

Course outline information documents available in online course:

Welcome to Computing in the Information Age!

This is a quick-paced 15 week course in the document processing application Microsoft Word O365, the spreadsheet processing application Microsoft Excel O365, the presentation processing application Microsoft PowerPoint O365, the database program Microsoft Access O365, and computer concepts. The hands-on tutorial style of this course makes it a good match for online learning. If I had my way every student currently enrolled in college would be required to complete this course before graduating. Today's job market demands that these skills be present in all applicants entering the workforce. Even if you currently possess these skills I am sure that you will learn about some additional features offered by these applications that may serve to help you in the future. I hope that you are looking forward to the experience too!! In online learning, communication becomes critical! Communication will be required as a component of this course, not only between you and I, but also between you and your fellow cyber-classmates. You may even get to know your cyber-classmates better than if you shared an onsite class together.

What should you do next? I recommend that you work through the rest of the Course Information documents before moving onto the course modules.

Important Software Requirements: This is a hands-on learning experience, so it is critical that you have access to the following software: Office 365*

*Previous versions of Microsoft Office are not sufficient for this course! You have a free download of the most up to date Office 365 applications since you are a student here. The download is found in your student email (How to Download Office Apps from Student Email.pdf). Information on how to log in to your student email can be found here: <http://www.flcc.edu/offices/it/studentemail/index.cfm>

If you ever have any problems or questions please let me know or contact Open SUNY help. I want this to be a positive experience for everyone. I look forward to getting to know you. GOOD LUCK!

Instructor:	Mary-Elizabeth D'Arduini Academic Technology Specialist/Adjunct Instructor Finger Lakes Community College maryelizabeth.darduini@flcc.edu
Communicate with me:	For <i>private</i> communication with me, please use the "send email" option on your menu to the left. I am most responsive via email and will always try to respond to your message within 24 hours.
Phone/Webex:	(585)785-1671 (Please email me to set up a phone call/Webex session)
Logon	I will log-in roughly every other day. So if you email me Tuesday

Schedule:

morning you can expect a response by Thursday at the latest.

Course Information and Ice Breaker Activities	Read through all documents in the course information folder, ask any questions you have via email or discussion board, complete all ice breaker activities	Open – 8/23 Due – 9/3
Module 1	Read Chapter 1 in your text Complete the Written Assignment relating to Net Neutrality Take the Module 1 test	Open – 8/30 Due – 9/6
Module 2	Read Chapter 2 in your text Complete the Written Assignment relating to Internet Ethics Take the Module 2 test	Open – 9/6 Due – 9/13
Module 3	Read Chapter 3 in your text Complete the Written Assignment relating to Apple, Microsoft and other Technologies Take the Module 3 test	Open – 9/13 Due – 9/20
Module 4	Read Chapter 4 in your text Complete the Written Assignment relating to Problem Solving Take the Module 4 test	Open – 9/20 Due – 9/27
Module 5	Read Chapter 5 in your text Complete the Written Assignment relating to Privacy/RFID tags Take the Module 5 test	Open – 9/27 Due – 10/4
Module 6 Word Module 1 and 2	Complete Word Module 1 Lab 1 Complete Word Module 1 Lab 2	Open – 10/4 Due – 10/25

	<p>Complete Word Module 1 Exam</p> <p>Complete Word Module 2 Lab 1</p> <p>Complete Word Module 2 Lab 2</p> <p>Complete Word Module 2 Exam</p>	
<p>Module 7 PowerPoint Module 1 and 2</p>	<p>Complete PowerPoint Module 1 Lab 1</p> <p>Complete PowerPoint Module 1 Lab 2</p> <p>Complete PowerPoint Module 1 Exam</p> <p>Complete PowerPoint Module 2 Lab 1</p> <p>Complete PowerPoint Module 2 Lab 2</p> <p>Complete PowerPoint Module 2 Exam</p>	<p>Open – 10/25</p> <p>Due – 11/8</p>
<p>Module 8 Excel Module 1 and 2</p>	<p>Complete Excel Module 1 Project 1</p> <p>Complete Excel Module 1 Project 2</p> <p>Complete Excel Module 1 Exam</p> <p>Complete Excel Module 2 Project 1</p> <p>Complete Excel Module 2 Project 2</p> <p>Complete Excel Module 2 Exam</p>	<p>Open - 11/8</p> <p>Due – 11/29</p>
<p>Module 9 Access Module 1 and 2</p>	<p>Complete Access Module 1 Lab 1</p> <p>Complete Access Module 1 Lab 2</p> <p>Complete Access Module 1 Exam</p> <p>Complete Access Module 2 Lab 1</p> <p>Complete Access Module 2 Lab 2</p>	<p>Open – 11/29</p> <p>Due – 12/19</p>

	Complete Access Module 2 Exam	
That is it!! Enjoy your holidays!!		

One of the things that I have found causes students some confusion is the communication methodologies within online courses. There are several different ways to communicate with me and with your classmates and each method has a different focus.

My Announcements: (On the course Home Page)

Very Important! I use this venue to talk to you as a class. I announce urgent items, dates, reminders, posted grades, and need-to-know information usually several times a week. Please make sure you read any new messages with each new logon to the course. These announcements will also be sent to your student email.

Private Communications with the Instructor:

Sending email from the left hand menu where under the "send email" heading.

CSC 100 is a study of the development and usage of computers for the non-Computing Sciences majors. This course will prepare and instruct students to use computers in attaining solutions to issues they face in today's information society. The component parts of a computer information system will be studied: hardware, software, networking, online communications, users, and systems. Student hands-on activities will support the underlying concepts and theories taught. Special emphasis will be placed on using application software, a variety of hardware, and networks to solve problems.

This course will not carry CSC credit for A.A.S. Info Technology, A.S. Information Systems, or A.S. Computer Science degrees.

Upon completion of the course, the participant will be able to:

A. Describe characteristics of a generic computer system, including hardware components and software capabilities. Included hardware components will be CPU, internal memory, I/O devices, and secondary storage. Software capabilities will include an overview of operating systems.

B. Explain the computer's usage in society and human aspects of computer use (i.e. computer crime, security, privacy, and future considerations). Included in this section is a career exploration.

C. Successfully communicate with an application software package.

D. Execute and understand concepts of software packages and Windows - specifically, a word processor, a spreadsheet, a database, and a graphical presentation program.

Required textbook:

Cengage Unlimited

There are two purchase options:

FLCC Book Nook (click [here](#) to go to the Book Nook's website, the Book Nook is the only place you can use financial aid funds for purchases)

Purchase directly through Cengage (when you click on a course link to Cengage, you will be brought to the Cengage website where you can purchase access directly through them, keep in mind that you cannot use financial aid funds for this purchase)

Please let me know if you have any trouble with these options. If you purchase through the Book Nook and have issues, please contact them as soon as possible!

Cengage Log in Instructions:

Getting Started in Cengage.pdf

How to set up your Cengage Access Code.pdf

Required software:

Office 365

As a student at FLCC, you are able to download Office 365 for free from your student email account. Please see the attached instructions including screenshots showing how to download your free Office 365.

[How to Download Office Apps from Student Email.pdf](#)

CSC100 is a full semester (15 weeks) college-level course and carries a worth of 3 credit hours. The expectation is that you will commit to the time and quality that you normally would in a traditional classroom setting.

For example, typically you would spend 3 hours in class per week, and approximately (based upon your skill level) 3-6 hours completing the required assignments. Therefore, **in a classroom setting you could expect to spend around**

6-9 hours per week on this course. An online course typically requires even more hours than a classroom course!

The big difference is that Internet study is student-centered rather than teacher-centered, allowing for the student to complete the requirements of the course during times that are more convenient to the student. This means that you are responsible for your own learning and success. If you are highly motivated, logon and participate at least 3-5 times each week, and produce high quality assignments - you will be successful. However, if you logon sporadically, participate minimally, or submit poor work - you will not. Online higher education is aimed at independent learners. If you require the structure of a classroom, you should consider whether your level of commitment to this course is appropriate before you embark upon this path.

It is your responsibility to complete the text chapters, the projects, and the online exams. Also you must participate appropriately in the discussion areas when requested.

It is expected that the work you submit will be your own. Therefore in a learning environment I anticipate that you will have questions along the way, just as if you were in a classroom. Use the discussions and email to ask your questions.

Cheating: Submitting another's work is unfortunately becoming quite common in online courses. This is cheating, and will not be tolerated. Due to the detailed nature of the grading of assignments, work becomes very suspect when two or more students have exactly the same errors consistently. There are several methods for determining if 2 files submitted for the same assignment are in fact the same file. The first occurrence will result in an automatic F for the course.

Grading:

There are 4 types of learning activities from the Microsoft 2016 portion of this course:

- 1) Chapter Activities - these are optional but you should REALLY work through them to gain a better understanding of what you will do in the labs
- 2) Labs - Each chapter has labs that you will complete at the end of each chapter. These will be assigned in the modules.
- 3) Quizzes - The technology section of the book will have quizzes at the end of each chapter. These will be assigned in the modules
- 4) Chapter Readings - The technology section has 5 chapters that you will be assigned. You will need to read these to successfully do complete the quizzes.

Labs 50%

Quizzes 30%

Discussion 20%

Your final grade will consist of:

25% for end of chapter tests

25% for chapter projects which include written assignments.

50% for all work in MS Office Products.

93 - 100 = A
90-92 = A-
87 - 89 = B+
83 - 86 = B
80 - 82 = B-
77 - 79 = C+
73 - 76 = C
70 - 72 = C-
67 - 69 = D+
63 - 66 = D
60 - 62 = D-
Below 60 = F