

# Course Abstract

*If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.*

*To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct which is published in the college catalog and website.*

**Course ID and Name: CSC060 – Introduction to Personal Computing**

**Department: Business and Computer Science**

Chairperson or Course Coordinator: Dr. Aslihan Cakmak

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**Prerequisites: None**

**Co-requisites:** Placement into the first level of ESL or Reading or Writing or Mathematics credit equivalent courses

**Course Description:**

The course will focus on the use of the personal computer and common computer applications to organize academic content to assist the educational process. Students will create and modify simple documents, presentations, and spreadsheets and conduct simple research on the Internet. Emphasis will be placed on preparing the student to use the computer in an educational setting for all stages of the writing process as well as reading analysis. Additionally, the course will explore how to create simple spreadsheets and graphics to illustrate various mathematical equations and formulas.

**General Education Status: N/A**

**Credits: 3      Lecture Hours: 2      Lab Hours: 2**

**Learning Outcomes:**

**Upon successful completion of this course, a student will be able to:**

1. Demonstrate an understanding of basic computer concepts and terminology.
2. Demonstrate the use of the Windows Operating system and the ability to navigate through it.
3. Demonstrate the ability to do basic research and properly search for content on the Internet.

4. Demonstrate the ability to use and manage email and attachments and use proper email etiquette.
5. Build properly named and organized files and folders and transfer them between storage devices.
6. Create, edit, and format simple documents using Microsoft Word to construct outlines, simple sentences, and paragraphs.
7. Create, edit, and format presentations using Microsoft PowerPoint for mind mapping and organizing and communicating ideas.
8. Create, edit, and format spreadsheets and graphics using Microsoft Excel to organize data, apply simple mathematical formulas and functions, and graph the results.

### **Course Content Areas:**

- Productivity Apps for School and Work  
Module 0: Understanding Essential Computer Concepts
  
- Windows 10  
Module 1: Getting Started with Windows 10  
Module 2: Understanding File Management
  
- Office 2016  
Module 3: Getting Started with Microsoft Office 2016
  
- Word 2016  
Module 4: Creating a Document  
Module 5: Enhancing a Document  
Module 6: Adding Special Elements to a Document
  
- Excel 2016  
Module 7: Creating a Worksheet  
Module 8: Using Complex Formulas, Functions, and Tables  
Module 9: Working with Charts
  
- Access 2016  
Module 10: Creating a Database  
Module 11: Working with Data  
Module 12: Creating Database Reports.
  
- PowerPoint 2016  
Module 13: Creating a Presentation  
Module 14: Polishing and Running a Presentation  
Module 15: Integrating Office 2016 Programs