Brookhaven College
ITSC 1171 23404 - Basic Computer Skills Syllabus
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Course Description:
As a student in this course, you will learn the most important topics of Computer Concepts. We will cover the 9 chapters in this textbook. Students will become familiar with terminology associated with many areas of computing. The students will demonstrate understanding by answering quizzes and completing 4-5 homework writing assignments.

Student Learning Objectives:
Upon successful completion of this course, you will be able to:

Demonstrate the use of computer hardware components, network connections, security precautions, and file management software.
Communicate and share files using email, following email etiquette standards.
Connect to the Internet to search for and gather information, and evaluate the validity and reliability of those sources.
Discuss appropriate use of intellectual property, copyright and fair use. Netiquette and files sharing.

Course Text/Materials:

Access to Microsoft Office or other word processing software packages:
Optional Materials: Student Online Companion: refer to the textbook for specific details on how to access these items. Learning Methods:

1. Readings: Students should plan to read the chapters of the assigned textbook.

2. Assignments: Most chapters (called Units) will have at most one assignment covering the unit’s material. There will not be an assignment for every unit.

3. Quizzes: Nine quizzes will be given. The exams will test assigned readings and material
discussed in class. These exams will be taken online using e-campus.

Computer Lab Information:

No eating, drinking or smoking is permitted in the lab at any time. Student may work in the K103 Lab at Brookhaven College when the lab is open. The K103 lab will be closed during holidays, please refer to the calendar for all various holiday dates. Homework will be completed using a text editor such as Microsoft Word.
Grading System:

Student grades will be available to students through the internet based ecampus system.

Required Course Work and Late Penalty Information:

You will have a due date for each assignment or quiz. All your work should be done by this due date. Only assignments turned in on time will be eligible for a grade of A

Assignments will consist of:

Textbook reading and self study:

Book website includes auxiliary material to help learn the concepts presented in the textbook. The textbook contains review materials at the end of each chapter including short answer and multiple choice questions reviewing the various topics covered in the module.

Homework Assignments:

These are additional assignments that will consist of either written short papers, discussion forums. Most will require internet research and organization of the material into a paper support or presenting your research.

Computer Lab K103 at Brookhaven College may be used for this course material and completing these assignments.

Quizzes:

Covers all material in a Unit
Consist of multipule-choice, fill in the blank, matching or similar type questions - but NO essay questions!
Quizzes will be taken inline using the internet and e-campus; you will be able to see your score automatically. If there are significant technical or time issues you may request the instructor to retest you over this material.

Questions will be randomized, so each student will receive a different set of questions and each attempt at the quiz will be a different set of questions.