

COURSE SYLLABUS

Information Systems	CSC 101	Introduction to Computer Applications (CRN 2112)	
Department	Course No.	Course Title	
3 hrs	1.5	1.5	
Credit Hrs.	# lecture hrs./week	# lab hrs./week	
Prepared by	Ellen Kramer Faculty Member	May 23,2014 Date	
Course prerequisites:	Hands on familiarity with computers.		
Course Location (bldg/room #):	Online		
Meeting time (days/hours):	Monday through Sunday		

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 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.

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

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

1. New Perspectives Microsoft Office 2010 First Course
Shaffer/Carey- ISBN: 9781133150589; Course Technology Cengage Learning
2. SAM 2010 ASSESSMENT AND PROJECTS (SAM access code)
3. USB Flash Drive – recommended

This course uses the Windows operating system and the Windows Microsoft Office 2010 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 document provided in Blackboard if you are using Microsoft Office 2013. No other exceptions or allowances will be made.

Office Location (building/room number):	Middletown	Office Hours:	By appointment
Office Telephone:	860.539.2133	Office e-mail:	ekramer@mcc.commnet.edu

Participation Policy:

Students are expected to attend all classes and fully participate in 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 (exams, assignments, projects, etc., and percentages towards final grades):

The final grade will be determined by exams and hands-on computer applications projects, and will be affected by course participation, conduct, and attendance.

Blackboard Assignments	15%
Blackboard Discussions	10%
SAM Account Setup	5%
SAM Projects	40%
Blackboard Exams	15%
Final Project	15%

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

Withdrawal Policy – Friday, July 18 is the last day to withdraw from class

Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran's benefits.

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.

SCHEDULE – assignments and dates are subject to change and will be posted in BB Learn

DATES	TEXTBOOK/TOPIC	WEEKLY COURSE WORK
Week 1 Tue May 27 to Sun Jun 1 <i>No class 5/29 - Commencement</i>	Introduction Blackboard Learn	Course Requirements BB Practice Work BB Discussion: Introduce Yourself! Due Sun Jun 1 by 11:59pm
Week 2 Mon Jun 2 to Sun Jun 8	Essential Concepts	BB Assignment: Researching Computers BB Discussion: My Favorite App BB Exam: Essential Concepts Due Sun Jun 8 by 11:59pm
Week3 Mon Jun 9 to Sun Jun 15	SAM Account Setup Student Files Download Exploring Windows 7	BB Assignment: SAM Setup BB Discussion: Cyberspace BB Exam: Windows Due Sun Jun 15 by 11:59pm
Week 4 Mon Jun 16 to Sun Jun 22	Managing Your Files Browser and Email Basics Getting Started with MS Office 2010	BB Assignment: File Management BB Discussion: Computing Usage BB Exam: Browser and E-Mail Basics Due Sun Jun 22 by 11:59pm
Week 5 Mon Jun 23 to Sun Jun 29	Introduction to SAM Word Tutorial 1: Creating a Document	SAM Assignment: Word 1 Due Sun Jun 29 by 11:59pm
Week 6 Mon Jun 30 to Sun Jul 6 <i>No class 7/4 - Holiday</i>	Word Tutorial 2: Editing and Formatting a Document Word Tutorial 3: Creating a Multiple-Page Report	SAM Assignment: Word 2 SAM Assignment: Word 3 BB Exam: MS Word Due Sun Jul 6 by 11:59pm
Week 7 Mon Jul 7 to Sun Jul 13	Excel Tutorial 1: Getting Started Excel Tutorial 2: Formatting a Workbook	SAM Assignment: Excel 1 SAM Assignment: Excel 2 Due Sun Jul 13 by 11:59pm
Week 8 Mon Jul 14 to Sun Jul 20	Excel Tutorial 3: Working with Formulas and Functions Excel Tutorial 4: Working with Charts and Graphics	SAM Assignment: Excel 3 SAM Assignment: Excel 4 BB Exam: MS Excel Due Sun Jul 20 by 11:59pm
Week 9 Mon Jul 21 to Sun Jul 27	PowerPoint Tutorial 1: Creating a Presentation PowerPoint Tutorial 2: Adding and Modifying Text and Graphic Objects	SAM Assignment: PowerPoint 1 SAM Assignment: PowerPoint 2 BB Exam: PowerPoint Due Sun Jul 27 by 11:59pm
Week 10 Mon Jul 28 to Wed Aug 6	Database Overview Access Tutorial 1 Web Design	BB Assignment BB Final Project Due WED Aug 6 by 11:59pm

ADA Accommodations Statement

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Academic Ethics and Classroom Behavior

At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Use of Computing Resources

All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Inclement Weather Statement

In the event of inclement weather either before the start of a day when classes are in session or during the school day, you may check for information on delayed openings, college closings, class cancellations, etc by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at www.mxcc.commnet.edu and an announcement made on the college's main phone number, (860) 343-5800. (When calling the main phone number, be sure to choose option 1 from the menu for school closings.) If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.

Radio Stations	Television Stations
WMRD 1150 am	WFSB - 3
WDRC 102.9 fm and 1360 am	WTNH - 8
WMMW 1470 am	WVIT - 30

WRCH 100.5 fm
WTIC 1080 am, 96.5 fm
WZMX 93.7 fm
WELI 960 am, WKCI 101 fm

Off Campus Sites:

The MxCC Meriden Center will comply with the Middletown campus policy. Exception: In the event of extreme weather only in the Meriden area and the Middletown campus determines to hold classes, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance & Administration.

The Old Saybrook off campus site will comply with the Middletown campus policy. Exception: In the event of extreme weather only at the off campus site, the decision to hold or cancel classes at this extension center will be made by our campus extension program director. Faculty should call the Continuing Education Office at (860) 343-5865.

Note: Off campus sites are ultimately subject to the cancellation policy of the school in which MxCC holds classes.