

JAMESTOWN COMMUNITY COLLEGE
State University of New York

MASTER COURSE SYLLABUS

Course Title: Computer Basics for the Novice

Course Abbreviation and Number: CSC 1300

Credit Hours: 1 credit hour.

Course Type: Lecture

Course Description: Designed for the newcomer to computers, this course introduces personal computer hardware and software by presenting the fundamentals of a Windows operating system and provides an exposure to word processing, graphics, spreadsheets, and other standard programs. Students may be concurrently enrolled in CSC 1510. This course will not count toward degree credits if the student has previously taken any other CSC course.

No requisites.

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Demonstrate the ability to effectively use a web browser
2. Produce a spreadsheet document using Excel
3. Produce a presentation document using PowerPoint

Topics Covered:

- The interface of the Windows operating system
- Computer Hardware
- File management
- Internet web browsers
- ANGEL and e-mail
- Microsoft Office – Word, Excel, PowerPoint

Information for Students

- Expectations of Students
 - Civility Statement (<http://www.sunyjjc.edu/current-students/classroom-civility>)
 - Student Responsibility Statement (<http://www.sunyjjc.edu/academics/student-responsibility>)
 - Academic Integrity (<http://www.sunyjjc.edu/faculty-staff/academic-integrity>)
- Disability/Special Services
 - Any student who requires accommodations to complete the requirements and expectations of this course because of a disability should make their needs known to the Coordinator of Accessibility Services, 716.338.1251.
- Emergency Closing Procedures (<http://www.sunyjjc.edu/student-life/campus-safety/jcc-alert>)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

Effective Date: Fall 2019