

Intro to Computer Applications

Course Code: CSC1101

Course Description

This course builds student capacities to solve problems and improve academic success through the use of computer applications and technology widely available as software packages. While the majority of the course focuses on using Microsoft Word, Excel, PowerPoint, and OneNote, usage skills are extended to a variety of academic tasks and productivity purposes. Topics include: 1. An introduction to the most common uses for students and the preceding history of computing and computers in education; 2. Case studies of real-world applications; 3. Student productivity projects aimed at integration of computer applications; 4. Digital literacy in relation to learning software programs. Visually-instructed procedures and course content are augmented by having students create a Personal Learning Environment and study management system integrated with a digital Master Notebook via OneNote. Credits: 3

Course Requirements

There are no pre-requisites for this course.

Course Objectives and Goals

1. Broaden computer skills, knowledge and understanding of computer applications.
2. Demonstrate comprehension of vocabulary to explain use of computer applications.
3. Organize and integrate information within the appropriate Microsoft Office application
4. Describe usage of applications in terms of why and how-to.
5. Create a Digital Master Notebook to showcase learning materials and comprehension of materials using Microsoft OneNote.
6. Represent a project entirely through the integration of the Office Suite
7. Collaborate with a community of computer users while building independent, efficient and effective usage practices
8. Develop analytical thinking, technical problem solving, visual organization and reading/editing skills by both practicing in class and conducting an independent final project.

Required Text and Course Materials

Computer: Windows 8 or 10, with Microsoft Office 365 installed.

Microsoft 365 Account: Provided by College, setup first week of class

Master Notebook: To be created using Microsoft OneNote.

Outlook Email & Calendar: Provided by College, important to check at least daily.

Skype for Business Account: Provided by College, setup first week of class.

Textbook: There is no assigned textbook for this class. All the materials and instructions you need for this class can be found on the Class Canvas site. Please become familiar with the content as it will help you as you progress through the course.

Technical Requirements and Skills

These are minimum technical recommendations for participating in online classes at Landmark College.

Technical Requirements

To participate effectively, you must have:

- Access to the Internet, preferably via computer and broadband internet access (cable modem, DSL, or other high-speed service);
- An activated Landmark College account;
- A school email account, checked regularly;
- A modern web browser: the most recent release (or two prior releases) of Firefox, Chrome, Safari, or Internet Explorer. Note that Canvas does not work well on Internet Explorer;
- Up-to-date Flash and Java plug-ins;
- Permissions/ability to install additional plug-ins or class software as needed; and It is also highly recommended that you:
- Have up-to-date anti-virus software installed and active.

Skills for Success

To succeed in an online class, you should have the ability to:

- Navigate the WWW, including downloading and reading files from web sites;
- Download and install software or plug-ins such as Adobe Reader or Flash;
- Use the Learning Management System (Canvas) and be able to upload videos, files, and other materials as necessary. More about Canvas can be found in the Canvas Overview course located on your dashboard;
- Save files in commonly used word processing formats (.doc, .docx, .rtf);
- Copy and paste text and other items on a computer;
- Save and retrieve documents and files on your computer; and
- Locate information on the internet using search engines.

Course Topics

- Skills for Success
 - File Management
 - OneNote
- Tools for Success
 - Outlook
 - Digital Tools
- Applications for Success
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Flavors of Google: Docs, Sheets, and Slides
- Successful Implementation

Grading

Classwork 10%

Hands-on group and individual assignments will allow you a chance to learn and practice concepts in a supportive environment prior to completing these steps on your own with the homework. Each class

assignment has been designed to teach you the skills that you will need to apply to the homework. All materials and step-by-step directions for the classwork can be found on the class Canvas site.

Homework 35%

Homework is an important part of the learning process in this class. Each activity is a building block for future activities, this places emphasis on the importance of reading, comprehending, and responding to feedback. For this reason, each homework assignment will have 3 distinct parts.

Original submission: 10% of total homework grade.

Corrections, response to professor feedback, and re-submission: 15% of total grade.

Incorporating file into MNB and reflecting on assignment: 10% of total grade.

Attendance / Participation 10%

Due to the structure and cooperative learning design of this class, attendance and active participation are critical to successful completion of this course. Your participation is based on your engagement and is measured in the following ways:

- Engagement with others online and during any cooperative class time.
- Communicate respectfully with classmates and professor.
- Active participation in all online collaborative discussions.

You will receive one participation grade for each unit. This will be a collaborative grade in which I will ask for your feedback and self-reflection related to your participation and engagement.

Quizzes/Tests 10%

Each unit will begin with a pre-quiz and end with a test, conducted online via the class Canvas site. These will consist of fill-in-the-blank, true/false, and essay questions. Quizzes and tests will be based on lecture, online lessons, class and homework assignments, and any other class materials.

Final Portfolio / Project 30%

Your final for this class is a Master Notebook of the class materials, assignments, your reflections, and notes gathered throughout the semester. This notebook created in OneNote, is an on-going project for the course. It must be shared with your professor on OneDrive, no later than Week 3. Regular notebook checks will be scheduled throughout the course to aid you in the creation of this final portfolio, any assignments that should be completed in your notebook will be detailed on the class Canvas site.

Letter Grades

Letter Grades will be assigned as follows:

| | |
|----|--------------|
| A | 100-93 |
| A- | 92-90 |
| B+ | 89-87 |
| B | 86-83 |
| B- | 82-80 |
| C+ | 79-77 |
| C | 76-73 |
| C- | 72-70 |
| D+ | 69-67 |
| D | 66-63 |
| D- | 62-60 |
| F | 59 and below |

Homework Policy

Homework is an important part of the learning process in this class. Each activity is a building block for future activities, this places emphasis on the importance of reading, comprehending, and responding to feedback. For this reason, each homework assignment will have 3 distinct parts.

- *Original submission*
- *Corrections, response to professor feedback, and re-submission*
- *Incorporating file into MNB and reflecting on assignment*

Full details of this process can be located on the class Canvas site, each step will be listed as a separate assignment with a unique due date.

You should plan to spend between 6-10 hours on homework outside of class each week

Discussion Guidelines

The discussions in this course are a key point of interaction with your Professor and fellow classmates. Because so much class time is spent with hands-on learning, much of the class discussions will take place online. Your participation is essential to the success of this course.

Most discussions will contain 2 types of posts a Primary Post which is your answer to the question or questions asked in the discussion. These posts should be original work in your own words. A Secondary Post or posts that will be in response to your classmates Primary Post. Minimum word counts for each type of post can be found within the individual forums.

Accommodations Policy

"Given the unique mission of Landmark College, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College's academic program."

If you need individual accommodations to meet course objectives, please make an appointment with your professor to discuss your needs within the two weeks of the semester.

To view the full accommodations policy for Landmark College please visit: <https://www.landmark.edu/student-life/our-community/request-for-accommodations>.

Learning Outcomes

| General Education Goal | Course Learning Outcomes (based on GE Learning Outcomes) |
|--|--|
| Critical Reading (Goal 7) Read critically in order to gain disciplinary knowledge and to explore important questions and ideas. | Broaden computer skills, knowledge and understanding of computer applications. |
| Critical Reading (Goal 7) | Demonstrate comprehension of vocabulary to explain use of computer applications. |
| Information Literacy (Goal 3) Recognize when information is needed and have the ability to access, evaluate, and use it effectively and ethically. | Organize and integrate information within the appropriate Microsoft Office application |

| General Education Goal | Course Learning Outcomes (based on GE Learning Outcomes) |
|---|---|
| <p>Metacognition and Life Long Learning (Goal 1) Sustain an ongoing process of self-reflection, self-awareness and self-advocacy that leads to both self-understanding and the successful management of the skills and strategies of a life-long learner.</p> <p>Critical Thinking (Goal 2) Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines.</p> | Describe usage of applications in terms of why and how-to. |
| <p>Metacognition and Life Long Learning (Goal 1) Critical Thinking (Goal 2) Information Literacy (Goal 3)</p> | Create a Digital Master Notebook to showcase learning materials and comprehension of materials using Microsoft OneNote. |
| <p>Critical Thinking (Goal 2)</p> | Represent a project entirely through the integration of the Office Suite |
| <p>Metacognition and Life Long Learning (Goal 1) Information Literacy (Goal 3)</p> | Collaborate with a community of computer users while building independent, efficient and effective usage practices |
| <p>Metacognition and Life Long Learning (Goal 1) Information Literacy (Goal 3) Communication (Goal 5) Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.</p> | Develop analytical thinking, technical problem solving, visual organization and reading/editing skills by both practicing in class and conducting an independent final project. |