

MIAMI-DADE COMMUNITY COLLEGE
Computer Information Systems Department, Kendall Campus
CGS-1060 INTRODUCTION TO MICROCOMPUTER USAGE
Fall Term 2009 (2009-1)

INSTRUCTOR: Greg Ballinger
OFFICE: Room 6151 (see website for office hours)
EMAIL: gballing@mdc.edu (DO NOT USE THE MYITLAB EMAIL)

DESK PHONE: (305) 237-2879
OFFICE PHONE: (305) 237-2080
Web Site: <http://faculty.mdc.edu/gballing/>

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.

No previous experience or course prerequisites are required. Please view the official course competencies on the course website <http://faculty.mdc.edu/gballing/CGS1060/>.

TEXTBOOK AND SUPPLIES (Required by the second class)

Textbook: *Skills for Success with Microsoft Office 2007** by *Kris Townsend*—(Pearson Prentice Hall)
**With myitlab online assessment and training and several additional booklets included in the bundle below*
All these items are sold together in the MDC bookstore in a single bundle under ISBN# 0558374190

Supplies: One (1) USB Flash Drive to copy required data files

CLASS REQUIREMENTS:

Objective Exams: Each objective exam consists of 20 to 30 questions. *No books or notes may be used.*

Performance Exams: Each performance exam consists of multiple tasks that measure your skills in a Microsoft Office application. The textbook may be used for reference but *there will be a time limit for completing the exam.*

Exam Makeup Policy: Only *one* missed objective exam and *one* missed performance exam may be made up. Missed exams can *only* be made up during the final exam time. No retakes of exams are allowed. No exceptions will be made.

Homework: There will be 4 or 5 required homework assignments. Late homework will *NOT* be accepted.

COMPUTER ACCESS:

You will need to use a computer with internet access, running Microsoft Windows and Office 2007, to complete the out of class assignments and extra-credit. The Study Center in Room 9103 provides computers access for CIS students. You will be asked to provide a current MDC ID and validated schedule when you enter the Study Center. The hours of operation are on the door of Room 9103 and on the CIS Department web page located at <http://www.cis.kendall.mdc.edu/About/Center.htm>. Broken computers and "internet down" are not valid excuses! You can use the CIS Study Center computers.

GRADING PERCENTAGES AND SCALE:

Assessment	Number	Weight
Hands-On Performance Exams:	4	70%
Objective Exams	5	20%
Homework Assignments	4	10%

The grading scale for exams and final semester grade is:
A = 100-90, B = 89-80, C = 79-70, D = 69-60, F = 59 or below

Extra Credit: *myitlab* Training Units and Practice Exams covering Word, Excel, Access, and PowerPoint must be completed with a score of 85% or higher for a *maximum of 10 extra credit points* added to the final grade.

myitlab Training Units = ½ point each *myitlab* Practice Exams = 1 point each

E-MAIL AND PHONE MESSAGES:

Be sure to include your name (not just your e-mail address!) and your class in every email and phone message. I try to respond within 2 business days to all e-mail. Remember that e-mail is NOT guaranteed delivery. If you do not receive a response, it may be necessary to leave a phone message. All course email will be sent to your myMDC.net email address. *Send email to the address above; **DO NOT USE THE MYTLAB EMAIL.***

COURSE POLICIES:

Attendance: Roll will be taken regularly and students are expected to attend class. If for some reason you are absent, you are still responsible for the material you missed.

Academic Dishonesty Procedure: Students are to work individually during exams. Talking or helping each other during an exam is *prohibited*. A student caught cheating on any exams or work related to the class will only receive one warning. If the prohibited behavior continues, the student may receive a lower grade or an “F” for the course.

Course Withdrawal: *Last date to drop the class is **November 3, 2009.*** If you decide to withdraw, it is your responsibility to do so by this date. If you stop attending this class, you *may* be dropped from the course without notice and your record will show a grade of WI (Instructor Withdrawal). At all times your registration status is your responsibility.

Incomplete Grade: An "Incomplete" grade or “I” grade is only available at the discretion of the instructor as a result of a *documented* emergency that prohibits your completing the course. You will be only considered for an incomplete grade if it is beyond the course withdrawal date and you are passing the course at the time of the request.



*“Patience and perseverance have a magical effect
before which difficulties disappear and obstacles vanish.” - John Quincy Adams*

**SCHEDULE OF ACTIVITIES FOR Monday/Wednesday
(MW 1:30 PM – 3:10 PM – REFERENCE NO. 523983)**

Date:	Activity	Read and Complete
24-Aug	Class Requirements and Introduction	
26-Aug	Basic Computer Concepts <i>August 28, 2009-Last Date to drop with 100% Refund</i>	GO! Computer Concepts, End of Ch. Questions, pp. 51-54
31-Aug	Windows XP: Getting Started with Windows XP <i>USB Drive Required by today</i>	Skills For Success-Windows XP, Ch. Questions, pp. 28-29
2-Sep	Internet Explorer: Getting Started with Internet Explorer 7.0	GO! Internet Explorer, End of Ch. Questions, pp. 44-45
7-Sep	HOLIDAY - Labor Day	
9-Sep	Getting started with myitlab Assessment Program Computer Security	<i>*Must bring myitlab code to register in class on this day</i>
14-Sep	Windows XP, Explorer, and Concepts Objective Exam Introduction: Common Features of Office 2007	
16-Sep	Word: Ch. 1: Creating Documents with Word 2007	End of Ch. Questions, pp. 56-57, myitlab training
21-Sep	Word: Ch. 2: Formatting and Organizing Text	End of Ch. Questions, pp. 90-91, myitlab training
23-Sep	Word: Ch. 3: Word--Work with Graphics, Tabs, and Tables	End of Ch. Questions, pp. 124-125, myitlab training
28-Sep	Word: Ch. 4: Word--Applying Special Text, Paragraph, and Document formats	End of Ch. Questions, pp. 158-159, myitlab training
30-Sep	Word 2007 Objective Exam myitlab Word 2007 Practice Exam	<i>MS Word Homework Due</i>
5-Oct	myitlab Word 2007 Performance Exam	myitlab Common Features and Word trainings and Word practice exam due
7-Oct	Excel: Ch. 1: Creating a Worksheet with Excel 2007	End of Ch. Questions, pp. 192-193, myitlab training
12-Oct	Excel: Ch. 2: Construct Formulas and Charts	End of Ch. Questions, pp. 226-227, myitlab training
14-Oct	Excel: Ch. 3: Manage Multiple Worksheets	End of Ch. Questions, pp. 260-261, myitlab training
19-Oct	Excel: Ch. 4: Using Excel Functions and Tables	End of Ch. Questions, p. 294-295, myitlab training
21-Oct	Excel 2007 Objective Exam myitlab Excel 2007 Practice Exam	<i>Excel Homework Due</i>
26-Oct	myitlab Excel 2007 Performance Exam	myitlab Excel trainings and practice exam due
28-Oct	Access: Ch. 1: Working with Database Systems	End of Ch. Questions, pp. 328-329, myitlab training
2-Nov	Access: Ch. 2: Bldg. a Relational Database & Creating Forms <i>November 3—Last day to drop with grade of "W"</i>	End of Ch. Questions, pp. 362-363, myitlab training
4-Nov	Access: Ch. 3: Creating Queries and Reports	End of Ch. Questions, pp. 396-397, myitlab training
9-Nov	Access: Ch. 4: Designing Advanced Database Objects	End of Ch. Questions, pp. 430-431, myitlab training
11-Nov	HOLIDAY—Veteran's Day	
16-Nov	Access 2007 Objective Exam myitlab Access 2007 Practice Exam	<i>Access Homework Due</i>
18-Nov	myitlab Access 2007 Performance Exam	myitlab Access trainings and practice exam due
23-Nov	PowerPoint: Ch. 1: Getting Started with PowerPoint	End of Ch. Questions, pp. 464-65, myitlab training
25-Nov	PowerPoint: Ch. 2: Format a Presentation	End of Ch. Questions, pp. 498-99, myitlab training
30-Nov	PowerPoint: Ch. 3: Enhance a Presentation with Graphics	End of Ch. Questions, pp. 532-33, myitlab training
2-Dec	PowerPoint: Ch. 4: Present Data Using Tables, Charts, & Animation	End of Ch. Questions, pp. 566-67, myitlab training
7-Dec	PowerPoint 2007 Objective Exam myitlab PowerPoint 2007 Practice Exam	<i>PowerPoint Homework Due</i>
9-Dec	myitlab PowerPoint 2007 Performance Exam	myitlab trainings & practice exam due
14-Dec	Make-up Exam(s): One missed Objective Exam and/or one missed myitlab Performance Exam may be made up during the final exam time.	You are only allowed to make-up one missed Objective Exam and/or one missed myitlab Performance Exam.

"Putting off an easy thing makes it hard. Putting off a hard thing makes it impossible." -- George Claude Lorimer

SCHEDULE OF ACTIVITIES FOR Tuesday/Thursday
(TR 11:15AM - 12:55PM Ref# 523959)

Date:	Activity	Read and Complete
25-Aug	Class Requirements and Introduction	
27-Aug	Basic Computer Concepts <i>August 28, 2009-Last Date to drop with 100% Refund</i>	GO! Computer Concepts, End of Ch. Questions, pp. 51-54
1-Sep	Windows XP: Getting Started with Windows XP <i>USB Drive Required by today</i>	Skills For Success-Windows XP, Ch. Questions, pp. 28-29
3-Sep	Internet Explorer: Getting Started with Internet Explorer 7.0	GO! Internet Explorer, End of Ch. Questions, pp. 44-45
8-Sep	Getting started with myitlab Assessment Program Computer Security	<i>*Must bring myitlab code to register in class on this day</i>
10-Sep	Windows XP, Explorer, and Concepts Objective Exam Introduction: Common Features of Office 2007	
15-Sep	Word: Ch. 1: Creating Documents with Word 2007	End of Ch. Questions, pp. 56-57, myitlab training
17-Sep	Word: Ch. 2: Formatting and Organizing Text	End of Ch. Questions, pp. 90-91, myitlab training
22-Sep	Word: Ch. 3: Word--Work with Graphics, Tabs, and Tables	End of Ch. Questions, pp. 124-125, myitlab training
24-Sep	Word: Ch. 4: Word--Applying Special Text, Paragraph, and Document formats	End of Ch. Questions, pp. 158-159, myitlab training
29-Sep	Word 2007 Objective Exam myitlab Word 2007 Practice Exam	<i>MS Word Homework Due</i>
1-Oct	myitlab Word 2007 Performance Exam	myitlab Word trainings and practice exam due
6-Oct	Excel: Ch. 1: Creating a Worksheet with Excel 2007	End of Ch. Questions, pp. 192-193, myitlab training
8-Oct	Excel: Ch. 2: Construct Formulas and Charts	End of Ch. Questions, pp. 226-227, myitlab training
13-Oct	Excel: Ch. 3: Manage Multiple Worksheets in a Workbook	End of Ch. Questions, pp. 260-261, myitlab training
15-Oct	Excel: Ch. 4: Using Excel Functions and Tables	End of Ch. Questions, p. 294-295, myitlab training
20-Oct	More skills: Word Outline, Excel PMT function, Excel Hide/Unhide	
22-Oct	Excel 2007 Objective Exam myitlab Excel 2007 Practice Exam	<i>Excel Homework Due</i>
27-Oct	myitlab Excel 2007 Performance Exam	myitlab Excel trainings and practice exam due
29-Oct	Access: Ch. 1: Working with Database Systems	End of Ch. Questions, pp. 328-329, myitlab training
3-Nov	Access: Ch. 2: Bldg. a Relational Database & Creating Forms <i>November 3—Last day to drop with grade of "W"</i>	End of Ch. Questions, pp. 362-363, myitlab training
5-Nov	Access: Ch. 3: Creating Queries and Reports	End of Ch. Questions, pp. 396-397, myitlab training
10-Nov	Access: Ch. 4: Designing Advanced Database Objects	End of Ch. Questions, pp. 430-431, myitlab training
12-Nov	Access 2007 Objective Exam myitlab Access 2007 Practice Exam	<i>Access Homework Due</i>
17-Nov	myitlab Access 2007 Performance Exam	myitlab Access trainings and practice exam due
19-Nov	PowerPoint: Ch. 1: Getting Started with PowerPoint	End of Ch. Questions, pp. 464-65, myitlab training
24-Nov	PowerPoint: Ch. 2: Format a Presentation	End of Ch. Questions, pp. 498-99, myitlab training
26-Nov	HOLIDAY—Thanksgiving Day	
1-Dec	PowerPoint: Ch. 3: Enhance a Presentation with Graphics	End of Ch. Questions, pp. 532-33, myitlab training
3-Dec	PowerPoint: Ch. 4: Present Data Using Tables, Charts, & Animation	End of Ch. Questions, pp. 566-67, myitlab training
8-Dec	PowerPoint 2007 Objective Exam myitlab PowerPoint 2007 Practice Exam	<i>PowerPoint Homework Due</i>
10-Dec	myitlab PowerPoint 2007 Performance Exam	myitlab trainings & practice exam due
15-Dec	Make-up Exam(s): One missed Objective Exam and/or one missed myitlab Performance Exam may be made up during the final exam time.	You are only allowed to make-up one missed Objective Exam and/or one missed myitlab Performance Exam.