEMENT</b></p>	<p>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.</p> <p>The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:</p> <ul style="list-style-type: none"><li>• Primary Title IX Coordinator: Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, <a href="mailto:amaslin@mxcc.edu">amaslin@mxcc.edu</a>;</li><li>• Secondary Title IX Coordinator: Ms. Anastasia Pych; Human Resources Director, <a href="mailto:apych@mxcc.edu">apych@mxcc.edu</a>;</li></ul>
--	--

**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

<b>Date</b>	<b>Chapter</b>	<b>Lecture</b>	<b>Assignment</b>
12/26	Managing Your Files – Module 1	<ul style="list-style-type: none"> <li>Managing Files and Folders</li> <li>OneNote</li> <li>Sway</li> </ul>	<ul style="list-style-type: none"> <li>Managing Your Files SAM Training</li> <li>Managing Your Files SAM Exam (counts as assignment)</li> </ul>
12/28	Word Module 1	Creating and Editing a Document	<ul style="list-style-type: none"> <li>Word Module 1 SAM Project 1</li> <li>Word Module 1 SAM Textbook Project 1</li> </ul>
12/29	Word Module 2	Navigating and Formatting a Document	<ul style="list-style-type: none"> <li>Word Module 2 SAM Project 1</li> <li>Word Module 2 SAM Project 2</li> </ul>
12/30	Word Module 3	Creating Tables and Multipage Reports	<ul style="list-style-type: none"> <li>Word Module 3 SAM Project 1</li> <li>Word Module 3 SAM Project 2</li> </ul>
12/31	Word Module 4	Enhancing Page Layout and Design	<ul style="list-style-type: none"> <li>Word Module 4 SAM Project 1</li> <li>Word Module 4 SAM Project 2</li> </ul>
		Mid-Term	
1/3	Excel Module 1	<ul style="list-style-type: none"> <li>Getting Started with Excel</li> </ul>	<ul style="list-style-type: none"> <li>Excel Module 1 SAM Project 1</li> <li>Excel Module 1 SAM Project 2</li> </ul>
1/4	Excel Module 2	Formatting Workbook Text and Data	<ul style="list-style-type: none"> <li>Excel Module 2 SAM Project 1</li> <li>Excel Module 2 SAM Project 2</li> </ul>

1/5	Excel Module 3	Performing Calculations with Formulas and Functions	<ul style="list-style-type: none"> <li>• Excel Module 3 SAM Project 1</li> <li>• Excel Module 3 SAM Project 2</li> </ul>
1/6	Excel Module 4	Analyzing and Charting Financial Data	<ul style="list-style-type: none"> <li>• Excel Module 2 SAM Project 1</li> <li>• Excel Module 2 SAM Project 2</li> </ul>
1/7	Access Module 1	Creating a Database	<ul style="list-style-type: none"> <li>• Access Module 1 SAM Project 1</li> <li>• Access Module 1 SAM Project 2</li> </ul>
1/9	Access Module 2	Defining Table Relationships	<ul style="list-style-type: none"> <li>• Access Module 2 SAM Project 1</li> <li>• Access Module 2 SAM Project 2</li> </ul>
1/10	Access Module 3	Querying the Database	<ul style="list-style-type: none"> <li>• Access Module 3 SAM Project 1</li> <li>• Access Module 3 SAM Project 2</li> </ul>
1/11	PowerPoint Module 1	Creating a Presentation	<ul style="list-style-type: none"> <li>• PowerPoint Module 1 SAM Project 1</li> <li>• PowerPoint Module 1 SAM Project 2</li> </ul>
1/12	PowerPoint Module 2	Adding Media and Special Effects	<ul style="list-style-type: none"> <li>• PowerPoint Module 1 SAM Project 1</li> <li>• PowerPoint Module 1 SAM Project 2</li> </ul>
1/14		<b>Final Exam</b>	