Course Title: CS11 • CST101 INTRODUCTION TO COMPUTING

Section No.: CS11 E5521 Blackboard On-Line Course

Instructor: Prof. Dennis Kochis

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COURSE DESCRIPTION: Comprehensive introduction to use of personal computers for improving productivity and problem solving. Primarily for non-computer majors and liberal arts students (i.e., those majoring in areas such as humanities, arts, social and behavioral sciences). Includes desktop configuration, word processing, spreadsheets, presentation graphics, basics of personal computer organization, and directory structures and file management. Optional topics may include database concepts, Web page creation, Internet and its resources, Web browsers and use of Internet for research. Course cannot be applied to satisfaction of graduation requirements in any computer-related degree program or certificate at SCCC.

Prerequisite
None.

OBJECTIVES: After completing this course a student will:
• be able to demonstrate a working knowledge of computing concepts, components, and operation to accomplish educational and career tasks;
  - perform basic operating system tasks using current operating system, such as run a program, find a file, create a folder, and copy a file from the hard drive to a floppy disk.
  - identify, explain the purpose of, and use the hardware components of a computer, e.g., CPU, monitor, hard drive, floppy drive, keyboard, printer, mouse, etc.

• be able to use appropriate components of productivity software involving word processing, spreadsheet, database, presentation, and/or communications;
  - perform basic word processing operations including creating a new document, performing simple editing, cutting and pasting, and formatting operations on the document, printing, saving, and retrieving.
- perform basic spreadsheet operations including creating a new worksheet, entering numeric values, labels, formulas, and simple functions, performing simple editing and formatting operations on the worksheet, printing, saving, and retrieving.
- perform integration
- demonstrate skills with minimal level database ranging from basic knowledge to operations including creating a simple table, identifying fields and records, creating a simple query, and sorting.
- demonstrate skills with presentation software ranging from basic knowledge to being able to create and present a slide show.

- be able to access, retrieve, assess, and apply networked information resources, e.g., on-
  line catalogs, virtual libraries, the Internet, and world wide web;
- connect to the Internet and the world wide web.
- access resources using the Internet, the world wide web.
- perform an effective search.

PROCEDURES TO ACCOMPLISH THESE OBJECTIVES: The learning activities for this course will include:

  a. Class materials and assignments on BLACKBOARD including class discussions
  b. Textbook tutorials, practice problems, and handouts
  c. SAM training activities
  d. Practice exams
  e. Final project

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE: This is a course, requiring:
- Physical attendance in class
- On-line attendance Blackboard at least 2-3 times per week
- Communicating with the instructor. The instructor is available for consultation on-line through Blackboard 
  E-Mail.

To successfully complete this course, the student must:
  Log on to Blackboard and complete all the on-line assignments.
  Read/view unit (chapter) lectures
  Successfully complete textbook tutorials, practice problems, and handouts and participate in discussions
  Successfully complete the SAM training topics
  Participate in the review before each exam
  Take and pass all SAM exams when scheduled
  Complete the Final Project
  Prepare and present a PowerPoint slide show and publish it to the class
  Communicate with the instructor electronically

This is not a correspondence but an activity based on-line course. Active participation is required

All deadlines will be maintained. No late assignments will be accepted. There will be NO make-up exams.
GRADING PRACTICE: Final grade will be a combination of the following:
• 60% Tests (3 exams)
• 30% Assignments and final project
• 10% Attendance Blackboard class participation including discussions

You are not participating if you:
o do not show activity on a weekly basis
o do not submit assignments,
o do not take practice exams and graded exams, and/or
o do not communicate with the instructor

ATTENDANCE / BEHAVIOR POLICY: All students are expected to participate in every activity in this course via Blackboard, and all assigned work must be completed by the due dates as per the Course Schedule. All students are expected to:
• Communicate with the instructor electronically.
• Log onto Blackboard and participate in the on-line activities at least twice a week.
• Complete and submit all assignments on or before the deadline If the Unit closes before you submit the work, you missed it
• Take all exams when scheduled. NO MAKE-UP EXAMS

STUDENT CODE OF CONDUCT: Students and faculty share the responsibilities of creating a classroom atmosphere honoring learning; these responsibilities include behaving courteously and respectfully toward one another.

The instructor reserves the right (by college policy) to ask a student who is being disrespectful to any participants to cease such activity or comments and/or the instructor may delete any inappropriate entries on the BLACKBOARD course site.

Although not all-inclusive, the following actions, activities or behaviors are expressly prohibited: "Unauthorized or illegal use of College computer facilities or equipment, such as hacking; duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of files; unauthorized use of another individual's identification, password or work."

Any student guilty of inappropriate conduct may receive a failing grade in the class, be dismissed from class, and/or be referred to Dean of Students for further discipline proceedings.

The required textbook and information on how to purchase it are included in this document.

PLEASE PURCHASE THE TEXT IMMEDIATELY SO YOU ARE READY TO GO WHEN THE SEMESTER FORMALLY BEGINS

These text should be available at the college bookstore on East Campus. If you go to the Ammerman or Grant Campus Bookstore, they can get it for you from the Ammerman Store.
The campus Bookstore links are:

SCCC Selden Campus Bookstore: http://suffolkcc.bkstore.com/
SCCC West Campus Bookstore: http://suffolkccb.bncollege.com
SCCC East Campus Bookstore: http://suffolkccr.bncollege.com/

You can also purchase the text and the SAM 2003 software on-line directly from any on-line vender such as COURSEDIRECT.COM if you choose to do so. Just use the ISBN # listed below.

Again use enough lead time to have the book when the scheduled activities begin

The required textbooks are:


• SAM/A&T 2003, v. 3.1, Student Learning and Assessment software (which must be installed on your computer), Course Technology, ISBN 1-42391260-8 (This is a special ISBN for Suffolk which gives a special discounted price).

You will also need access to Microsoft Office 2003 Word, Excel, Access, and PowerPoint.

COMPUTER LAB: It is normally assumed in this type of learning environment that you have a computer at home to complete this class. In the event of a computer problem on your personal computers, you may use computers on campus to do your assignments for class. Microcomputers are available Monday through Saturday in Computer Labs on all campuses. The times and days are posted at the entrance to the Computer Lab.

Computer problems must be dealt with by you. If your personal computer is not functioning properly, it is your responsibility to find alternative access. My computer is not working is not a valid excuse for any extended period of time or an excuse for missing a deadline. Make the necessary arrangement for yourself as backup.

ASSIGNMENTS: For a complete understanding of the concepts presented students are strongly advised to complete the following:

• Textbook: each assigned unit (chapter) including the Unit Steps, Concepts Review, Skills Review, Independent Challenges, and Visual Workshop.
• SAM 2003 Assessment and Training: each training section corresponding to assigned units (chapters) and practice exams.
Students are required to submit the assigned *Unit Steps, Skills Review, Independent Challenges, and Visual Workshop*. The assigned problems will be announced in class and posted on Blackboard in the Course Schedule Area.

*Print this file and post it by your computer to reference throughout the semester*

*All due dates are firm. Assignments and Units will close on the due dates at 11 PM*

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