You must attend the first class on campus. This is a mandatory meeting; if you do not attend you will be withdrawn.

**Faculty Introduction**

Hello, I am Dr. Glazer. Welcome to CGS 1060c, Computer and Internet Literacy. This is a blended course which means we will be using the Internet to enhance our learning experience and communication. I have been teaching at Broward College for over 15 years in the computer science department at South Campus. I enjoy interacting with students but in my time off, I ride motorcycles and fly airplanes. I just returned from a bike trip through Alaska and Colorado. It was wonderful!!! I would love to share my photos with you.

**Course Description**

**Course Description:** This course 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. The outline of what students are expected to achieve is located in the Broward College Library, Periodical Reserves, and Course Outlines.

**Course Prerequisites:** There is no prerequisite for this course.

**Methods of Instruction**

This course incorporates various instructional methods including but not limited to discussions, lectures, textbook material, multimedia instruction, video, presentations, demonstrations, skills/project practice, flash card arrangement, and group activities. Each objective and learning outcome will be presented in several delivery approaches.

As the learner, you will utilize the method of instruction which complements your learning style. It is also your responsibility to develop the required skills to complete assigned tasks and exams. You may need to use more than one method, and practice several times to master the objective. Students are responsible for regularly reviewing the course schedule and completing all required assignments. See the course schedule for a detailed description of learning activities, practices, projects, and assessments.

This is a 3-credit hour course. Normally, a 3-credit hour course would meet two or three times each week (during a 16 week term) for a total of 3 hours per week or 48 hours per term. In this class, we will meet once a week for at least 1.5 hours, and you will engage in structured out-of-class or online activities for the remainder of the class time. See the Course Schedule for a detailed description of learning activities for scheduled class meetings and out-of-class or online assignments. Students are responsible for regularly reviewing the Course Schedule and completing all required in- and out-of-class assignments.

**Learning Outcomes**

General Learning Outcomes:
1.0 The student shall be able to identify types of computers, how they process information and how individual computers interact with other computing systems and devices.
2.0 The student shall be able to identify the function of computer hardware components.
3.0 The student shall be able to identify the factors that go into an individual or organizational decision on how to purchase computer equipment.
4.0 The student shall be able to identify how to maintain computer equipment and solve common problems relating to computer hardware.
5.0 The student shall be able to identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.
6.0 The student shall be able to identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited.
7.0 The student shall be able to identify what an operating system is and how it works, and solve common problems related to operating systems.
8.0 The student shall be able to manipulate and control the Windows desktop, files and disks.
9.0 The student shall be able to identify how to change system settings, install and remove software.
10.0 The student shall be able to start and exit a Windows application and utilize sources of online help.
11.0 The student shall be able to identify common on-screen elements of Windows applications, change application settings and manage files within an application.
12.0 The student shall be able to perform common editing and formatting functions.
13.0 The student shall be able to perform common printing functions.

Course Requirements

Students: 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 standards for e-learning courses. It is strongly recommended that you check your computer to verify that its hardware and software configuration meets or exceeds the BC standard.

- 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.
- Required Prerequisites or Special Admission Criteria (include any specific computer/technology skills or other special competencies needed).
- New to e-learning? Review the student videos and general information about online learning at the Broward College Online website before enrolling in any online or blended course.
- Before enrolling in an e-learning course review computer requirements.
- Hardware or Software Requirements specific to your course (if different from the BC standard)
• Required Meeting Dates or Times (include attendance requirements and dates of on-campus tests if any)
• All students must obtain their BC email address. It is used for course login.
• Consider posting your Course Syllabus to your faculty home page and providing a link to it from this Course Preview Page so students needing more detailed information can obtain it without having to contact you.
• If use of a college or public library card will be required for your course, provide a link to library information and tell them which cards they will need.

Course Materials
Required course materials are described below: Text Book and Materials: GO! with Microsoft Office 2010 Introductory, Custom Edition for Broward College South Campus by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, Suzanne Marks ©2010, published by Pearson Prentice Hall with Technology in Action, 7th Edition; Evans, Martin, Poatsy; Prentice Hall-Publisher. ISBN 1256271403 This is a Custom Book for South Campus. (Bundled with your textbook is your key code for the software we will be using – Do not misplace this card!)

USB flash drive and binder or folder for printouts/handouts. This course uses multimedia material so you will also need headphones or speakers.
The textbook publisher is an excellent source for additional content for the class. You can access chapters to review information such as relevant news articles, interactive study guides, exercises, Web research, online chapter presentations, video cases, and other student resources.

How to Register for this Course
If enrollment in your course is restricted, let students know how they can sign up. Otherwise, please refer them to students' myBC website. Students must pay for the course before they will be able to log into the course.

Information Contact
Instructor: Dr. Ellen Glazer  
Phone: 954-201-8844  
Office: 70/213  
Email: eglazer@broward.edu  
Hours: On Office Door  
Location: 70/201

How to Access this Course once you are Enrolled in this Course
There may be a delay of up to 20 minutes from when a student registers and pays before BConline login is activated.

• 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 online and can keep track of your open help desk tickets at the BConline Support Center.