**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 BC 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, Third Custom Edition for Broward College South Campus 1060C; Pearson Education, Inc., ©2009. ** Be sure to purchase the book with the following ISBN: 9780558648473 (or 10 digit: 0558648479). This book is a custom book that includes an access code, and it must be purchased from the South Campus bookstore for about $120. If you purchase a used book for this course, you must purchase a new access code ($25).

**Course Materials**
Two flash drives (can be purchased at Target for $4.99 ea.), 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. If you do not have Microsoft Office 2007 on your home computer, you will have to find a computer you can use with these programs, or come to campus to use BC computers (building 70, second floor) in order to complete the required assignments for this class. The computers in the classrooms have Microsoft Vista installed. Using Windows XP or Windows 7 to complete your assignments should present no problem. If you have Office 2010 on your computer, you will have to complete some of your computers on a computer that has Office 2007.

**Service Learning**
This course is designated as a Service Learning course. As such, a minimum of 10 hours will be devoted to the service earning project: Electronic Waste.
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**Computer Lab**
Check your campus for the hours of operation of the computer lab. Before entering a computer lab, you will be required to produce a BC photo ID and a current copy of your class schedule.  
*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.

**Final Grade Calculation**

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts/Windows Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Concepts Exam</td>
<td>100</td>
</tr>
<tr>
<td>Word 2007 Assignments</td>
<td>100</td>
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<tr>
<td>Word 2007 Exam</td>
<td>100</td>
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<tr>
<td>PowerPoint 2007 Assignments</td>
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</tr>
<tr>
<td>PowerPoint 2007 Exam</td>
<td>100</td>
</tr>
<tr>
<td>Excel 2007 Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Excel 2007 Exam</td>
<td>100</td>
</tr>
<tr>
<td>E-mail &amp; Internet Assignments</td>
<td>100</td>
</tr>
<tr>
<td>E-mail &amp; Internet Exam</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>1100</td>
</tr>
</tbody>
</table>

**Grading Scale:**

- 990 - 1100 = A (90% - 100%)
- 880 - 989 = B (80% - 89%)
- 770 - 879 = C (70% - 79%)
- 660 - 769 = D (60% - 69%)
- 0 - 659 = 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 or extra credit assignments. Late assignments will NOT be accepted.

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 ask the instructor at the end of the semester for extra credit 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.

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**Testing and Assignment Schedule**
(See unit notes for detail assignment due dates)

- Wednesday – 8/25  Orientation Assignments due – EC points
- Monday – 8/30  Discussion Board Participation begins – 8 points per week
- Wednesday – 9/15  Concepts Exam – 100 points
- Wednesday – 10/13  Word Exam – 100 points
- Wednesday – 10/27  PowerPoint Exam – 100 points
- Wednesday – 11/10  Excel Exam – 100 points
- Sunday – 11/28  Last day to earn Participation points
- Wednesday – 12/8  Email/Internet Exam – 100 points
- Wednesday – 12/8  Makeup Exams (in lieu of a Final Exam)

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

**Other Important Dates**

- August 25  First day of class/Orientation
- August 30  Last day to drop with 100% refund
- October 29  Last day to withdraw from class with a “W” (without grade penalty)
- December 8  Last day of class
- December 9 – 15  Final Exam Week (Student Consults – there is no final exam)

**Attendance, Participation, & 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. 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. 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.**

Since interaction among students is crucial to student success, participation in the classroom/discussion boards (reading and posting) is a core requirement of this course. Students are to post to the classroom/discussion board a minimum of twice a week. Any student who does not show any activity (unit discussion board activity and/or assignment submission) for two weeks, may be withdrawn from the course for lack of participation.

Excluding the Southern Breeze Cafe and Orientation discussion boards, there are discussion boards for each unit in the course. These boards will be open for the weeks we are covering the particular unit. Beginning with the Windows/Concepts unit, you are required to post twice a week (beginning Monday and ending Sunday) to the unit discussion board. You will receive four (4) attendance points for each required posting, provided the posting is meaningful and posting rules are followed. What defines a meaningful posting? Some examples follow:

- Asking a question or asking for help or clarification
- Answering a question or providing help or clarification
- Giving examples of how you have been able to apply what you learned at the workplace or in your other college courses

Remember, the key is meaningful interaction. Participation points will be granted on a weekly
Students who miss five **consecutive** classes will receive a **WF** that will then be computed as an **F** in your **GPA**. The official deadline for withdrawing from class without a grade penalty and without the professor's approval is noted above (available only if it is NOT your third attempt).

**Course Communications**
Because this is a course in the business curriculum, proper use of grammar and sentence structure is required. Use proper upper and lower case lettering, as well as, proper punctuation. Please remember that email messages are not text messages. When corresponding through email or the discussion boards, you must adhere to the following guidelines: Use proper grammar, spelling, and punctuation. Do not use text message abbreviations. Do not type in capitals; CAPITALS ARE CONSIDERED SHOUTING. Use an appropriate subject line. Use a proper greeting or salutation. Any discussion board postings (participation or assignment) containing text abbreviations (including “i, u, r, etc.) will receive 0 points. Any emails containing text abbreviations will receive the following reply: “Resend this email following the course communication guidelines.”

**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 BC 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.
- DO NOT SHARE FILES UNDER ANY CIRCUMSTANCES.
- 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
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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.

*(Much of the Cheating policy above was borrowed, with permission, from Ken Baldauf @ FSU)*

**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 in my office during the hours posted on my office door. 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 challenge 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 in 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 (or visit [www.broward.edu](http://www.broward.edu)) to find out whether or not the college will be open in case of adverse weather or emergencies.