TERM:

COURSE CODE: CSC-100

COURSE TITLE: Introduction to Computers and Computing

DAY(S) AND TIME(S):

LOCATION:

INSTRUCTOR:

OFFICE HOURS:

OFFICE LOCATION:

EMAIL:

PHONE:

COURSE PREREQUISITE: None

CREDITS: 3

COURSE DESCRIPTION:
This course introduces beginning students to computers and the latest application software. The course introduces history of computers, information processing file, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory components include Microsoft Office (Word, Excel, Access, Power Point, and Integration). This course may not be used for as a program requirement for Computer Science majors.
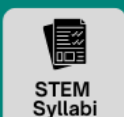
STUDENT LEARNING OUTCOMES:

Upon the successful completion of this course:

1. Students will understand how technology has developed over time, explore the ways technology impacts our daily home and work lives.
2. Students will be able to understand the role of the web in daily life. The students will explore the components of websites, webpages, and e-commerce and learn how to search the web to find information you can trust.
3. Students will learn about many different types of computer hardware, and how to choose and maintain computer hardware.
4. Students will learn about different types of operating systems and compare options of each type.
5. Students will learn about the key types of apps and how they are used in personal and work life.
6. Students will examine the types of attacks that occur today and how to protect computers, other devices, and personal information.
7. Students will learn how to apply a productivity software(s) in academic and business software.

STEM STUDENT HUB
Information & Resources tailored towards students taking any STEM courses

STEM Magnified | STEM Syllabi | Clubs & Organizations | Scholarships & Organization | Internships & Work | Upcoming/Past Events | Current STEM News | Career Coach Research Guides And More!

TEXTBOOK AND SUPPLEMENTAL MATERIALS:

MindTap for Cable/Freund/Monk/Sebok/Starks/Vermaat's The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2021, 1 term Instant Access, 1st Edition

GRADING POLICY:

Three Tests	40%
Lab Assignments	60%

SAMPLE COURSE SCHEDULE:

Week 1 & Week 2:

Lecture Reading

Read Chapter 1, The Impact of Digital Technology, from Technology for Success portion if the textbook (pages CC1-1 to CC 1- 17)

Labs/Learning Activities
Lab #1 - Avery University - Creating and Modifying a Flyer

Lab # 2 - SignalOne Insurance Group - Creating and Modifying a Flyer

Lab # 3 - Generational Marketing - Creating a Research Paper

Week 3 & Week 4:

Lecture Reading

Read chapter 2, The WEB, from Technology for Success portion of the textbook (pages CC 2-1 to CC 2-21)

Labs/Learning Activities

Lab #4 - Agile Project Management - Creating a Research Paper

Lab #5 - Advantia Biotech - Creating a Business Letter

Lab #6 - Hutson Group - Creating a Business Letter

Week 5 and Week 6:

Lecture Reading

Read chapter 3, The Computer Hardware, from Technology for Success portion of the textbook (pages CC 2-1 to CC 2-21)

Labs/Learning Activities

Capstone Project #1 - Devon & Company

Lab #7 - Silver River Career Consulting - Creating and Editing Presentations with Pictures

Test 1

Week 7 and Week 8:

Lecture Reading

Read chapter 4, Operating Systems and File Management, from Technology for Success portion of the textbook (pages CC 4-1 to CC 4-19)

Labs/Learning Activities

Lab #8 - Nature Cares Nutritional Product - Creating and Editing Presentations with Pictures

Lab #9 - Focux Safeguards Training - Enhancing Presentations with Shapes and SmartArt

Lab #10 - Spring Gardening Tips - Enhancing Presentations with Shapes and SmartArt (1/16/24)

Week 9 and Week 10:

Lecture Reading

Read chapter 5, Software and Apps, from Technology for Success portion of the textbook (pages CC 5-1 to CC 5-32)

Labs/Learning Activities

Lab #11 - Jetsam Capital - Inserting WordArt, Charts, and Tables 1/17-18/24

Lab #12 - Holistic FitnessInserting - WordArt, Charts, and Tables (1/17-18/24)

Capstone Project#2 - City of Santa Rita Planning Department

Week 11 and Week 12:

Lecture Reading

Read chapter 6, Security and Safery, from Technology for Success portion of the textbook (pages CC 6-1 to CC 6-12)

Labs/Learning Activities

Lab #13 - New Era Medical - Creating a Worksheet and a Chart

Lab #14 - Diaz Marketing - Creating a Worksheet and a Chart

Lab #15 - Roadrunner - Online Formulas, Functions, and Formatting

Test 2

Week 13 and Week 14:

Read chapter 7, Digital Media, from Technology for Success portion of the textbook

Labs/Learning Activities

Lab #16 - Edgerton-Norris - Formulas, Functions, and Formatting (1/10/24)

Lab #17 - Raybridge Recruiting - Working with Large Worksheets, Charting (1/11/24)

Lab #18 - Sales Dart Services - Working with Large Worksheets, Charting (1/11/24)

Week 15:

Capstone Project#3 - Ensight Healthcare Consultants

Final Exam.

HCCC POLICIES, STATEMENTS, AND SERVICES:
https://www.hccc.edu/administration/academic-affairs/syllabus-addendum.html