Fall 2012

Microcomputer Fundamentals & Applications

CGS 2100 CRN 12450

Professor Richard Ware

**Monday’s 7:00 – 9:45 pm**

Winter Park Campus

**Bldg. 1, Rm 134**

**August 27 – December 03, 2012**

Catalog Course Description:

CGS 2100

Course Overview 3 Credits

This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today’s business environment. Students will survey and use business applications programs
utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and Web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today’s business
world, and how to access information on the World Wide Web. (Special Fee: $30.00)

The instructor will bring in a real worldview of the applications that are being used in business today. This class will deliver tools to assist one in a job search and how to automate manual processes in an existing work environment. Students should come prepared to participate in class discussions to accelerate learning by sharing.

**Textbook**:New Perspectives on Microsoft Office 2010 Windows 7 Edition, First Course, SAM 2010 Assessment & Training V1.5, MS Office 2010 180 day subscription .

This text is required for this course. All students must have this text in class on a weekly basis. The Office 2010 workbook is especially mandatory, as we will be performing lab work using SAM 2010 taking interactive training and exams using institution key T2038779. Log into SAM2010.course.com selecting new user entering your SAM KEY and attach to CRN 12450.

\***NOTE**: This syllabus is a *guide* and it is subject to alteration depending on the class and the instructor.

**Grading**:

Each exam is graded on a 100-point scale and is averaged to equal the letter grade equivalent below.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 60

Exam 1 MSWord plus SAM training 1/4 of grade

Exam 2 MSExcel plus SAM training 1/4 of grade

Exam 3 MSAccess plus SAM training 1/4 of grade

Exam 4 MSPowerPoint plus SAM training 1/4 of grade

**Makeup Policy**:

Test dates are mandatory attendance. If missing a test, there will not be a makeup date. If missing a class an e-mail missive is common courtesy to the Professor. No later or makeup work will be accepted unless you have proof of an illness or emergency.

**No Show Status**:
Class attendance is required beginning the first week of the term. If you do not attend class during the first week, you may be withdrawn from the class as a "no show". In this event, you will be billed for the class and a "W" will appear on your transcript for the course.

**Attendance**:

Attendance is mandatory and will be taken into positive consideration when scaling grades. If a student is absent, **he/she** is responsible for obtaining any information about that class from other students along with notifying the professor of the absence.

Perpetual tardiness is disruptive and discourteous and will not be tolerated. Two will count as one absence. Three consecutive absences will lower your letter grade by one and be consideration for course withdrawal.

**Prerequisites/Co requisites**:

None

**Office hours**:

I have no defined office hours. I am available by phone or e-mail at any time. E-mail is the best way to reach me.

I can be reached:

Work number: (407) 458-1029 (8:00 a.m. to 5:00 p.m.)

Work email: rware@aol.com (*Please email me by 2:30 p.m. on the day of class*)

Atlas email: rware@valenciacollege.edu (*Please do not email at this address on class days*)

#### Classroom Rules

* Please make sure that your *cell phone or beeper* is turned **off** during class. There will be consequences if it is not.
* There will be **No** ***eating and/or drinking*** during class.
* Please excuse yourself quietly if you need to leave the room during lecture.
* Disruptive behavior is inconsiderate to your professor and fellow classmates and will not be tolerated.
* You are responsible for coming to class prepared to learn, contributing to class discussions, reviewing questions at the end of each chapter by taking online exams (SAM Training and CaseGrader exams) submitting results to your professor and for bringing your textbooks every day.

**Valencia Core Competencies**

Valencia’s Core Student Competencies include the complex skills and abilities every student needs to learn in order to succeed in college and in life. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals, and assess within and across the many disciplines of human inquiry. They are: ***think, value, act, and communicate,*** and you will be required to engage in all of these activities in this course.

* ***Think*** clearly, critically, and creatively. Analyze, synthesize, and evaluate written texts that deal with varied domains of human inquiry.
* ***Communicate*** with different audiences using varied and appropriate methods.
* Make reasoned ***value*** judgments and responsible commitments.
* ***Act*** purposefully, reflectively, and responsibly in the context of adult life.
* Observing the conventions of standard American English grammar and usage
* Using standard practice for spelling, punctuation, and capitalization
* Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English

#### Withdrawal Policy

Students receive a “W” or withdrawal from the course if the student request is processed by the deadline (**Friday**, **November 02, 2012**  and can be done via ATLAS, but do it early in the event you have any computer-related challenges and need to come in person before the office closes). After the specified deadline, students who process a request to withdraw after the deadline will receive either a WP (withdraw passing – based upon the last date of attendance) or a WF (withdraw failing – based upon the last date of attendance). The professor reserves the right to withdraw students with three consecutive absences without the student notifying the professor. Please refer to the College catalog for more details.

#### Academic Honesty

Policy Number: 6Hx28:10-16

All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students’ individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students’ individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and / or disciplinary penalties which may include warning, probation, suspension and / or expulsion from the College.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 or 6Hx28:10-15 as determined by the nature of the action taken.

#### Student Code of Classroom Conduct

Policy Number: 6Hx28:10-18

 Activities which disrupt classroom setting and which are in violation of this Student Code of Classroom Conduct are those, which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
3. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,
4. Utterances of “fighting words” or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violation of the Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

#### Additional Information

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 203, 407-582-6887).

We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

Please make note of the evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.

Disclaimer: The above information as well as the course schedule is subject to written or verbal change at the discretion of the professor.

#### Topics to be Discussed

#### Schedule

***Class # Date Topics***

 1 08/27 Essential Computer Concepts, Exploring the Basics of Microsoft Windows 7. Managing your Files, Browser and E-mail Basics; SAM login iKEY T2038779, Section CRN 12450. SAM Tutorial 1 – 4 and Practice Exam due 09/17

 2 09/03 Labor Day – No Class.

 3 09/10 WORD: Creating a Document, Editing and Formatting a Document, Creating a Multiple-Page Report, Desktop Publishing and Mail Merge; SAM Assessment and Training due 09/17

 4 09/17 WORD EXAM first hour. EXCEL: Getting Started; Formatting a Workbook; SAM Assessment and Training EXCEL Tutorials 1 – 4 and Practice Exam due 10/10.

 5 09/24 EXCEL: Working with Formulas and Functions; Enhancing a Workbook with Charts and Graphs.

 6 10/01 EXCEL:Review Tutorials 1 – 4 and Practice Exam.

 7 10/08 EXCEL EXAM first hour. ACCESS: Creating a Database; Building a Database and Defining Relationships; Maintaining and Querying a Database; Creating Forms and Reports; Tutorials 1 – 4 and Practice Exam due 11/05.

 8 10/15 ACCESS: Creating a Database; Building a Database and Defining Relationships;

 9 10/22 ACCESS: Maintaining and Querying a Database; Creating Forms and Reports

 10 10/29 ACCESS: Review Tutorials 1 – 4 and Practice Exam

 11 11/05 ACCESS EXAM first hour. Students must choose POWERPOINT topic and share with Professor Ware by end of class. POWERPOINT Tutorials 1 – 2 and Practice Exam due 12/12.

 12 11/12 POWERPOINT; Creating a Presentation; Research using Search Engines; Delivery tips and hints.

 13 11/19 POWERPOINT DELIVERY:

 14 11/26 POWERPOINT DELIVERY:

 15 12/03 POWERPOINT DELIVERY: All SAM assignments due.