

COLLEGE OF CENTRAL FLORIDA – COURSE SYLLABUS

CGS1100-7 - MICROCOMPUTER APPLICATIONS

CREDIT HOURS: 3

INSTRUCTOR: **Robert Frank** *M.S.I.E, MCDBA, MCSE, MCP, MCT, CSSGB, MSSC*
Office Location: Ocala Campus, Building 40, Room 201E
Office Hours (On-line **by appointment**):
T. 12:00 PM – 1:00 PM (On-Campus)
Phone: 352-854-2322 EXT 1530
E-mail: **FrankR@cf.edu**

TECHNICAL SUPPORT:

CF Portal Technical Support:

Telephone: (352) 854-2322, Ask for Computer Services

Email: ithelp@cf.edu

(or use the “Contact Us” link at the bottom of your myCF home page)

myITlab Technical Support:

Have a question about or support issue related to myitlab?

1. Start by searching our **Online Knowledge Base** to find an answer to your question!
2. Can't find your answer? Our myitlab Support team is ready to help. You can contact Product Support via one of three methods:

24/7 Help Request Form

Submit your Support request via our online Help request form.

24/7 Chat with a Support Representative

Note: You first have to log in or create an account before you start a chat session.

24/7 Chat support is available for U.S.-based products and English-speaking customers only.

Call Product Support

Toll Free (800) 677-6337

Phone Support is available:

Monday through Friday, 12PM to 8PM EST*

<http://247pearsoned.custhelp.com/>

Monday - Friday: 12:00 AM - 11:59 PM EDT

Saturday: 12:00 AM - 04:00 AM, 06:00 AM - 11:59 PM EDT

Sunday: 12:00 AM - 11:59 PM EDT

EMAILS: Emails to your instructor **MUST** follow this Subject line format:
CGS1100-7_Last Name_First Initial.
(Example: If your name is John Doe then subject line is: CGS1100-7_Doe_J)
Emails NOT following this format will be automatically deleted!

LOCATION: This course is a Hybrid course. There are regular class meetings, attendance is optional.
BUILDING 40, ROOM# 304
06/27/2011 – 08/08/2011 M W 12:00p 3:00p

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REQUIREMENTS:

TEXTBOOK: Exploring Series with myITlab and the 180-day trial of office, myITlab Student Access Code Card for Office 2010 with eText, 1/e. ISBN: 0132119560

To study using e-learning you must have an Internet Service Provider and email. Knowledge of how the above-mentioned items work is **your responsibility**. You may also use the computer labs on campus.

myITlab Login Account - If you do not have an myITlab login account, follow this link to create your account: <http://www.myitlab.com/>

Course Description: This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software, and Internet browsers.

Course Objectives:

- Explain the components and use of a personal computer
- Operate a microcomputer using the Windows operating system
- Start programs
- Store files
- Select appropriate software to accomplish a task
- Create, edit, print, and save documents using a word processing package
- Create, and edit a worksheet with formulas to perform calculations using a spreadsheet package
- Create and maintain a simple relational database using a database package
- Create a slide show in a presentation package

Course Learning Outcomes: Students will pass computer applications skills tests in a simulated environment, and will create a portfolio of work showing the ability to:

- create professionally formatted letters and flyers with word processing software
- use spreadsheet software to create and enter data and perform calculations
- create databases with linked tables, create and generate reports
- use presentation software to create slide-show presentations containing text and graphics

Institutional Learning Outcomes: Students will meet the following CF institutional outcomes as described in the document Central Florida Community College Institutional Learning Outcomes Operational Definitions and Rubrics: (Document available in the Handout area of the course website)

Self-Direction: 1, 3

Computer & Information Skills: 1, 2, 3

Math Outcomes: 1, 2, 3

Communications: 1, 2,

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GRADE EVALUATION:

myITlab Home Diagnostic Tool Kit Print-Out	5%
Word 2010 Assignments	25%
Excel 2010 Assignments	25%
Access 2010 Assignments	15%
PowerPoint 2010 Assignments	20%
Final Exam	10%
Total	100%

Due dates for all assignments are listed under the *Calendar* link of the course web site.

Course Content Assignments

Assignments are made for the purpose of aiding the student learning experience and are scheduled to coordinate with the overall presentation of the course material. Therefore, it is essential for students to stay on schedule with the assigned work. Since it is imperative that all homework assignments are completed before the exam, no late assignments can be accepted.

LATE SUBMISSIONS OF ASSIGNMENTS WILL NOT BE ACCEPTED.

To complete assignments you should either:

- Use the computers in the CF computer lab or learning resources center
- Buy the licensed version of Microsoft Office for **your** computer.

ALL Assignment MUST be submitted through the mtITlab portal.

Quizzes

The quizzes focus on the Chapter lab procedures and include questions from the reading. Quizzes are open book and are on myITlab course portal.

Please be sure that you have a stable and reliable internet connection. **THERE ARE NO MAKE-UP QUIZZES!** The grade recorded as a result of the lost connection will be the final grade for your quiz.

Quizzes will NOT be reset if connection is lost while completing a quiz.

Final Exam

The final exam will be a comprehensive and completed through the myITlab portal.

There are NO extra credit points offered in this course.

Plagiarism or Cheating

- The *CF Code of Student Conduct* specifies that any student found to have committed acts of dishonesty, including but not limited to cheating, plagiarism, or other forms of academic dishonesty is subject to disciplinary sanctions.

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- Plagiarism or cheating will result in disciplinary action such as being dropped from the course, suspension, expulsion from school, or other appropriate action. (see student handbook) Other appropriate actions include:
 - a lower or failing grade in the course;
 - a lower or failing grade on the assignment or examination;
 - assignment of additional work to provide evidence of the student's academic performance or understanding of the course material; or referral to the Academic Integrity Seminar.
- **Note:** You must do all hands-on work yourself.
- If a student is referred to the Academic Integrity Seminar, attendance is required. This two-hour seminar costs \$35.00.

FILE SHARING IS CONSIDERED CHEATING.

- **BOTH PARTIES INVOLVED WILL RECEIVE A ZERO FOR THE ENTIRE SECTION!!**
- **YOU WILL RECEIVE A 0% FOR ALL ASSIGNMENTS NOT AUTHORED BY YOU!!**
- **NO EXCEPTIONS! NO EXCUSES!**

SUBMITTING SOMEONE ELSE'S WORK "BY ACCIDENT" IS CHEATING.

CLASS POLICIES AND PROCEDURES:

The college adheres to all federal and state laws and rules pertaining to the privacy rights of students. Grades will not be posted nor will a student's grades be discussed with or emailed to anyone other than the student, unless directed to do so by a college official or administrator or if given written permission by the student.

Incomplete will be given only when a student, who has been successfully participating in class, has an emergency at the end of a semester that prevents that student from completing the course.

This syllabus functions as a contract between the students and the instructor. It is intended to spell out how the class is to be conducted and what is expected of both parties. Should circumstances require any provisions of this syllabus to be modified; any changes will be discussed with the class.

Grading Scale – The grading scale for all divisions, with the exception of Health Occupations and the Criminal Justice Institute is:

A	100% - 90%
B+	87% - 89%
B	80% - 86%
C+	77% - 79%
C	70% - 76%
D	60% - 69%
F	59% and below (no grade points received)

SYLLABUS SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR

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College Policies

Academic Integrity – Cheating and/or plagiarism will not be tolerated and may result in an “F” for the course as well as disciplinary action under the Code of Student Conduct. A student may be referred to an Academic Integrity Seminar. This two-hour seminar costs \$40 and attendance is required (see Student Planner).

Access Services – It is your responsibility to register with the Access Services Office should you have a verifiable and documented disability which may require reasonable accommodation(s). Further, it is your responsibility to provide your instructor with the Faculty Notification Sheet, which sets forth the reasonable accommodation(s) determined by the Access Services Office. Registration with Access Services should be done at the beginning of the Term. For information see <http://www.cf.edu/departments/sa/access/>.

Classroom Decorum – Disruptive behavior will not be tolerated. Disruptive students will be asked to leave the classroom. Continuous disruptive behavior will result in withdrawal from the course and disciplinary action under the Code of Student Conduct (see Student Planner).

Withdrawal – If you want to withdraw from this class, you must fill out the necessary forms and have them signed by the appropriate parties. If you just “stop coming to class” after the posted drop date, you may receive the grade of “F.”

The college reserves the right to evaluate individual cases of non-attendance.

Students should be alerted to the fact that

- (1) Withdrawals do not count in the CF G.P.A, but may not be viewed favorably at the university level or for financial aid;
- (2) a withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy;
- (3) there are increased costs to take the course on the third attempt.
- (4) there may be a reason a withdrawal request may be denied. Please see the College’s withdrawal procedures.

College Preparatory Courses – State law requires no more than three attempts TOTAL to complete all college preparatory (English, mathematics and reading) courses. Students registered in college prep courses who receive N grade must repeat the same course and complete it with a grade of C or better before they can register for other courses that require the successful completion of the prep as a requirement.

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First Day of Class Student Resources

myitlab is an online training and assessment program for Office 2007 or Office 2010 that your instructor has selected for your course to help you maximize the learning process. It provides you with the tools you need to learn, understand and assess your Office applications skills.

- [Registration and Enrollment Instructions](#) [PowerPoint] OR click [here](#) for a PDF version.
- [Registration and Enrollment Instructions](#) (One page document)
- [Getting Started with myitlab Video Tour](#): This tour shows you -- step-by-step -- how to register for myitlab, enroll in your instructor's course, use the installation wizard, and more. Click the link above to watch the whole movie or start right with the section you need most by clicking a link below.
 - [Registering for myitlab](#)
 - [Enrolling in a myitlab Course](#)
 - [Getting Started in myitlab \(Using the Installation Wizard\)](#)
 - [Viewing Course Contents](#)
 - [Enrolling in another Course](#)
 - [Getting More Information](#)
- [Getting Started with myitlab Guide](#): A PDF version of the printed Getting Started with myitlab Guide found in each myitlab Student Access code package. Included are topics such as registering using your access code, enrolling in a course, signing in for the first time, and installing the myitlab plugs-ins and players.
- Using the [myitlab™ Installation Wizard](#) [PDF]
- [Home Diagnostic Tool Kit](#): Make sure your home computer is set up to run myitlab at top performance.

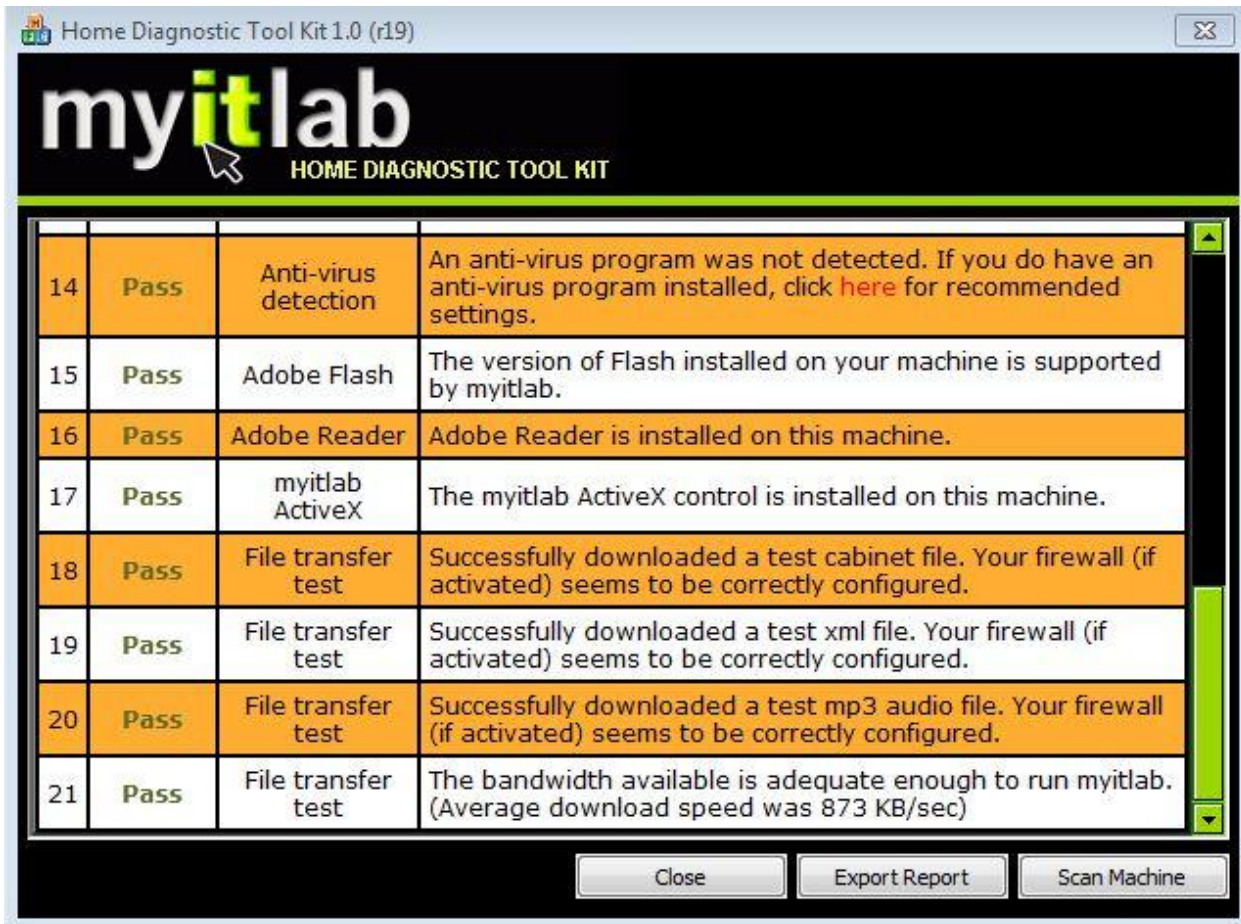
NOTE: BEFORE YOU BEGIN

Students **MUST** run the Home Diagnostic Toolkit on their home computer

Students **MUST** submit screenshots of the Home Diagnostic Toolkit

- All categories must show as “Pass”
 - If not, they need to resolve the technical issues with their computer.
 - by contacting myitlab Technical Support.

Screenshot Example



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Microcomputer Applications Assignments

myITlab Home Diagnostic Tool Kit Print-Out (5 %)

- 1) Students **MUST** run the Home Diagnostic Toolkit on their home computer (or use the lab computers at CF)
- 2) Students **MUST** submit screenshots of the Home Diagnostic Toolkit
All categories must show as “Pass”
 If not, they need to resolve the technical issues with their computer by contacting myitlab Technical Support.
- 3) Screen shots **MUST** be emailed to this email address.

Due Date: 07/03/2011 11:55 PM

Microsoft Word Textbook Assignments (25%)

Word Chapter 01

Due Date: 07/10/2011 11:55 PM

1. Skill-Based Training
2. Word 2010 Project
3. Skill based Exercise (Scenario 01)
4. Skill based Exercise (Scenario 02)
5. End-of-Chapter Quiz

Word Chapter 02

Due Date: 07/10/2011 11:55 PM

1. Skill-Based Training
2. Word 2010 Project
3. Skill based Exercise (Scenario 01)
4. Skill based Exercise (Scenario 02)
5. End-of-Chapter Quiz

Word Chapter 03

Due Date: 07/10/2011 11:55 PM

1. Skill-Based Training
2. Word 2010 Project
3. Skill based Exercise (Scenario 01)
4. Skill based Exercise (Scenario 02)
5. End-of-Chapter Quiz

Word Chapter 04

Due Date: 07/10/2011 11:55 PM

1. Skill-Based Training
2. Word 2010 Project
3. Skill based Exercise (Scenario 01)
4. Skill based Exercise (Scenario 02)
5. End-of-Chapter Quiz

WORD EXAM

Due Date: 07/10/2011 11:55 PM

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Microsoft Excel Textbook Assignments (25%)	
<i>Excel Chapter 01</i>	Due Date: 07/17/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Excel 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Excel Chapter 02</i>	Due Date: 07/17/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Excel 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Excel Chapter 03</i>	Due Date: 07/17/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Excel 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Excel Chapter 04</i>	Due Date: 07/17/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Excel 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
EXCEL EXAM	Due Date: 07/17/2011 11:55 PM

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Microsoft Access Textbook Assignments (15%)	
<i>Access Chapter 01</i>	Due Date: 07/24/2011 11:55 PM
Skill-Based Training Access 2010 Project Skill based Exercise (Scenario 01) Skill based Exercise (Scenario 02) End-of-Chapter Quiz	
<i>Access Chapter 02</i>	Due Date: 07/24/2011 11:55 PM
Skill-Based Training Access 2010 Project Skill based Exercise (Scenario 01) Skill based Exercise (Scenario 02) End-of-Chapter Quiz	
<i>Access Chapter 03</i>	Due Date: 07/24/2011 11:55 PM
Skill-Based Training Access 2010 Project Skill based Exercise (Scenario 01) Skill based Exercise (Scenario 02) End-of-Chapter Quiz	
<i>Access Chapter 04</i>	Due Date: 07/24/2011 11:55 PM
Skill-Based Training Access 2010 Project Skill based Exercise (Scenario 01) Skill based Exercise (Scenario 02) End-of-Chapter Quiz	
ACCESS EXAM	Due Date: 07/24/2011 11:55 PM

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Microsoft Power Point Textbook Assignments (20%)	
<i>Power Point Chapter 01</i>	Due Date: 07/31/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Power Point 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Power Point Chapter 02</i>	Due Date: 07/31/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Power Point 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Power Point Chapter 03</i>	Due Date: 07/31/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Power Point 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
<i>Power Point Chapter 04</i>	Due Date: 07/31/2011 11:55 PM
<ol style="list-style-type: none"> 1. Skill-Based Training 2. Power Point 2010 Project 3. Skill based Exercise (Scenario 01) 4. Skill based Exercise (Scenario 02) 5. End-of-Chapter Quiz 	
POWER POINT EXAM	Due Date: 07/31/2011 11:55 PM

Final Exam (10%)	
<ol style="list-style-type: none"> 1. The final exam will be a comprehensive and completed through the myITlab portal. 	
	Due Date: 08/07/2011 11:55 PM