

SUFFOLK COUNTY COMMUNITY COLLEGE
Western Campus
Brentwood, New York

COURSE OUTLINE

COURSE TITLE: Introduction to Computing

CATALOG NO: CST101

INSTRUCTOR: Prof. Carl B. Struck

SEMESTER: Fall 2021

OFFICE: Nesconset Hall – Suite N1 (Room 4) (851-6288)

MESSAGES: 851-6770

Monday • 12:30 - 2:10

Wednesday • 2:10 - 3:10

Tuesday • 1:10 - 2:00

Thursday • 8:45 - 9:30

E-MAIL: struckc@sunysuffolk.edu

WEB ADDRESS: www.profstruck.net

TEXTBOOK:

- Fehl, A., Scott, A., Linford, B. & Ewell, I. Building a Foundation with Microsoft Office 2019 & 365. Berkeley, CA: Labyrinth Learning, 2019 (ISBN: 978-1-64061-068-2).

SUPPLIES:

- Microsoft Office 365 ProPlus (<https://www.sunysuffolk.edu/explore-academics/online-education/office365.jsp>) (with Word, Excel, PowerPoint and Access) for free for Suffolk County Community College students who have set up their MySCCC account. This installation also includes 1 of Microsoft's OneDrive "cloud" storage.
- USB flash drive (memory stick) or some other storage device for saving files.

COURSE OBJECTIVES:

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

- Have gained a background in using microcomputers which are IBM PC compatible
- Have a basic understanding of microcomputer operating systems and graphical user interfaces (GUI)
- Demonstrate the ability to use basic Internet tools including e-mail and the World Wide Web
- Be able to apply theory learned to actual applications using word processing, electronic spreadsheets, presentation graphics and database management software packages

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE:

- End-of-Unit Concepts Review assignments: 60%
- Three (3) End-of-Topic final projects (10% each): 30%
- On-line class discussions: 10%
- Pass/Fail assignments within the readings: 0%

ASSIGNMENTS AND EXAMS

Students must submit all projects via Blackboard, an Internet website maintained by Suffolk County Community College and the State University of New York. All assignments and projects are due by the end of the day (11:59 p.m.) on the date announced unless otherwise stated. No late assignments will be accepted unless an extension date is *prearranged* with the instructor.

ATTENDANCE REQUIREMENTS:

“The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in a course or removal from the class roster.” (College Catalog)

Attendance is not a factor in the computation of the course grade but may be a factor in determining class participation. It is the student's responsibility to make his/her attendance known to the instructor if arriving late. Students who stop attending classes *without officially withdrawing* from the course will receive a failing grade (FN).

SCHEDULE OF TOPICS TO BE COVERED:

Jan 25 – 26

- ✓ Read the "Getting Started" documents in Blackboard
- ✓ Install the Microsoft Office software on your computer
- ✓ Review the "How to Use Blackboard" videos
- ✓ Send the professor an introductory e-mail message
- ✓ Discussion Question No. 1 (begins)

Jan 27 – 28

- ✓ Introducing Microsoft Office and Using Common Features
- ✓ Reading: Overview Chapter 1
- ✓ Discussion Question No. 1 (continues)

Jan 29 – Feb 3

- ✓ Creating and Editing Business Documents
- ✓ Reading: Word 2019 Chapter 1
- ✓ Word Pass/Fail Assignment (Due: Sat, Jan 30)
- ✓ Concepts Review Assignment (Due: Wed, Feb 3)
- ✓ Discussion Question No. 1 (continues)

Feb 4 – 9

- ✓ Creating a Résumé in a Table
- ✓ Reading: Word 2019 Chapter 2
- ✓ Word Pass/Fail Assignment (Due: Fri, Feb 5)
- ✓ Concepts Review Assignment (Due: Tue, Feb 9)
- ✓ Discussion Question No. 1 (continues)

Feb 10 – 15

- ✓ Creating Reports
- ✓ Reading: Word 2019 Chapter 3
- ✓ Word Pass/Fail Assignment (Due: Thur, Feb 11)
- ✓ Concepts Review Assignment (Due: Mon, Feb 15)
- ✓ Discussion Question No. 1 (Concludes: Mon, Feb 15)

Feb 16 – 20

- ✓ Creating a Promotional Brochure
- ✓ Reading: Word 2019 Chapter 4
- ✓ Word Pass/Fail Assignment (Due: Wed, Feb 17)
- ✓ Concepts Review Assignment (Due: Sat, Feb 20)
- ✓ Discussion Question No. 2 (begins)

Feb 22 – 26

- ✓ Using Mail Merge
- ✓ Reading: Word 2019 Chapter 5
- ✓ Word Pass/Fail Assignment (Due: Tue, Feb 23)
- ✓ Concepts Review Assignment (Due: Fri, Feb 26)
- ✓ Discussion Question No. 2 (continues)

Mon, Mar 1

- ✓ **Microsoft Word Research Paper** (End-of-Topic Final Project due on this date)

Mar 2 – 7

- ✓ Tracking Customer Data
- ✓ Reading: Excel 2019 Chapter 1
- ✓ Excel Pass/Fail Assignment (Due: Wed, Mar 3)
- ✓ Concepts Review Assignment (Due: Sat, Mar 6)
- ✓ Discussion Question No. 2 (Concludes: Sat, Mar 6)

Mar 8 – 12

- ✓ Recording Student Grades Using Formulas
- ✓ Reading: Excel 2019 Chapter 2
- ✓ Excel Pass/Fail Assignment (Due: Tue, Mar 9)
- ✓ Concepts Review Assignment (Due: Fri, Mar 12)
- ✓ Discussion Question No. 3 (begins)

Mar 13 – 18

- ✓ Performing Calculations Using Functions
- ✓ Reading: Excel 2019 Chapter 3
- ✓ Excel Pass/Fail Assignment (Due: Mon, Mar 15)
- ✓ Concepts Review Assignment (Due: Thur, Mar 18)
- ✓ Discussion Question No. 3 (continues)

Mar 19 – 24

- ✓ Data Visualization and Images
- ✓ Reading: Excel 2019 Chapter 4
- ✓ Excel Pass/Fail Assignment (Due: Sat, Mar 20)
- ✓ Concepts Review Assignment (Due: Wed, Mar 24)
- ✓ Discussion Question No. 3 (Concludes: Wed, Mar 24)

Mar 25 – 30

- ✓ Organizing Large Worksheets
- ✓ Reading: Excel 2019 Chapter 5
- ✓ Excel Pass/Fail Assignment (Due: Fri, Mar 26)
- ✓ Concepts Review Assignment (Due: Tue, Mar 30)
- ✓ Discussion Question No. 4 (begins)

Thur, Apr 1

- ✓ **Microsoft Excel Spreadsheet Analysis due** (End-of-Topic Final Project due on this date)

Apr 2 – 7

- ✓ Creating and Delivering a Presentation
- ✓ Reading: PowerPoint 2019 Chapter 1
- ✓ PowerPoint Pass/Fail Assignment (Due: Sat, Apr 3)
- ✓ Concepts Review Assignment (Due: Wed, Apr 7)
- ✓ Discussion Question No. 4 (Concludes: Wed, Apr 7)

Apr 8 – 13

- ✓ Designing and Printing the Presentation
- ✓ Reading: PowerPoint 2019 Chapter 2
- ✓ PowerPoint Pass/Fail Assignment (Due: Fri, Apr 9)
- ✓ Concepts Review Assignment (Due: Tue, Apr 13)
- ✓ Discussion Question No. 5 (begins)

Apr 14 – 19

- ✓ Adding Graphics, Animation and Sound
- ✓ Reading: PowerPoint 2019 Chapter 3
- ✓ PowerPoint Pass/Fail Assignment (Due: Thur, Apr 15)
- ✓ Concepts Review Assignment (Due: Mon, Apr 19)
- ✓ Discussion Question No. 5 (continues)

Apr 20 – 24

- ✓ Adding Multimedia to Presentations
- ✓ Reading: PowerPoint 2019 Chapter 4
- ✓ PowerPoint Pass/Fail Assignment (Due: Wed, Apr 21)
- ✓ Concepts Review Assignment (Due: Sat, Apr 24)
- ✓ Discussion Question No. 5 (Concludes: Sat, Apr 24)

Tue, Apr 27

- ✓ **Microsoft PowerPoint Career Presentation due** (End-of-Topic Final Project due on this date)

Apr 28 – May 3

- ✓ Getting Started with Tables
- ✓ Reading: Access 2016 Chapter 1
- ✓ Access Pass/Fail Assignment (Due: Thur, Apr 29)
- ✓ Concepts Review Assignment (Due: Mon, May 3)
- ✓ Discussion Question No. 6 (begins)

May 4 – 8

- ✓ Querying a Database
- ✓ Reading: Access 2016 Chapter 3
- ✓ Access Pass/Fail Assignment (Due: Wed, May 5)
- ✓ Concepts Review Assignment (Due: Sat, May 8)
- ✓ Discussion Question No. 6 (continues)

May 10 – 11

- ✓ Office: Designed for Integration
- ✓ Reading: Integration Chapter 1
- ✓ Integration Pass/Fail Assignment (Due: Tue, May 11)
- ✓ Discussion Question No. 6 (Concludes: Tue, May 11)