MIAMI-DADE COMMUNITY COLLEGE
Technology Department, Kendall Campus

CGS-1060 INTRODUCTION TO MICROCOMPUTER USAGE
Fall Term 2012 (2012-1 Ref# 705382)

INSTRUCTOR: Greg Ballinger
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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.

TEXTBOOK AND SUPPLIES (Required by the second class)
- Skills for Success with Microsoft Office 2010, Volume 1, Second Edition textbook
- Skills for Success with Computer Concepts, Microsoft Internet Explorer 9, and Windows 7 customized textbook
- MyITLab software student access code for Microsoft Office 2010 (valid for 12 months)

All these items are sold together in the MDC Kendall bookstore in a single bundle under ISBN# 9781256710578

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

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

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

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.

Online Trainings: Complete at home prior to class. There are MyITLab interactive online trainings for each chapter for Word 2010, Excel 2010, Access 2010 and PowerPoint 2010.

In-Class Assignments: These are short projects that will be completed, submitted and graded in class. There will be at least one for each Microsoft Office application chapter. The online trainings will prepare you for these assignments.

Homework Projects: There will be 4 required homework projects. Late homework will NOT be accepted.

COMPUTER ACCESS:
The Study Center in Room 9103 provides computers access for students in this and other EnTec courses. If you choose to use your own computer, you will need internet access, Microsoft Windows and Office 2010 to complete the out of class assignments and extra-credit. Broken computers and “internet down” are not valid excuses! You can use the EnTec Study Center computers.

GRADING PERCENTAGES AND SCALE:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Number</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hands-On Performance Exams:</td>
<td>5</td>
<td>45%</td>
</tr>
<tr>
<td>Objective Exams</td>
<td>5</td>
<td>20%</td>
</tr>
<tr>
<td>Homework Capstone Projects</td>
<td>4</td>
<td>20%</td>
</tr>
<tr>
<td>In-Class Chapter Assessments</td>
<td>Many</td>
<td>15%</td>
</tr>
</tbody>
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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

Extra Credit: There are 16 Online Trainings available before coming to class (4 each in Word, Excel, Access and PowerPoint. Each training successfully completed before its matching class is worth ½ point of extra credit.
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.*

*YOU MUST CHECK YOUR mymdc.net email at least once per week – it can be forwarded it to another 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 and in-class assignments 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. All work submitted for grading must be your own.

Course Withdrawal: *Last date to drop the class is November 5, 2012.* 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. 705382)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Read and Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Aug</td>
<td>Class Requirements and Introduction</td>
<td>Skills for Success Concepts, Internet Explorer 9 and Windows 7 textbook, End of Ch. Questions, pp. 76-77</td>
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</tbody>
</table>
| 29-Aug     | Windows 7 Getting Started with Windows 7  
**August 31, 2012 - Last Date to drop with 100% Refund**  
**USB Drive Required by today** | Skills for Success Concepts, Internet Explorer 9 and Windows 7 textbook, End of Ch. Questions, pp. 136-137 |
| 3-Sep      | HOLIDAY — Labor Day                                                      |                                                                                   |
| 5-Sep      | Internet Explorer: Getting Started with Internet Explorer 9             | Skills for Success Concepts, Internet Explorer 9 and Windows 7 book, End of Ch. Questions, pp. 102-103 |
| 10-Sep     | Getting started with myitlab Assessment Program                          | *Must bring myitlab code to register in class on this day*                       |
| 12-Sep     | Windows 7, Explorer, and Concepts Objective Exam                         |                                                                                   |
| 17-Sep     | myitlab Windows 7 Performance Exam                                       | Skills for Success with Microsoft Office 2010 textbook End of Ch. Questions, pp. 26-27, MyITLab training |
| 19-Sep     | Word: Ch. 1: Creating Documents with Word 2010                          | End of Ch. Questions, pp. 58-59, MyITLab training                                 |
| 24-Sep     | Word: Ch. 2: Formatting and Organizing Text                              | End of Ch. Questions, pp. 90-91, MyITLab training                                 |
| 26-Sep     | Word: Ch. 3: Word--Work with Graphics, Tabs, and Tables                 | End of Ch. Questions, pp. 122-123, MyITLab training                               |
| 1-Oct      | Word: Ch. 4: Word--Applying Special Text, Paragraph, and Document formats| End of Ch. Questions, pp. 154-155, MyITLab training                               |
| 3-Oct      | Common Features of Office & Word Objective Exam                          |                                                                                   |
| 8-Oct      | myitlab Word 2010 Performance Exam                                       | Word practice exam due                                                            |
| 10-Oct     | Excel: Ch. 1: Creating a Worksheet with Excel 2010                      | End of Ch. Questions, pp. 202-203, MyITLab training                               |
| 15-Oct     | Excel: Ch. 2: Construct Formulas and Charts                             | End of Ch. Questions, pp. 234-235, MyITLab training                               |
| 17-Oct     | Excel: Ch. 3: Manage Multiple Worksheets in a Workbook                  | End of Ch. Questions, pp. 266-267, MyITLab training                               |
| 22-Oct     | Excel: Ch. 4: Using Excel Functions and Tables                          | End of Ch. Questions, pp. 298-299, MyITLab training                               |
| 24-Oct     | Excel 2010 Objective Exam                                               | Excel Capstone Project Due                                                        |
| 29-Oct     | myitlab Excel 2010 Performance Exam                                      | myitlab Excel practice exam due                                                   |
| 31-Oct     | Access: Ch. 1: Working with Database Systems  
**March 14, 2012 - Last day to drop with grade of “W”**  
**USB Drive Required by today** | End of Ch. Questions, pp. 348-349, MyITLab training                               |
| 5-Nov      | Access: Ch. 2: Bldg. Relational Database & Creating Forms  
**November 5 : Last day to drop with grade of “W”** | End of Ch. Questions, pp. 380-381, MyITLab training                               |
| 7-Nov      | Access: Ch. 3: Creating Queries and Reports                             | End of Ch. Questions, pp. 412-413, MyITLab training                               |
| 12-Nov     | HOLIDAY — Veterans Day                                                  |                                                                                   |
| 14-Nov     | Access: Ch. 4: Designing Advanced Database Objects                      | End of Ch. Questions, pp. 444-445, MyITLab training                               |
| 19-Nov     | Access 2010 Objective Exam                                               | Access Capstone Project Due                                                       |
| 21-Nov     | myitlab Access 2010 Performance Exam                                     | myitlab Access practice exam due                                                  |
| 26-Nov     | PowerPoint: Ch. 1: Getting Started with PowerPoint                      | End of Ch. Questions, pp. 490-491, MyITLab training                               |
| 28-Nov     | PowerPoint: Ch. 2: Format a Presentation                                 | End of Ch. Questions, pp. 522-523, MyITLab training                               |
| 3-Dec      | PowerPoint: Ch. 3: Enhance a Presentation with Graphics                 | End of Ch. Questions, pp. 554-555, MyITLab training                               |
| 5-Dec      | PowerPoint: Ch. 4: Present Data Using Tables, Charts, & Animation       | End of Ch. Questions, pp. 586-587, MyITLab training                               |
| 10-Dec     | PowerPoint 2010 Objective Exam                                          | PowerPoint Capstone Project Due                                                   |
| 12-Dec     | myitlab PowerPoint 2010 Performance Exam  
Make-up Exam(s): One missed Objective Exam and/or one missed myitlab Performance Exam | myitlab PowerPoint practice exam due  
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
**Course Competencies:** (Detailed official course competencies available at [http://faculty.mdc.edu/gballing/CGS1060/](http://faculty.mdc.edu/gballing/CGS1060/))

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

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

**Miami Dade College - General Education Learning Outcomes**

As graduates of Miami Dade College, students will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills.  
   *In this course, you will create Word and PowerPoint files that reinforce your writing skills.*

2. Use quantitative analytical skills to evaluate and process numerical data.  
   *In this course, you will process numerical data using Excel.*

3. Solve problems using critical and creative thinking and scientific reasoning.  
   *In this course, you will be creating projects that will require you to creatively format and lay out a document, spreadsheet, and presentation.*

4. Formulate strategies to locate, evaluate, and apply information.  
   *In this course, you will learn how to locate information on the Web more quickly and identify those sites that are reliable.*

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.  
   *In this course, you will learn about the laws/licensing for computer software and consider various ethical issues that have arising with the expansion of the Internet.*

8. Use computer and emerging technologies effectively.  
   *This entire course will improve your understanding of home and business computing, focusing on both concepts and real-world exercises.*

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.*