

## CUMBERLAND COUNTY COLLEGE

Course: CS 101: Introduction to the Microcomputer

Credits: 3

Prerequisites: RD 100, EN 060

Description: This course is designed for students with an understanding of computers. This course will introduce Windows file management. Students will work with word processing, spreadsheet, and presentation software.

Learning Outcomes:

At the completion of this course, students will be able to:

- Apply critical thinking skills to retrieve, organize, analyze, and evaluate information using technological means through hands on system software projects, class participation, presentations, homework, tests, and exercises.
- Explain the functions of computing hardware components through classroom exercises, homework and tests.
- Apply system and applications software to accomplish tasks through hands on system software projects, class participation, presentations, homework, tests, and exercises.
- Collaborate using technological tools through software projects and exercises.
- Describe secure, safe, ethical, and legal use of technology through classroom exercises, homework and tests.
- Analyze the impact of technology and connectivity on society and culture through research and classroom presentations.
- Describe techniques to acquire and upgrade technology skills as computing evolves through presentations, homework, tests, and exercises.

Topical Outline

- Windows and File Management
- Word-Creating a Document
- Word-Editing and Formatting a Document
- Word-Creating a Multiple-Page Report
- Excel- Using Excel to Manage Data
- Excel-Working with Formulas and Functions
- Excel-Developing a Professional Looking Worksheet
- Power Point- Creating a Presentation
- Power Point- Applying and Modifying Text and Graphic Objects

Text: Shaffer/Carey/Parsons/etal. (2016). *Introduction to Microcomputers*, {CCC custom, Cengage Learning.

## Microsoft Office 365 & Office 2016 Course Notes

Student Assessment: Hands on system software projects, class participation, presentations, homework, tests, and exercises.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

### Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.