



Business Studies Division  
3322 College Drive, Vineland, NJ 08360  
856-691-8600

## **CS 113: Introduction to Computers**

Syllabus

Lecture Hours/Credits: 3/3

### **Catalog Description**

*Prerequisite: EN 070– Introduction to College Reading*

This course provides a solid foundation for further study in any of the computer information programs. Topics include facets of obtaining timely and accurate information through the use of contemporary computer systems; hardware concepts for first-time users; and hands-on experience with modern software during the computer labs. The Microsoft Office Professional for Windows software package including Word, Excel, Access and PowerPoint is used to solve a variety of business problems.

### **Textbook and Course Materials**

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at [RCSJ.bncollege.com](http://RCSJ.bncollege.com).

### **Evaluation Assessment**

#### **Grading Distribution**

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

- Exams
- Quizzes
- Terms Identification
- Essays
- Presentations
- Group Discussions
- Attendance and Participation

### **Grading**

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

## Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. **Written and Oral Communication:** Students will communicate effectively in both speech and writing.
2. **Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. **Scientific Knowledge and Reasoning:** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. **Technological Competency:** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. **Society and Human Behavior:** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. **Humanistic Perspective:** Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. **Historical Perspective:** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. **Global and Cultural Awareness:** Students will understand the importance of a global perspective and culturally diverse peoples.
9. **Ethical Reasoning and Action:** Students will understand ethical issues and situations.
10. **Information Literacy:** Students will address an information need by locating, evaluating, and effectively using information.

### CS 113 Core Competencies

This course focuses on three of RCSJ's Core Competencies:

- Technological Competency
- Information Literacy

## Student Learning Outcomes: Introduction to Computers

<b>Successful completion of CS 113 will help students:</b>	<b>RCSJ Core Competencies</b>	<b>Evaluation / Assessment</b> (Additional means of evaluation may be included by individual instructors)
Demonstrate a competent foundation in technology literacy and application software including instructional presentation multi-media tools, databases, spreadsheets, word processing, and the electronic mail software.	Technological Competency Information Literacy	Exams and Quizzes, Written Essays, Presentations, Group Discussion, Attendance and Participation
Explain the concepts and techniques associated with computer information systems	Technological Competency Information Literacy	Exams and Quizzes, Written Essays, Presentations, Group Discussion, Attendance and Participation
Apply the features of Microsoft Office suite.	Technological Competency Information Literacy	Exams and Quizzes, Written Essays, Presentations, Group Discussion, Attendance and Participation
Demonstrate the abilities to create documents, spreadsheets, and presentations suitable for professional and personal use.	Technological Competency Information Literacy	
Integrate graphics (scanned images, clipart, and electronic images) into publications.	Technological Competency Information Literacy	

## Topical Outline

- ORIENTATION & INTRO.
- OFFICE 2013 & WINDOWS
- EXAM INTRO, OFFICE & WIN
- CREATE & FORMATTING
- ANALYZE IN THE LAB
- CREATING A RESEARCH PAPER
- W/ REFERENCES & SOURCES
- CREATING A BUSINESS LETTER
- EXAM WORD
- CREATING A WORKSHEET
- ANALYZE IN THE LAB
- FORMULAS, FUNCTIONS
- ANALYZE IN THE LAB
- WHAT-IF ANALYSIS, CHARTING
- ANALYZE IN THE LAB
- CONCLUDE EXCEL
- EXAM EXCEL
- CREATING A DATABASE...
- ANALYZE IN THE LAB
- QUERYING A DATABASE...
- ANALYZE IN THE LAB
- MAINTAINING A DATABASE
- EXAM DATABASE
- CREATING AND EDITING ...
- ANALYZE IN THE LAB
- ENHANCING A PRESENTATION
- POWER POINT PROJECT
- ADDING MEDIA & ANIMATION
- EXAM POWER POINT

## **Affirmative Action Statement**

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated.

For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or [ajones@rcsj.edu](mailto:ajones@rcsj.edu). For any barriers in the learning or physical environment related to a documented condition/disability, contact Meredith Vicente, Senior Director, Department of Special Services, at 856-200-4688 or [mvicente@cc.rcsj.edu](mailto:mvicente@cc.rcsj.edu).

## **Department of Special Services**

The Department of Special Services, located in the Enrollment and Student Services building, within the Testing Center, welcomes students of all abilities. The staff members in Special Services are committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA).

To maximize the potential of eligible students who self-identify, the Special Services staff provides accommodations which are determined by an individualized assessment. Some examples of accommodations are extra time for tests and quizzes, testing in a separate location, interpreters, scribes, assistive technology (such as magnification devices, text to speech software-Kurzweil), audio books, and note taking assistance.

As students embark on their academic journey, they are encouraged to meet with staff members to identify, develop, and implement support services that are in accord with their individual academic needs. Students are also encouraged to make use of other college support services that are available to all RCSJ students currently enrolled in credited academic courses, such as tutoring services and the college library, which offer online information research and other materials needed to complement their studies.

Students registered with the Department of Special Services and who plan to earn an associate degree, further their education and transfer to a four-year institution, or enter the workforce, are encouraged to choose a corresponding program of study (college major) as soon as possible. The Special Services staff assists enrolled students with additional support that focuses on advancing students through their selected programs of study towards a goal of graduating.

Students who request academic support from the Department of Special Services can be assured that confidentiality will always be maintained. Accommodations are provided to address the special needs of individuals with disabilities under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 together with the ADA Amendments Act of 2008 (ADAAA). Under these acts, the office advocates a user-friendly campus for accessibility and a learning-friendly campus for academic success. For more information or to schedule an appointment to meet Special Services staff, please call 856-200-4688 or visit our website-[Department of Special Services](#)

## **To Register with Special Services**

Students must follow these steps:

- Complete and submit the Student Self Report Form: [Self-Report Form](#)
- Submit documentation detailing the student's disability. Support services will not be granted without documentation specifying the student's disability. Documentation should include the following information:
  - Diagnosis with written evaluation of current disability;
  - Date the student was diagnosed;
  - Tests used to reach diagnosis;
  - Credentials of the medical professional conducting evaluation
  - How the disability affects daily activities and/or academic performance.
- Students may submit their IEP and Child study team evaluations (Learning and Cognitive evaluations) and/or will need to have their treating medical provider to complete the additional form for medical provider: [Additional Form for Medical Professionals](#)
- Contact the Special Services office to schedule a meeting with a staff member.
- Students should schedule a meeting after submitting the [Self-Report Form](#), proper documentation, and completing the College's placement test- accommodations are available for the placement test. Please contact Meredith Vicente at 856-200-4688 or [mvicente@cc.rcsj.edu](mailto:mvicente@cc.rcsj.edu) to discuss your needs.
  - During the meeting, the student and staff member will discuss his or her disability and determine eligible accommodations.

## **Accommodations**

Students who qualify for accommodations are encouraged to register with the Department of Special Services at RCSJ before they begin their academic career at Rowan College. This allows students to take advantage of any special accommodations and auxiliary aids that they might need and be eligible to receive.

- **Special accommodations** include but are not limited to extended time on tests, private test rooms to complete tests with the assistance of Kurzweil (text to speech) or scribe, as well as a distraction-reduced test room. Please note that the essential requirements of a course cannot be modified.
- **Auxiliary aids** include but are not limited to note takers, tape recorders, large display calculators, desktop magnifiers, and other. Students are responsible for identifying which accommodations and auxiliary aids they require for academic support.

### **Confidentiality**

Students who register with the Department of Special Services are assured that their information is kept confidential.

In addition, the student's transcript will not indicate that the he or she is registered with the Department of Special Services. The student's specific special need is not disclosed to the student's instructors. Students must complete an [Accommodation Request Form](#) each semester. Upon receiving the [Accommodation Request Form](#), The Department of Special Services will send the accommodation letter to each class indicated on the accommodation request form. It is the student's choice whether or not to disclose the specifics of his or her special need and/or whether to use and/or request accommodations in a class.

## RCSJ - Cumberland Campus

### Reporting Allegations of Sexual Assault and Resource Referrals

Employees/Campus Security Authorities must report crimes to the Title IX Office, Security Office, Sheriff's office or to the local Police Department.

All students are encouraged to report alleged crimes on campus.

There are multiple safe places for students to report allegations of sexual assault, both on and off campus.

You can report sexual assault to any of the following offices listed in the chart below. rev. 7/2019

Service	Resource	Phone Number/Location/Website
<b>Non-Confidential Reporting</b>  <b>Law Enforcement</b>	<b>Vineland Police Dept.</b>  <b>Millville Police Department</b> <b>Bridgeton Police Department</b> <b>Cumberland Co. Sheriff's Office</b> <b>Cumberland County Emergency Services</b>  <b>Cumberland Campus Security</b> <b>856-200-4706 (Direct)</b>	<b>856-691-4111</b>  <b>856-825-7010</b> <b>856-451-0033</b>  <b>856-451-4449</b> <b>9-1-1</b>  Andres Lopez, Director <b>Safety and Security</b> <b>856-691-8600, ext. 1777</b>
<b>Non-Confidential On-Campus Reporting Support Services</b>	Almarie J. Jones Special Assistant to the President <b>Diversity and Equity/Title IX/Compliance</b>  Nathaniel Alridge, Jr., JD, Director <b>Diversity and Equity/Title IX and Judicial Affairs</b>  Kellie Slade Executive Director <b>Student Services, Academic Affairs</b>	<b>856-415-2154</b> <b>College Center, 1<sup>st</sup> floor rm.116, GLOUC. campus</b> <a href="mailto:ajones@rcsj.edu">ajones@rcsj.edu</a>  <b>856-691-8600, ext. 1414</b> <a href="mailto:nalridge@cc.rcsj.edu">nalridge@cc.rcsj.edu</a> <b>Academic Building, 2<sup>nd</sup> floor</b>  <b>856-691-8600, ext. 1289</b> <a href="mailto:kslade@cc.rcsj.edu">kslade@cc.rcsj.edu</a> <b>Student Life Building (near gym)</b>
<b>Confidential On-Campus Counseling and Support Services</b>	Heather Bense, LCSW, ACS, Director <b>Student Counseling and Wellness Center</b>  <hr style="width: 20%; margin: 10px auto;"/> John Wojtowicz, LSW, VACW <b>Mental Health Counselor</b>	<b>856-691-8600, ext. 1495</b> <b>hbense@cc.rcsj.edu</b> <b>Academic Building downstairs</b>  <b>856-691-8600 ext. 1495</b> <a href="mailto:jwojtowicz@cc.rcsj.edu">jwojtowicz@cc.rcsj.edu</a> <b>Academic Building - downstairs</b>
<b>Confidential Off-Campus Full-Service Support</b>	<b>Center for Family Services – Services Empowering Rights of Victims (SERV)</b>	<b>24/7 Hotlines</b> <b>Cumberland Co. – 1-800-225-0196</b>  Camden & Glouc. Co. 1-866-295-SERV <a href="#">Center for Family Services Website</a>