

**HUDSON COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**



TITLE OF COURSE: Introduction to Computers and Computing CSC-100-
CREDIT: 3

TERM: _____ **CLASS MEETING TIMES:** _____
PREREQUISITE(S): _____ **COREQUISITE(S):** _____

INSTRUCTOR: _____

OFFICE HOURS: _____ **LOCATION:** _____

EMAIL ADDRESS: _____

Phone: _____

1. COURSE DESCRIPTION:

Introduce beginning students to computers and to latest application software. The course includes history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component is made of Microsoft Office 2013(Word, Excel, Access, and PowerPoint).

This course may not be used for credit by Computer Science or Management Information Systems majors.

Two hours lecture and two hours lab.

2. COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

- Describe and distinguish among different classes of computers and their functional elements.
- Discuss the use of computers in society, in business, industry and in their chosen career.
- Distinguish among four general computer applications: word processing, database, spread sheets, and graphics.
- Distinguish between operating systems and applications software.
- Understand what is the Internet and how can they benefit from using it.
- Use word processing, data base, spread sheets and graphics to complete the course projects.

3. REQUIRED TEXTBOOKS:

Discovering Computers 2018

Vermaat, Sebok, Freund, Campble, Frydenberg

ISBN-13: 978-1-337-78852-8

ISBN-10: 1-337-38852-6

B. Microsoft Office 365

Office 2016 (introductory)

ISBN: 978-1-305-87001-7

Publisher: Cengage

4. EVALUATION METHODS:

Student will be graded on the basis of:

- Test one **10 %**.
- Test two **10%**
- Midterm **20 %**.
- Final Exam **20 %**.
- Laboratory projects **40 %**.

Grading policy:

95 - 100	A
90 - 94	A-
85 - 89	B+
80 - 84	B
75 - 79	C+
70 - 74	C
65 - 69	D
0 - 64	F

Course Rules:

- No makeup exams will be given for missing tests.
- Late Homework assignments will not be accepted.
- All homework assignments must be handed in the form of a hard copy.
- No homework assignments will be accepted by e-mail.
- The schedule for the tests and the laboratory assignments depends on the covered material.
- No children are allowed in the classroom.
- No foods or drink are permitted in all computer rooms.

5. ATTENDANCE POLICY:

Excess of absence will result in a failing grade (3 absences maximum).

- **20 minutes of lateness is considered one absence.**
- **Leaving class 20 minutes early without an excuse is considered one absence.**
- Any student misses a class for any reason is responsible for the notes and the assignments given on the day he/she missed.

6. USE OF ELECTRONIC COMMUNICATION DEVICES:

- **Cell phones must be turned unless a prior permission is given.**
- No internet browsing, instant messaging, chatting or E-mail during class time.
- Any student caught using a cell phone, browsing the Internet; sending text messaging will be asked to leave the classroom and will not be admitted back unless getting a letter from the Dean.

7. DISABILITY SUPPORT STATEMENT:

Students with disabilities who believe that they might need accommodations in this class are encouraged to contact, Disability Support Services at (201) 360-4157, as soon as possible to better ensure that such accommodations are implemented in a timely fashion. All disabilities must be documented by a qualified professional such as a Physician, Licensed Learning Disabilities Teacher Consultant (LDTC), Psychiatrist, Psychologist, Psychiatric Nurse, Licensed Social Worker or Licensed Professional Counselor, who is qualified to assess the disability that the student claims to have and make recommendations on accommodations for the student. All information provided to the Disability Support Services Program will be confidential between the program, professors involved with the student and individual student.

8. ACADEMIC INTEGRITY STATEMENT:

Academic Integrity Standards

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate of degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams
- Reporting false research data or experimental results
- Allowing other students to copy one's work to submit to instructors
- Communicating the contents of an exam to other students who will be taking the same test
- Submitting the same project in more than one course, without discussing this first with the instructor
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the college's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

Accessibility Services

Hudson County Community College is committed to providing support to students with disabilities through its Accessibility Services 201-360-4157. To take advantage of these services, students voluntarily disclose pertinent information to the Center for Academic & Student Success (CASS). The Coordinator of Accessibility Services will then schedule a confidential appointment with the student to review documentation and arrange instructional accommodations, as appropriate. Faculty members may not recommend or refer a student to Accessibility Services, unless the student independently requests referral. A complete guide (ACCESS) for students, faculty and staff can be obtained on the Faculty Advising portal page.

9. WEEKLY OUTLINE:

WEEK	TOPIC	ASSIGNED READINGS	OTHER
1	Introduction	Read chapter 1 Get the text books and a USB	
2	Chapter 1 Using Technology to Change the World Office 2013: MS Word Unit 1	U1 Lab	Read Chapter1 HW from U1
3	Chapter 2 Looking at Computers Understanding the Parts Office 2013: MS Word Unit 2	Read Chapter 2 and answer the questions in the end of the chapter for your own	MS word U2 TBD
4	Quiz 1 Ch1 & Ch 2 Chapter 3 Using the Internet Making the Most of the Web's Resources Test 1 (ch1,2) Office 2013: MS Word Unit 3	Read Chapter 3 and answer the questions in the end of the chapter	MS word U3 TBD
5	Application Software ch 4	Read Chapter 4 and answer the questions in the end of the chapter Office 2013: MS Word Unit 3	
6	Binary number and Ascii Office 2013: MS Excell U1	Numeric Conversions	intro to Excel

7	Excel Lab and Unit 1		Office 2013: MS Excel U 1
8	Midterm EXAM Ch1-Ch4		Office 2013: MS Excel lab
9	Ch 5 The Operating System, Utility Programs and File Management MS Excel U2	Read Chapter 5 and answer the questions in the end of the chapter	MS Excel U2 TBD
10	Chapter 6 Understanding and Assessing Hardware: Evaluating Your System MS Excel U3	Read Chapter 6 and answer the questions in the end of the chapter	MS Excel U3 TBD
11	Ch 11 intro to Dbase intro to access test 3 (Ch5 & Ch 6)	Read notes Office 2013: MS Access Unit 1	intro to Access
12	Office 2013: MS Access Unit 2	Access U1 h/w	MS Access Unit 2 TBD
13	Chapter 7 Networking: Digital Devices and Media,maging a Digital Lifestyle Office 2013: MS Access Unit 3	Read Chapter 7 and answer the questions in the end of the chapter	
14	Project evaluation and final review		
15	Final Exam		

Student Classroom Recording Policy

- Hudson County Community College prohibits the audio-visual recording, transmission, and distribution of classroom sessions. Classes may only be recorded with the advance written permission of the instructor. The Hudson County Community College classroom recording policy must be listed in all syllabi.
- All classroom recordings can only be used for academic purposes by students enrolled in that class. Recordings may not be shared, reproduced, or uploaded to public websites or other mediums, and these recordings may contain copyrighted material and are prohibited from any form of commercial use.
- All students and guests must be informed that the class may be recorded. Due to issues related to privacy and the possible inhibition of student participation, instructors should be mindful of the effects of permitting classroom recording.
- Instructors should retain electronic or paper copies of their written consent to grant classroom recordings.
- Students must destroy their recordings at the end of the semester.
- Students who are granted permission to record their class by the office of Disability Support Services should inform the instructor beforehand and are subject to the policies outlined in this document.
- Violation of this policy is subject to disciplinary action listed under the code of conduct as included in the Student Handbook.