CGS-1060 INTRODUCTION TO MICROCOMPUTER USAGE

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COURSE DESCRIPTION:
This is an introductory level course (four-credits) 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.

COURSE COMPETENCIES:
Upon successful completion of this course, you will be able to …

1. demonstrate general knowledge of computer concepts.
2. demonstrate knowledge of a personal computer operating system.
3. demonstrate knowledge of word-processing software.
4. show knowledge of spreadsheet software and its uses.
5. demonstrate the ability to create presentations using presentation software.
6. demonstrate knowledge of the ethical use of computers.
7. demonstrate an understanding of basic computer security practices.
8. demonstrate proficiency in using the internet.
9. demonstrate proficiency in using internet email.
10. show knowledge of database software and its uses.

Miami Dade College—General Education Learning Outcomes Purpose:
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. As graduates of Miami Dade College, students will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills.
   Word processing will help students enhance their reading and writing abilities. Students will be able to format and modify documents and learn to create forms customize to their purposes.
2. Use quantitative analytical skills to evaluate and process numerical data.
   This outcome is not reinforced in this course.
3. Solve problems using critical and creative thinking and scientific reasoning.
   Spreadsheet applications like Excel will develop students’ mastery in applying formulas and functions to get a desired output. Also analysis of tables and charts will help in the decision making process and expand students’ problem solving abilities.
4. Formulate strategies to locate, evaluate, and apply information.
   This outcome is not reinforced in this course.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
   This outcome is not reinforced in this course.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
   This outcome is not reinforced in this course.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
   Database applications and how they are used widely in today society will allow discussion regarding the ethics associated with using information.
8. Use computer and emerging technologies effectively.
   Updated information about different computer related tools available to the user will help students’ make wiser decisions at the time of selecting hardware and software features.
9. Demonstrate an appreciation for aesthetics and creative activities.
   This outcome is not reinforced in this course.
10. Describe how natural systems function and recognize the impact of humans on the environment.
    This outcome is not reinforced in this course.

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

COMPUTER ACCESS:
You will need to use a computer running Microsoft Windows and Office 2007 to complete the chapters and will need internet access to complete myitlab training units and practice tests. The Study Center in Room 9103 provides computer access for CIS students. Students can use the computers in the classroom only during their class time. 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. Since you can use the CIS Study Center computers, broken computers and “internet down” are not valid excuses!

CLASS REQUIREMENTS:
Objective Exams: Each objective exam consists of 25 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 myitlab 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. Myitlab Training Units/Practice Tests: Of the myitlab training units and myitlab practice exams covering Word, Excel, Access, and PowerPoint that will be available during the semester, 10 must be completed with a score of 80% or higher.

GRADING PERCENTAGES AND SCALE:
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>4 Performance Exams</td>
<td>50%</td>
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<tr>
<td>6 Objective Exams</td>
<td>30%</td>
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<tr>
<td>Attendance &amp; Classwork</td>
<td>10%</td>
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<tr>
<td>Myitlab Training Units/Practice Tests</td>
<td>10% (10 required)</td>
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<td></td>
<td>100%</td>
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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

COURSE POLICIES:
Attendance Policy: 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. The instructor reserves the right to drop any student who misses two or more performance exams.

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: See Calendar for the Last day to drop the class. If you decide to withdraw, it is your responsibility to do so by the date on the school calendar. 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).

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 only be 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.

Classroom Policies:
1. Cellular phones, Beepers/Pagers are to be put on vibrate and put away. These devices are not to be used during any class activity (lecture, assignments, exams, etc.). If any of the devices are used, point deductions may be levied against your work and/or final score.
2. Surfing the net during class is prohibited during lecture and work activities. It is disruptive to those beside and around you.
3. The classroom is a learning environment. Behavior that is disruptive and disrespectful to fellow students, assistants, or the instructor will not be tolerated.
4. Eating, gum chewing, drinking, or smoking is strictly prohibited in the classroom. All items such as soda cans, gum, food wrappings, etc should be disposed of prior to entering the classroom.
5. Students will be punctual.

All these items are sold together in the MDC bookstore in a single bundle under ISBN# 0558374190)