



## CGS1060C - Intro to Computer Tech & Apps

**Instructor:** Steve Knese  
**Course Id:** CGS1060C  
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**Location:** Wolfson – 7165  
**Last Revised:** August 25, 2017

**Term:** 2018-1  
**Credits:** 4  
**Reference:** 2954  
**Days:** Monday & Wednesday  
**Time:** 2:20 PM – 4:00 PM

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### TUTORING HOURS

Before and after each class

*\* Available by appointment\**

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**\*All Work must be completed by December 13\***

### COURSE REQUIREMENTS

**Required Course Material – You cannot stay in this class without the e-book/SIMnet**  
e-book & SIMnet: Microsoft Office 2016: In Practice & Computer Concepts 2017 (Nordell  
and O’Leary) + SIMnet Access Code) | ISBN: 978-1-259-99987-1  
*Optional: Print Textbook (without SIMnet Access Code) | ISBN: 978-1-259-97938-5*

#### **Course Description**

This course 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. *Pre-requisites: none.*

#### **Lab Hours**

Students are required to complete at least **1 hour of lab time each** week at the IAC Computer Courtyard (Room 1217) **starting Week 1**. The lab hour can be done anytime between Monday and Saturday of each week. There is no make-up for the lab hour if you missed a week. Instructor will get a printout at the **end** of the semester. Review Computer Courtyard hours at <http://libraryguides.mdc.edu/CCYInterAmerican>.

#### **Course Objectives**

Upon completion of this course, you should be able to:

- Describe the differences between hardware and software
- List basic hardware components of a personal computer
- Describe the difference between operating system software and application software
- Use word processing, spreadsheet, multimedia, and database applications
- Use the Internet to send and receive email

Course competencies: <http://entec.mdc.edu/courses/Tech/CGS1060C.pdf>

## CLASS POLICIES

### Grading

All assignments must be turned in prior to the scheduled completion of the class. No late assignments will be accepted for any work turned in after the stated due date/time.

All assignments will be graded on a “Percentage/Point System”. The following table displays the assignment as percentage of specific areas of evaluation.

<b>SIMnet Exams (15)</b>	<b>25%</b>
<b>SIMnet SIMbooks (17)</b>	<b>10%</b>
<b>SIMnet Projects (15)</b>	<b>20%</b>
In-class Assignments (10)	20%
<b>Final Exam Capstone</b>	<b>15%</b>
Attendance & Lab Hours	10%
<i>Grade Total</i>	<i>100%</i>

Letter Grade	Percentage
<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	Below 59%

### Grading Rubrics

The gradebook with your grade for each assignment is posted on *Blackboard Learn* for your review.

### Academic Honesty

Academic Honesty is the protection of intellectual property by acknowledging proper credit to author/s. Any work submitted, not authored by **YOU** is considered a violation of this policy. This includes situations deemed as cheating or plagiarism.

### Cheating

Cheating includes, but is not limited to, the following: the use of unauthorized material, study aids or technology during an assessment; viewing or using another student’s test during an assessment; using another student’s product during a practical assessment; submitting another student’s work or product as your own.

### Plagiarism

Presenting someone else's work as your own is considered plagiarism. This includes copying information verbatim and/or rephrasing someone else's ideas without acknowledgement.

College's Procedure 4035 established a process for addressing such charges. The link to Procedure 4035 is <http://www.mdc.edu/procedures/chapter4/4035.pdf>. Also, please refer to the Student Disciplinary Procedure in the Student's Rights & Responsibilities Guide (page 20).

### Attendance Policy

You are expected to attend all the classes, except when precluded by emergencies. If you will be absent from class for any reason, please notify me in advance. **Attendance will be taken at the beginning of each class;**

- **You will be marked absent if you are late more than 10 minutes and/or if you leave the class before it ends.**
- **You will be dropped from the course if you missed more than one face-to-face class per month without any valid written excuse.**
- **You will be dropped from the course if you do not complete your work online for two consecutive weeks without any valid written excuse.**

It is your responsibility to keep fully informed about notes, class material discussed (including syllabus adjustments, additional assignments, change in examination material and dates, etc.). If you stop attending class, you will receive a letter grade of "F" for the course unless you submit a drop card to the registrar office prior to the withdrawal deadline date.

### Withdrawal (DROP)

If you are not completing the course for any reason you are required to submit an official drop notice to the Registrar's office prior to the deadline. If you do not comply with this procedure, a grade of "F" will be given.

### Make Ups

Make up tests will be given in extreme cases only **and** with valid written excuse (e.g. doctor's note, professional conference registration).

### Incomplete "I" Grade

When you failed to complete the requirements for this course, you may be given an "Incomplete" or "I" grade. To be awarded this grade you must present valid reasons for not having completed the course requirements; an **Agreement for Grade of Incomplete form** must be completed.

This agreement will determine the requirements for a course grade which must be completed by the end of the next major term or failing grade may be assigned. In this class an "Incomplete" or "I" grade is not usually given. The "I" grade applies to students that cannot take the final test because of extreme circumstances. If by the *last day to WITHDRAW with a grade of W* you know that you will not be able to complete the course, please go to the Registrar's Office and drop the class.

### Cellular Phones

If you must have your cell phone on, please set it to silent/vibrate mode. You must leave the classroom **first** to use your cellular phone.

### Blackboard Learn (BbL) <https://mdc.blackboard.com/>

This course uses *BbL* for course communication (e.g. announcements, messages), individual and/or group assignment submissions, instructor material posts, and other resources.

**Miami Dade College's Learning Outcomes**

Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

Learning Outcome #1:	Communicate effectively using listening, speaking, reading, and writing skills.
Learning Outcome #2:	Use quantitative analytical skills to evaluate and process numerical data.
Learning Outcome #3:	Solve problems using critical and creative thinking and scientific reasoning.
Learning Outcome #4:	Formulate strategies to locate, evaluate, and apply information.
Learning Outcome #5:	Demonstrate knowledge of ethical thinking and its application to issues in society.
Learning Outcome #6:	Create strategies that can be used to fulfill personal, civic, and social responsibilities.
Learning Outcome #7:	Create strategies that can be used to fulfill personal, civic, and social responsibilities.
Learning Outcome #8:	Use computer and emerging technologies effectively.
Learning Outcome #9:	Demonstrate an appreciation for aesthetics and creative activities.
Learning Outcome #10:	Describe how natural systems function and recognize the impact of humans on the environment.

## COURSE SCHEDULE

	<b>TOPIC CONTENT/DESCRIPTION AND LESSON ACTIVITIES</b>	<b>READINGS AND ASSIGNMENTS</b>
<b>WEEK 1</b>		
<b>Technology in the World</b>	Introductions & Review Syllabus SIMnet Single Sign-In Registration Windows 10 & Office 2016	Return signed memorandum at next class <b>SIMbooks (Weeks 1-2) due by Mon. 11:55PM</b>
<b>WEEK 2</b>		
<b>Hardware History of Electronics</b>	WORD Chapter 1: Creating and Editing Documents	<b>SIMbooks (Week 3) due by Mon. 11:55PM</b> <b>Exam (Week 2) due by Mon. 11:55PM</b> <b>Project (Week 2) due by Mon. 11:55PM</b>
<b>WEEK 3</b>		
<b>Technology Numbers</b>	WORD Chapter 2: Formatting & Customizing Documents	<b>SIMbooks (Week 4) due by Mon. 11:55PM</b> <b>Exam (Week 3) due by Mon. 11:55PM</b> <b>Project (Week 3) due by Mon. 11:55PM</b>
<b>WEEK 4</b>		
	WORD Chapter 3: Collaborating with Others & Working with Reports	<b>SIMbooks (Week 5) due by Mon. 11:55PM</b> <b>Exam (Week 4) due by Mon. 11:55PM</b> <b>Project (Week 4) due by Mon. 11:55PM</b>
<b>WEEK 5</b>		
	WORD Chapter 4: Using Tables, Columns, and Graphics	<b>SIMbooks (Week 6) due by Mon. 11:55PM</b> <b>Exam (Week 5) due by Mon. 11:55PM</b> <b>Project (Week 5) due by Mon. 11:55PM</b>
<b>WEEK 6</b>		
	EXCEL Chapter 1: Creating and Editing Workbooks	<b>SIMbooks (Week 7) due by Mon. 11:55PM</b> <b>Exam (Week 6) due by Mon. 11:55PM</b> <b>Project (Week 6) due by Mon. 11:55PM</b>
<b>WEEK 7</b>		
	EXCEL Chapter 2: Working with Formulas and Functions	<b>SIMbooks (Week 8) due by Mon. 11:55PM</b> <b>Exam (Week 7) due by Mon. 11:55PM</b> <b>Project (Week 7) due by Mon. 11:55PM</b>
<b>WEEK 8</b>		
	EXCEL Chapter 3: Creating and Editing Charts	<b>SIMbooks (Week 9) due by Mon. 11:55PM</b> <b>Exam (Week 8) due by Mon. 11:55PM</b> <b>Project (Week 8) due by Mon. 11:55PM</b>
<b>WEEK 9</b>		

	EXCEL Chapter 4: Formatting, Organizing, and Getting Data	<b>SIMbooks (Week 10) due by Mon. 11:55PM</b> <b>Exam (Week 9) due by Mon. 11:55PM</b> <b>Project (Week 9) due by Mon. 11:55PM</b>
<b>WEEK 10</b>		
	ACCESS Chapter 1: Creating a Database and Tables	<b>SIMbooks (Week 11) due by Mon. 11:55PM</b> <b>Exam (Week 10) due by Mon.11:55PM</b> <b>Project (Week 10) due by Mon.11:55PM</b>
<b>WEEK 11</b>		
	ACCESS Chapter 2: Using Design View, Data Validation, and Relationships	<b>SIMbooks (Week 12) due by Mon. 11:55PM</b> <b>Exam (Week 11) due by Mon.11:55PM</b> <b>Project (Week 11) due by Mon. 11:55PM</b>
<b>WEEK 12</b>		
	ACCESS Chapter 3: Creating and Using Queries	<b>SIMbooks (Week 13) due by Mon. 11:55PM</b> <b>Exam (Week 12) due by Mon. 11:55PM</b> <b>Project (Week 12) due by Mon. 11:55PM</b>
<b>WEEK 13</b>		
	ACCESS Chapter 4: Creating and Using Forms and Reports	<b>SIMbooks (Week 14) due by Mon. 11:55PM</b> <b>Exam (Week 13) due by Mon. 11:55PM</b> <b>Project (Week 13) due by Mon. 11:55PM</b>
<b>WEEK 14</b>		
	PPT Chapter 1: Creating and Editing Presentations	<b>SIMbooks (Week 15) due by Mon. 11:55PM</b> <b>Exam (Week 14) due by Mon. 11:55PM</b> <b>Project (Week 14) due by Mon. 11:55PM</b>
<b>WEEK 15</b>		
	PPT Chapter 2: Illustrating with Pictures and Information Graphics	<b>SIMbooks (Week 16) due by Mon. 11:55PM</b> <b>Exam (Week 15) due by Mon. 11:55PM</b> <b>Project (Week 15) due by Mon. 11:55PM</b>
<b>WEEK 16</b>		
	PPT Chapter 3: Preparing for Delivery and Using a Slide Presentation	<b>SIMbooks (Week 17) due by Mon. 11:55PM</b> <b>Exam (Week 16) due by Fri. 11:55PM</b> <b>Project (Week 16) due by Sun. 11:55PM</b>
	<b>Final Exam Capstone All Work must be completed by December 13</b>	

**MDC Mission Statement:**

*“The mission of Miami Dade College is to provide accessible, affordable high quality education by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multicultural community.”*