Computer and Internet Literacy

**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 resources). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required. A course outline of what students are expected to achieve in this course is located in the BCC Library, Periodical Reserves, Course Outline, CGS 1060C. The course outline is also available on the Web at http://www.broward.edu/outlines/CGS1060C.pdf

**Textbook**
GO! With Microsoft Office 2007 Introductory, Custom Edition for Broward Community College South Campus 1060C; Pearson Education, Inc., ©2008. **Be sure to purchase the book with the following ISBN: 0536504679. This book is a custom book and can only be purchased from the South Campus bookstore.**

**Course Materials**
Two flash drives (64MB or higher), pen and paper, 3-ring half-inch notebook, and Microsoft Office 2007, which will include Word, Excel, and PowerPoint. **Important:** The Microsoft Works Suite is not the same as the Microsoft Office 2007 Suite. The Works Suite is not compatible with the above programs. Office 2007 will open files created in Office 2003, but the reverse does not hold true. If you do not have Microsoft Office 2007 on your home computer, you will have to purchase the additional software, find a computer you can use with these programs, or come to campus to use BCC computers (building 70, second floor) in order to complete the required assignments for this class.

**Computer Lab**
Check your campus for the hours of operation of the computer lab. **Note:** The attendants in the lab are there to ensure that the computer equipment is working properly. They are not there to do or help you with your assignments. Direct all questions regarding the course to the instructor.

**Grading Policy**
The policy of this class is to learn by doing. To become proficient using a computer, you must spend time on the computer. Computer lab time outside of class is necessary to become familiar with computers and to learn how to use the application programs.
***Note: This web copy is not the official course syllabus. It is provided for general information purposes.

Final Grade Calculation | Points
---|---
Windows Vista Assignments | 100
Windows Vista Exam | 100
Word 2007 Assignments | 100
Word 2007 Exam | 100
PowerPoint 2007 Assignments | 100
PowerPoint 2007 Exam | 100
Excel 2007 Assignments | 100
Excel 2007 Exam | 100
E-mail & Internet Assignments | 100
E-mail & Internet Exam | 100
Total Points | 1000

Grading Scale:

900 - 1000 = A (90% - 100%)
800 - 899 = B (80% - 89%)
700 - 799 = C (70% - 79%)
600 - 699 = D (60% - 69%)
0 - 599 = F (≤59%)

Add up your points earned, and then use the scale above to calculate your final grade.

Assignments, Exams & Points
The assignments will be used to introduce the concepts and the application programs, and students will complete these on their own time. The exams will assess student knowledge on the concepts and the applications covered in the course and will be completed in class. There are no makeup assignments. Late assignments will only be accepted one class day late with a 25-point penalty.

The points you earn over the duration of the semester determine your final letter grade. No additional point earning activities will be provided for students who, at the end of the semester, realize that they have fallen short of their desired grade. Nor will we review and negotiate old assignment and exam grades during the last weeks of the semester with students trying to boost their final grade. Issues with assignment grades must be dealt with within two weeks of the posting of the assignment grade, and issues with exam grades must be dealt with immediately following the exam. Do not email the instructor at the end of the semester asking for points.

Students are responsible for keeping a backup of all work (the reason for two flash drives) and should keep all returned hardcopy work in the event the instructor misreported a grade.

Exam Makeup Policy
You will be permitted to make up two missed exams for this class OR to retake one exam (the highest grade will be used) to improve your grade. There is no final exam in this class. Makeup exams will take place during Finals Week at the time this class is scheduled to take the final. Note the day and time stated in the schedule below; the Finals Week schedule does not follow the normal class schedule.

Testing and Assignment Schedule

| Thursday – 1/10 | Orientation Assignments due – EC points |
| Thursday – 1/31 | Windows Assignments due – 100 points |
| | Windows Exam – 100 points |
| Thursday – 2/21 | Word Assignments due -- 100 points |
| | Word Exam – 100 points |
| Thursday – 3/13 | PowerPoint Assignments due – 100 points |
| | PowerPoint Exam – 100 points |
Thursday – 3/27    Excel Assignments due -- 100 points
                    Excel Exam – 100 points
Thursday – 4/24    Email/Internet Assignments due – 100 points
                    Email/Internet Exam – 100 points
Tuesday – 4/29    10:30 a.m. Makeup Exams (in lieu of a Final Exam)

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***This schedule is subject to change at the discretion of the instructor.

Other Important Dates
January 8        First day of class/Orientation
January 11       Last day to drop with 100% refund
March 3-9        Spring Break – no classes
March 21        Last day to withdraw from any class with a “W” (without grade penalty)
April 24        Last day of class
Apr 29-May 5    Final Exam Week (see exam date and time in schedule above)

Attendance & Withdrawal
According to college policy, the student is responsible for adhering to the professor's policy on attendance and for officially withdrawing from class. Attendance to all classes is vital. Students who miss six classes may be withdrawn from the course. Students who miss five consecutive classes will be withdrawn from the course. Any absences will adversely affect the student’s grade and it is the student’s responsibility to make up any work missed before returning to class.

The official deadline for withdrawing from class without a grade penalty and without the professor's approval is noted above. If you stop attending class prior to the withdrawal date, you will be administratively withdrawn from class and receive a W or, if it is your third attempt, an F.

If you stop attending class after the withdrawal date, you will receive a WF that will then be computed as an F in your GPA. To avoid this situation, you should remain an active learner in this class and always communicate extenuating circumstances to me. Ongoing communication with the instructor is critical to your course success. NO Incompletes WILL BE GIVEN TO ANY STUDENT FOR ANY REASON.

Academic Honesty
According to the policy manual of Broward Community College, “Broward Community College expects its students to be honest in all of their course work and activities. A student’s academic work must be the result of his or her own thought, research, or self-expression.” According to this policy manual, cheating includes copying assignments from another student, working together with another student when specifically prohibited from doing so by the professor, or the giving of work or information to another student to be copied and/or used as his or her own. According to the academic honesty policy “penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course.”

Cheating
Always begin your assignments from a new, blank document file. We consider it cheating when a student starts an assignment from some other student's assignment file, or copies portion of another student’s file.

Penalty: Students found cheating in this class will receive an F for the unit (0/100 points) on the particular assignment or test and a referral will be sent to the Dean of Students. There are no innocent participants in cheating incidents. Students who leave their assignment work available for others to access either on a private or public computer, intentionally or accidentally, will be considered accomplices to cheating should someone else use their work and submit it as their own.

- DON'T SAVE YOUR HOMEWORK FILES ON BCC COMPUTER LAB COMPUTERS. USE A PORTABLE STORAGE DEVICE.
- DON'T LEAVE YOUR ASSIGNMENT FILES ON YOUR OWN COMPUTER IF SHARING YOUR COMPUTER WITH ANOTHER STUDENT IN THE CLASS.
- Assignments are designed in a manner that requires every student's files to contain unique and different data. If two or more students submit work with the same, or portions of the same data, and/or if file properties are the same, it is evidence that cheating has taken place.
- Two or more students working together on an assignment is considered cheating. An assignment submission is intended to be a measure of one student’s ability.
- Sometimes cheating is not detected until after students have submitted several copied assignments. In such cases the prior recorded grades will be changed to 0.
- Students caught communicating during exams will be asked to leave and forfeit the exam.

**Office Hours**
The instructor is a facilitator or team leader and grader of the learning experience. I am here to assist you in learning to use the particular software introduced in this course. In addition to being available during class, I will be available during the office hours posted below.

- Tuesday 8:00 – 11:00
- Wednesday 8:00 – 11:00
- Thursday 8:00 – 11:00
- Friday 11:00 – 12:00

Please do not hesitate to call me (954.201.8966) to ask any questions or to set up an appointment to work on any particular challenges you may be experiencing with the course.

**Miscellaneous**
You may answer your cell phone in class, but you may not distract others while doing so. If you must take a call, keep it short or take it out in the hallway. Turn your cell phone ringers to vibrate or silent while in class and keep them out of sight. If you don’t and your cell phone rings in class or your cell phone is spotted on your desk, five points will be deducted from your grade point total. **The use of electronic devices and headsets of any type (ear buds, Blue Tooth, IPod, etc) in class is not allowed.** During exams, all electronic devices are to be turned off and stowed out of sight. Students who do not follow this policy may have their tests voided.

The Hurricane Information/Emergency Number is 954.201.4900. Call this number to find out whether or not the college will be open in case of adverse weather or emergencies.