Hello and welcome to the blended version of the Computer and Internet Literacy course. It is my pleasure to be the instructor for this online version of the course. I have been teaching fulltime at Broward College since 1989. Courses to fulfill my AA course requirements came from Miami Dade College, Tallahassee Community College, and Broward Community College. I received my BA from Florida Atlantic University, my MS from Barry University, and my Ph.D. from Nova Southeastern University.

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 personal computers is required.

Blended courses are a great way for students to complete degree requirements while juggling work and/or family responsibilities. These highly interactive courses engage students with course content through structured online learning activities. For this course, some of the work may be completed at a distance. Students can access this course at any time from almost any place via the Internet. However, before you enroll, check out this site to make sure you (and your computer) are prepared to take a blended course.

Methods of Instruction
This is a three-credit hour course. Normally, a three-credit hour course would meet three hours each week on campus for a total of 48 hours per term. In this class, we will meet approximately 24 hours on campus; the remaining 24 hours will take place online. This is not a self-paced class; you are expected to meet the assignment due dates, just as you are in a traditional on-campus class. Active participation is required. This course covers the same content and has similar activities as the traditional on-campus version of the course, and you should expect to spend 6-9 hours a week on this course.

Learning Outcomes
Upon completion of this course the student will demonstrate the ability to identify hardware components of a personal computer; use the Windows operating system to manage storage and retrieval of information; use the Internet as a source of information and a method of communicating with others; and create, save, edit, and print documents using word processing, spreadsheet, and presentation software. A course outline of what students are expected to achieve in this course is available on the Web at https://bconline.broward.edu/shared/courses/CGS1060C/CGS1060C.pdf.
**Course Requirements**

**Prerequisite/Corequisite:** None  
**Software:** Windows 8 and Microsoft Office 2013 (Note: we will discuss purchasing options the first day of class.)

**First Class Meeting:** Attendance on the first day of class (Wednesday, September 10 for W/F classes; Thursday, September 11 for R classes) is very important. Be sure to purchase your book beforehand and to bring it to the first class meeting.

**Required Textbook:**
For this course we will be using an access code and two ebooks which have been packaged into a bundle. The ISBN for this bundle is 9781305377097 (see image to the left). This bundle can be purchased at [http://www.cengagebrain.com/micro/Browardcollege_CGS1060](http://www.cengagebrain.com/micro/Browardcollege_CGS1060) for $75. The same bundle can be purchased at the South Campus bookstore for $166.

**Optional Textbook:** If you prefer a printed version of the books, you can go to the bookstore and purchase the access code and printed textbooks (ISBN 9781305517622) for $327.

**Course Materials:** In addition, this course utilizes the following required software or hardware tools:

1. Windows 7 or Windows 8 operating system
2. Microsoft Excel 2013, which will include Word, Excel, and PowerPoint. **You must have the 2013 version – Mac version is not acceptable.** Previous versions will not be acceptable. Important: If you do not have Microsoft Office 2013 on your home computer, you will have to find a computer you can use with these programs loaded on it, or come to campus to use BC computers (building 70, second floor) in order to complete the required assignments for this class. To purchase a four-year subscription of Microsoft Office ($79.95), go to [http://www.microsoftstore.com/store/msusa/en_US/pdp/productID.275549300?icid=Student_HeroLink_8up_Off_Univ_051513](http://www.microsoftstore.com/store/msusa/en_US/pdp/productID.275549300?icid=Student_HeroLink_8up_Off_Univ_051513)
3. One USB (flash) drive.
4. Don’t forget pen and paper for taking notes.

**Service Learning**
This course is designated as a Service Learning course. As such, a minimum of 15 hours’ worth of the course assignments will be devoted to the service learning project: Terracycling. To earn Service Learning credits, you must complete the course assignments (Learning) and donate time (Service) to the BC Terracycling program.

**Register for this Course**
To register for this course, go to [myBC website](http://www.mybc.broward.edu).

**Contact Information**
If you have any questions, you can call me (office: 954-201-8966, cell: 352-608-8221) or send an email message (klegrand@broward.edu). The department secretary can be reached at 954-201-8841. I am looking forward to meeting you.