

**Camden County College  
Blackwood, New Jersey  
FALL 2014**

<b>Course Title</b>	<b>Computer Literacy</b>
<b>Course Number</b>	CSC-101
<b>Department/Program Affiliation</b>	Computer Information Systems
<b>Credits</b>	3
<b>Instructor</b>	Mr. Jack Myers
<b>Email</b>	jmyers@faculty.camdencc.edu
<b>Office Hours</b>	By appointment
<b>Department Secretary</b>	Ms. Ivis Quann
<b>Location</b>	Madison 209D
<b>Telephone</b>	856-227-7200, ext. 4427

**Course Description:** This course is designed to provide the student with the knowledge and skill to use computers efficiently. Students will gain “hands-on” experience on a PC in word processing, spreadsheets, database management, a web browser and a student information system. Students will also learn the many facets of information technology, the way in which the world is being changed by it, and the associated risks and potential implications of technology in society. Topics will include an introduction to programming, an introduction to the hardware and software components of a computer system, the Internet, computer systems found in business, computer ethics, computer security, and the application of information technology to research information. Topics flow from the concrete to the abstract, from the present to the future. Knowledge of the keyboard is recommended for success in this course.

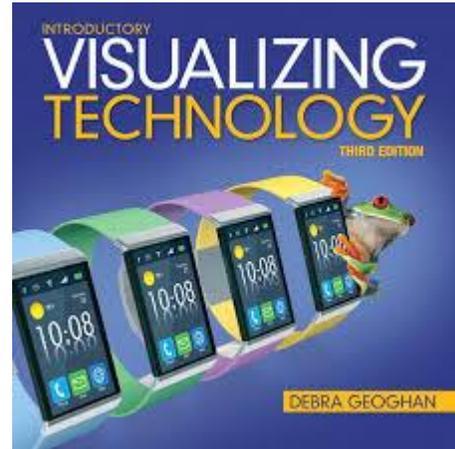
**Course Student Learning Outcomes:** At the end of this course, the student will be able to:

- Use the operating system and associated utilities
- Create and modify documents using a word processing program
- Create and modify workbooks/worksheets using a spreadsheet program
- Create and modify databases and associated tables using a database management program
- Define programming and program languages
- Navigate and research topics on the Internet using email, browsers, and search engines
- Describe the hardware and software components of a computer system
- Describe the steps in ensuring privacy, security, virus protection, and ergonomics for computer systems
- Examine the concept of connectivity, the impact of the wireless revolution, and the elements of a communication system.

**Topics in Computer Science** will be covered by the chapters in textbook *Visualizing Technology*. Each chapter in the textbook is divided into multiple objectives. Some of these chapters will be independent reading. Other chapters will be partially covered in class and partially independent reading. The material covered in class is considered to be the most difficult or the most important material from the chapters. Occasionally, chapters will be supplemented with outside materials.

## Course Outline (subject to change)

1. Mastery of Microsoft Excel
  - Introduction to Excel
  - Formulas and Functions
  - Charts/Pivots
  - Datasets and Tables
2. Fundamentals of Computing
  - Lesson 1: Introduction to Computers
    - Chapter 1: What is a Computer?
    - Chapter 2: Application Software
    - Chapter 3: File Management
  - Lesson 2: Hardware and Software
    - Chapter 4: Hardware
    - Chapter 5: System Software
    - Chapter 6: Digital Devices and Multimedia
  - Lesson 3: Internet and Networks
    - Chapter 7: The Internet
    - Chapter 9: Networks and Communication
3. Database Development in Microsoft Access
  - Lesson 4: Databases
    - Chapter 11: Databases
4. Advanced Microsoft Word Techniques (selected topics)



**Class Website:** An updated class schedule will be maintained on the class website <http://jackmyers.info/complit>

**Class Presentations:** Each student will be responsible for creating a PowerPoint presentation on one of the following topic areas, or other suitable topic at the discretion of the instructor:

- **Computers and Society:** e.g., ethics, educational use of computers, role of computers in transforming lives
- **Gaming or Multimedia:** e.g., advances in gaming, creative uses of Office applications, media applications, Cf: Chapter 6
- **Hardware:** e.g., quantum computing, new advances in devices such as Google Goggles, new models of computers/smart phones/tablets
- **Web 2.0:** e.g., effects of social networking, new interactive applications, advances or creative uses of applications like Facebook, Twitter, Instagram...
- **Privacy, Crime and Security:** e.g., recent hacker attacks or security breaches, news about computer crimes or criminals
- **Mobile Technologies:** e.g., advances in smart phones, tablets, GPS applications
- **Big Data:** e.g., data mining, data visualization, genome data, scientific data, trending

Each presentation should summarize key points from a recent (within 2 years) news item, or blog pertinent to the subject matter in three to five PowerPoint slides. The goal is NOT to present concepts or explain the topic, but rather to find a **current events** story in a particular area and summarize the story for the class.

Students must bring the PowerPoint file to class on a USB flash drive on their assigned day. Each presentation should last approximately five minutes. The last slide must contain the complete reference (URLs are acceptable) to the material used. Wikipedia is not an acceptable source, but can be used to find appropriate references. The presentation will be graded based on content and use of PowerPoint.

**Communications:** Students may send emails to the professor using any email account they wish so long as the student is identified by first and last name.

**All communications to students will proceed through the primary email address on file with Camden County College. Even if this is a CCC email address, it must be checked often for updates/news.**

**Grading:** Your final grade will be composed according to the following breakdown:

Grading Measure	% of final grade
Average of "Visualizing Technology" Chapter Questions	25%
Homework Average	30%
Quiz Average <sup>1</sup>	25%
Lab Test Average	10%
Class presentation	10%

<sup>1</sup> We will generally have a quiz at the beginning of class every day. Your two lowest quiz grades will be dropped at the end of the semester.

If you miss a quiz, you will get a zero for that quiz.

Generally, I will not let you make up missed quizzes. If, however, you have already missed two quizzes and miss another, I will consider allowing you to retake a quiz given compelling circumstances. Tip: whenever you miss a quiz and have and have what you consider to be a "good reason" that you can document (doctor's note, tow-truck receipt, religious holiday date, etc.) for missing the quiz, hold on to the documentation. If you miss a third one and all three have "good reasons" with documentation, come talk to me immediately (and bring all your documentation)!

The final grading scale is as follows:

<b>A</b>	90 – 100	<b>I</b>	Incomplete. (for extreme emergencies) – MUST be completed within one semester
<b>B</b>	80 – 89		
<b>C</b>	70 – 79		
<b>D</b>	60 – 69	<b>W</b>	Withdraw. (Be sure to notify the Registrar before the cutoff date. Any student who stops attending this class and does not officially withdraw and does not complete the tests and/or assignments will receive an "F" in this course.)
<b>F</b>	59 and below		

#### Attendance Grading

<b>SA</b>	Satisfactory attendance
<b>NA</b>	Not Attending. (for students who are no longer attending or exceeded the attendance policy)
<b>XA</b>	Never. (for students who NEVER attended)

**Course Activities:** The classroom activities will include formal and informal lectures where new material is covered. Students will have the opportunity to contribute to the discussion and to ask questions about the material. "Hands-on" exercises using the computer may be initiated during class and submitted by the deadlines specified. *All assignments are to be e-mailed to the instructor, using the following format in the subject line unless otherwise specified:*

Assignment <assignment number>

"Assignment P1", "Assignment E1", etc.

Assignments are posted on the class website. Multiple choice questions will be answered online at the class website.

**Assignments MUST be e-mailed using this exact subject line.  
Assignments received after that date/time may receive a grade of zero.**

If you do not have the MS Office 2013 software on your PC computer, you may use one of the open access computer labs. You must have a current student ID card to use the computer lab facilities.

**Open Access Labs** at Camden County College are located in the following places:

**Blackwood**

Blackwood Campus Library  
Library 3<sup>rd</sup> Floor

**Camden**

E-Village  
Room 202

**Cherry Hill**

Rohrer E-Library  
Room 208

More information about these labs can be found on the Camden County College Webpage at the following link: <http://www.camdencc.edu/oit/Open-Access-Computer-Labs.cfm>.

**Free tutoring** is available at CCC on all three campuses. More information about this tutoring can be found on the Camden County College Webpage at the following link: <http://www.camdencc.edu/tutoring/index.cfm>. Click on the Tutoring Schedule which is on the right side of the page.

**Homework:** For success in this class, students need to spend at least 2 hours outside of class for every one hour spent in class to do assignments and readings.

**Academic Honesty:** Students are responsible to review the "Academic Honesty Policy" in the Student Handbook. Students who copy homework, cheat on tests, or plagiarize material for any test or assignment in this course will receive **a failing grade for the test or assignment**.

**Course Materials:** Textbooks should be purchased from the CCC Bookstore. These are sold in a packaged under course number CSC-101.

- Visualizing Technology, 3<sup>rd</sup> Edition
- Word with Windows *(the "W" textbook)*
- Excel *(the "E" textbook)*
- Access *(the "A" textbook)*

Additionally, every student is to bring a USB flash drive to every class.

**Attendance Policy:** Since timely participation is key to success in this course, students are expected to maintain 100% attendance which means to attend every class and arrive on time.

**Section 504 Accommodations:** Please be aware that Camden County College is committed to providing Section 504 accommodations for all persons with disabilities. If you have specific physical, emotional, or learning disabilities and require accommodations, please contact the PACS Office (Disability Support Services Office) at 856-227-7200, ext. 4430, as soon as possible to ensure that such accommodations can be implemented in a timely fashion.

**Key Dates:** Please visit the Registration Home page at <http://www.camdencc.edu/registration/index.cfm> for a list of key dates for the semester. These dates include the last days to drop this class with either a 50% or 100% refund, as well as the withdrawal deadline.

**Academic Issue:** If at any time a student has an academic problem in any course with a grade or any other issue, the student's first course of action to resolve the matter by College Policy should be to make an appointment with the instructor to discuss the issue.

**For your information:**

**I reserve the right to amend, alter or change the information in this course guide at my discretion.  
All terms and interpretations will be defined by me and are final.**