CGS 1060C will be offered Fall semester (20141), session 1 beginning Monday August 26, 2013. A mandatory online orientation will take place during the first three (3) days of the session, consisting of an assignment, an introductory discussion, an email using BConline email and a syllabus agreement assessment. If not completed, please drop the class for full refund by the end of drop/add on Sunday September 1, 2013.

Faculty Introduction

Instructor: Ms. Eiser

Phone: (954) 461-7746

E-Mail: keiser@broward.edu

Course Description

This is an introductory course in basic computer and Internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mail, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

Methods of Instruction

This is a 3-credit hour course. In this class we will meet online. The final exam must be taken between December 13, 2013 @ 9:00 am and December 17, 2013 @ 7:00 pm at either the Central Campus or North Campus eTesting Centers. Students who are unable to take the final exam at Broward College must contact the instructor to make alternative arrangement (for which there may be a cost) as early as possible.

Students will review content from online resources, post to discussions, complete projects, take tests and a final exam.

The purpose of an online class is to render flexibility to the student in determining their learning schedule. It eliminates travel time and the need to appear at a specific time and day to participate in the class. However, the amount of work and time one would have to invest in this class to be successful is the same. Online classes do not reduce the amount of work, nor do they eliminate deadlines. We still have to work within a sixteen (16) week schedule.
Learning Outcomes

The CGS1060C Course Outline lists the outcomes of the course.

Course Requirements

To complete the online segments of this course, you must have access to computer hardware and software that meets or exceeds BC's minimum hardware and software

- Is your computer ready for e-learning? [Click here to check it out.
- Additional Software required for this Course (optional) Assignments that require word processing must be submitted in Microsoft Word format. Documents created using Microsoft Works, or files that have ".txt", ".pdf", or ".asci" extensions will not meet course requirements. If you do not have proper software on your computer, you can use the Microsoft Word program on any of the "open lab" computers at any BC Learning Resource Center or in public libraries.
- Only word processing documents in Microsoft Word format will be accepted. Please virus check documents before sending them. [Panda Software] offers a free online virus check.

Course Prerequisites

To maximize your chances for success in this course, make sure that you meet the following course prerequisites:

- **Course Prerequisites:** None
Required Course Materials

Required SimNet Access Code:

Title: Nordell and Coulthard SIMbooks/Office Suite
Registration Code
Author(s): Nordell (Office 2013) & Coulthard (Computer Concepts)
Publisher: McGraw-Hill, 2013

Purchase a SimNet Access Code for this online course from the Central Campus bookstore. Arrangements can be made with the bookstore to ship the SimNet Access Code to another Broward College Campus bookstore for pickup or directly to a home address.

A. Hugh Adams Central Campus Bookstore
Admissions & Student Service Center - Bldg. 19
3501 SW Davie Road
Davie, Florida 33314-1604
Tel: (954) 201-6830
Fax: (954) 201-6895

How to Register for this Course

To enroll in this course please go to myBC website. Note: Students must pay for the course before they will be able to log into the course.

Information Contact

For general information regarding this course and/or the registration process, you may contact the Broward College Online Campus at 954 201-7900. For specific information regarding the course, the method of instruction, or the assessment process, you may contact the instructor at gcooke@broward.edu and title the subject "CGS1060C Information Request". Use your official Broward College email account to ensure that your email will be received. Using an email account that is not your official Broward College email account may result in the email being treated as SPAM.
How to Access this Course once you are Enrolled in this Course

Students will be permitted access to the course on the first day of the session in which the course is scheduled. The only students who will be permitted to login are those who have registered and paid for the course. There may be a delay of up to 30 minutes from when a student registers and pays before BConline login is activated. Note that the course will be available starting at 12:00am on the first day of class (August 26, 2013).

- Your BConline User Name is the same as your BC email ID.
- Your BConline password is the same as your BC email PIN code.
- If you need login information, obtain BC email user ID and PIN code before attempting to login to BConline.
- The BC email address site, click on "ID Lookup", then enter your Student# (or INTL Student ID#) and PIN code (2 digit birth month and 4 digit year). Write down your email ID (not the @mail.broward.edu part), which is your BConline User Name.

Links to help students get connected to BConline course(s)

- BConline login page
- Student e-learning Resources
- 24/7 Helpdesk is Available if you need any technical assistance using or logging into BConline
  - Phone number: 866-468-0009
  - Chat Online
  - You can also open your own ticket onlline and can keep track of your open help desk tickets at the BConline Support Center.

Updated on August 1, 2013