



Course Syllabus

Course Title:	CGS 1060 Introduction to Microcomputer Usage
Term:	2009-2 Spring
Number:	549605
Credits:	4
Schedule:	<i>M 5:40-9:00PM – Room 7164</i>

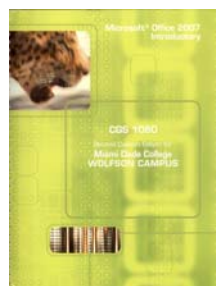
Instructor Information

- Chris Kinnaird, CIS Chairperson
- Office: 7153 (ETCOTA)
- Office Hours: TBA
- Phone: 305-237-3928
- Email: ekinnair@mdc.edu
- Web: faculty.mdc.edu/ekinnair

Course Description

This is an introductory level course that satisfies the College's computer competency requirement. Students will learn essential computer concepts and skills as well as knowledge of how to use current software applications. Topics include word processing, spreadsheets, database, presentation software, email, Internet, and legal and ethical issues concerning the use of computers and the Internet. Laboratory fee. (3 hr. lecture; 2 hr. lab).

Textbook and supplies



Microsoft Office 2007: Introductory. Second Custom Edition for Miami Dade College Wolfson Campus. Ferret, Gaskin, Marks, Vargas.
Pearson Custom Publishing. ISBN: 978-0-558-31399-9.

MyITLab Access Code (Section ID: CRSABYY-809034)

USB flash drive (1GB or higher is strongly recommended)

GRADING

Assignment	Points	% of Grade
Attendance / Participation	200	25
Lab Assignments (drop lowest)	300	25
Examinations (drop lowest)	500	50
Total	1000	100

COURSE POLICIES

Student Conduct In-Class Policy

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook (http://www.mdc.edu/policy/student_rights_and_responsibilities.pdf). Only in extreme cases are children allowed in classroom or laboratory facilities, and then only with approval of the instructor prior to class.

Electronic Devices In-Class Policy

Cell phones, pagers, and other devices must be silenced in the classroom and laboratory facilities. Students who must use such devices are permitted to do so outside of the classroom.

Examination Policy

Make-up or late work will be accepted only in extreme cases and with appropriate documentation. To prepare for examinations, attend lecture and read the chapters.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and have completed a significant portion of the course.

Academic Honesty

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work.

Attendance Policy

The instructor reserves the right to drop any student who misses three or more classes. Consult the student handbook for relevant dates regarding dropping with a 'W'.

Service Learning

Students interested in completing course work as part of a service learning component may speak with me at the beginning of the semester. A non-profit, civic, religious or similar organization may be used but must first be approved by the instructor before any activities may begin. For more information, visit www.mdc.edu/ccj.

Course Competencies and Learning Outcomes

Students will demonstrate knowledge and uses of the following course competencies: computer concepts, operating systems, word processing software, spreadsheet software, presentation software, database software, Internet and email, ethics and security. General Education courses must align with the General Education Outcomes. This course links to the following outcomes:

- | | |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Communicate Effectively | <input checked="" type="checkbox"/> Critical Thinking |
| <input checked="" type="checkbox"/> Ethical Issues | <input checked="" type="checkbox"/> Computer / Technology Usage |

COURSE SCHEDULE

Week / Dates	Reading Assignment	Laboratory Assignment	Exams
1	Course Overview Basic Computer Concepts	Computer advertisement MyITLab overview	
2	Getting Started with Windows Vista	File Management lab	Exam 1: PC concepts, Windows
3	Creating Documents with Microsoft Word 2007 Formatting and Organizing Text	Application Letter (Word)	
4	Document Formatting in Word 2007	Research Paper (Word)	Exam 2: Word
5	Creating an Excel 2007 Worksheet and Charting Data Managing Workbooks and Analyzing Data	Auto Sales (Excel) Ticket Sales (Excel)	Exam 3: Excel
6	Getting Started with Access 2007 Databases and Tables	Doctor and Patient Contact Information (Access)	
7	Sort and Query an Access Database	Instructors, Courses (Access)	Exam 4: Access
8	Getting started with PowerPoint 2007 Designing a PowerPoint presentation	Expansion (PowerPoint) Welcome (PowerPoint)	Exam 5: PowerPoint

The course syllabus is subject to change. Please visit <http://faculty.mdc.edu/ekinnair> for any significant curriculum changes.