COURSE SYLLABUS

Tunxis Community College

Education That Works For a Lifetime

Course Title:	Introduction to Computers	**Date submitted:**	Spring 2015 (AAC: 15-37)
Department:	Business and Technology		
Curriculum:	Computer Information Systems		

Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.

Course Code: (eg. ACC 101)	CSC*101
Course Type:	X

A: Clinical B: Lab D: Distance Learning
I: Individual/Independent L: Lecture N: M: Seminar Internship
P: Practicum U: Studio
X: Combined Lecture/Lab Y: Combined Lecture/
Clinical/Lab Z: Combined Lecture/Studio

Elective Type:	G/LAS

E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math
S: Science SS: Social Science

Credit Hours:	3
Developmental: (yes/no)	No
Contact Hours: Lecture:	3
Clinical:	0
Lab:	0
Studio	0
Other:	0
TOTAL:	3
Class Maximum:	24
Semesters Offered:	F/S/Su

Prerequisites:

C- or better in Integrated Reading and Writing II (ENG*075) OR Introduction to College Reading & Writing (ENG*093) OR Introduction to College English (ENG*096) OR Reading & Writing VI (ESL*162), or placement into Composition (ENG*101) [including embedded ENG*101]

Corequisites:

None

Other Requirements:

None

Catalog Course Description:

Provides the necessary background for and provides hands-on practice using popular microcomputer office applications including word processing, spreadsheets, database and presentation management. The course also covers computer concepts including hardware, software, multimedia, privacy and security, and current computing trends. Students spend approximately three hours per week on hands-on computer assignments mastering Microsoft Office.

Topical Outline: List course content in outline format.

1. Introduction
2. Storage, Communication, Input and Output Devices
3. Security and Privacy
4. Current Computing Trends
5. Word Processing
6. Spreadsheet
7. Database and Presentation Management

Outcomes:
Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

Upon successful completion of this course, the student will be able to do the following:

COURSE:

1. navigate the Internet and use it for research purposes
2. utilize word processing, spreadsheet, database, and presentation software applications and features appropriately
3. utilize varying hardware and software components of computer systems

PROGRAM: *(Numbering reflects Program Outcomes as they appear in the college catalog)*

GENERAL EDUCATION: *(Numbering reflects General Education Outcomes as they appear in the college catalog)*

3. **Ethical Dimensions (embedded) -** Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.

Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.

Does Not Demonstrate: Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.

5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.

Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.

Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.

6. **Oral Communication (embedded) -** Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings.

Demonstrates: Delivers oral presentations with information and/or analysis appropriate for the rhetorical situation. Content is reinforced by appropriate verbal and nonverbal communication.

Does Not Demonstrate: Oral presentations lack information and/or analysis appropriate for the rhetorical situation. Content may not be reinforced by appropriate verbal and nonverbal communication.

Evaluation:
List how the above outcomes will be assessed.

Assessment will be based on the following criteria:

1. Graded projects in the areas of word processing, spreadsheet, database, and presentation graphics will be assigned.
2. Written examinations to demonstrate an understanding of terminology, concepts, and skills.
3. Students will create an ePortfolio if they do not already have one. Students will select work from the course, upload it to their ePortfolio, and reflect on how that work demonstrates achievement of the General Education abilities.

Instructional Resources:
List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.

Required: Computer Lab

Desired: None

Textbook(s)

Refer to current academic year printout.