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**Course Syllabus**

**Microcomputer Applications CGS1570**

# Fall 2012

**Business and Technology Division**

**5230 W. Highway 98**

**Panama City, FL 32401**

**Instructor:** Kim Allan, ext. 6044

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**College Web Site:** http://www.gulfcoast.edu

**Credit Hours:** 3.0 semester hours

**Prerequisite:** None

**Textbook:** Exploring Microsoft Office 2010 Volume I, Second Edition, by Robert T. Grauer, et al., Pearson Education, Inc., 2013, and MyITLab access code Package (ISBN13: 9780132689908)

**Other Supplies:** One USB drive, minimum 1GB

Each student will be provided a GCSC email account with which to communicate with the instructor. By the first day of class you will need to make sure that you have logged into Angel to verify that you have a valid Angel account. Your instructor will give you an email assignment to correspond with them, establishing email communication.

**Catalog Description:** An introduction to the operation and use of personal computers and the use of software packages, including Windows, word processing, electronic spreadsheet, Internet access, electronic presentation software, and a database.

**Course Objectives:** Course Evaluation will be based on the following objectives:

1) Learning fundamental principles, generalizations, or theories.

2) Learning to apply course material (to improve thinking, problem solving, and decisions).

3) Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

**Learning Outcomes:** 1) The student will be able to demonstrate their understanding of Windows and office suite terminology.

2) The student will be able to demonstrate their understanding of the concepts and advantages of utilizing an integrated suite of applications by the use of common user interface components and the use of universal and basic tasks.

3) The student will be able to demonstrate their ability to utilize the file management system in the Windows environment. They must be able to create folders, subordinate folders, and manipulate data files in these folders.

4) The student will be able to demonstrate their ability to create/modify a Word document. They must be able to format the document layout, format the text, and insert graphics (pictures, ClipArt, and WordArt).

5) The student will be able to demonstrate their ability to utilize Excel to create a spreadsheet/chart. They will be able to create formulas, utilizing relative and absolute addressing, utilize the built in functions in Excel, and create a single data series and multiple data series chart.

6) The student will be able to demonstrate their ability to utilize Access to create a database. They will be able to create multiple tables, queries, and reports.

7) The student will be able to demonstrate their ability to develop a presentation utilizing PowerPoint. They will have a basic understanding of slide design, placeholder concept, transitions/animations usage, and the insertion of graphics.

8) The student will be able to demonstrate their understanding and ability to utilize the Object Linking and Embedding concept utilized in the Office suite.

**Method of Instruction:** Lectures and interactive participation by the student in the resolution of problems and exercises.

**Grading:** MyITLab Grader Projects 40%

4 Hands-on Project Exams (HOPE) 60%

A=90 – 100%

B=80 – 89%

C=70 – 79%

D=60 – 69%

F=0 – 59%

NOTE: The MyITLab software will detect and alert the instructor when a student submits another student’s grader project. If this occurs, both students will receive a grade of zero for that assignment.

**Policy on Make-up Exams:** Hands-on Project exams may be made up if done so before the next class meeting. Notify your instructor immediately if you miss an exam so a make-up appointment may be scheduled. If you fail to make up an exam, you will receive a grade of “0”.

**Course Requirements:** Assignment due dates will be assigned by the instructor. Late assignments will not be accepted. Each student is expected to do his/her own work. Helping one another may be allowed on some assignments, but direct copying of assignments is cheating. Every student is expected to enter his or her own individual solutions to the assignment.

It is imperative that if a student is absent from class, all work be made up before returning to the class. The course’s weekly schedule is available in Angel and in MyITLab. It is the student’s responsibility to get class assignments from a fellow student or the instructor for unattended classes.

**American Disability Act:** Any student who feels she or he may need an accommodation based on the impact of a disability should contact the Office of Disability Support Services at 850-872-3834 or in the Student Union East room 59. The Office of Disability Support Services will coordinate reasonable accommodations for all students with documented disabilities.

**Attendance: Students who do not attend class before the end of the drop/add period will be withdrawn.** Students are expected to attend all classes for which they are registered. It is the student's responsibility to communicate with his or her instructor regarding any absences. Failure to do so in a timely manner may put the student at risk of academic penalty. In the instance of a student who has stopped attending but who does not initiate a withdrawal, your instructor will indicate the date of last academic-related activity on the final grade roster. Academic-related activity includes physical class attendance, submission of assignments, taking exams, participation in on-line discussions or direct contact with the instructor regarding course subject matter. Note: logging in to the CMS (Angel) is not sufficient to qualify as academic-related activity.

**It is the student’s responsibility to attend class and complete the required assignments.  In the event that a student stops coming to class, they will NOT be withdrawn by the instructor.  Instead, the last date of academic activity will be recorded and the student will receive a failing grade on the final grade roster.  It is the student’s responsibility to initiate withdrawal from class.**

**Cell Phones and Pagers:** The use of cell phones and pagers is strictly prohibited. Cell phones and audible pagers must be turned off upon entering the classroom. In case of emergency, family members may contact the college switchboard at 769-1551 to leave an emergency message for you. If the college switchboard is closed, contact the FSU police at 774-2705. If there are extenuating circumstances, you must speak with the instructor prior to the beginning of class regarding the circumstance.

**Notes:** Your instructor is here to help you. If you are having difficulty with the class assignments, please contact your instructor during office hours.

The course utilizes Microsoft Office 2010 for all assignments. It will be very difficult to achieve the objectives of this course utilizing an older version of office.

Considerable time outside of class will be required to complete course assignments. You should allow an average of 2 hours outside of class for every 1 hour in class to complete assignments. If you do not have access to a computer off campus, computers are available for student use in rooms BS 103, BS 105, BS 106, BS 204, TC 202, and TC 205. There is no charge for the use of these rooms. Open lab schedules will be posted on each room door. The Library also has computers available for student use.

**PIN:** Each student must have a PIN (personal identification number) to receive their grades at the end of the semester. These may be obtained by filling out a request for a PIN and submitting it to Admissions and Records. Only one PIN is necessary for accessing grades or registering for courses. <http://www.gulfcoast.edu/admissions/pin_info.htm>

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| **WEEK** | **DATES** | **TOPIC** | **DETAILS** | **DUE DATES** |
| 1 | August 20-25 | Orientation | Review MyITlab videos located in Angel | Due prior to class on Wednesday, 8/22/12 |
| Reading | Windows 7 Chapter 1 Getting Started with Window  pgs 1-51 |
| MyITLab | Hands-on Exercises 1, 2, and 3 under Windows 7 |
| Assignment | e-Mail Assignment in Angel |
| At Home | Complete the steps in "Start Here: Getting Started with MyITLab" in Angel  NOTE **Course ID is CRSABSL-639344** |
| 2 | August 27-31 | Reading | Office Fundamentals & File Management Chapter 1 Office Fundamentals and File Management pgs 53 - 83 | Due by midnight Sunday, 9/02/12 |
| MyITLab | Hands-on Exercises 1, 2, and 3 in Office Fundamentals & File Management |
| MyITLab - Grader Project | Complete the "Windows 7 Skill-Based Exam (Scenario 1)" |
| 3 | September 4-7 (September 3 – Labor Day) | Reading | Office Fundamentals & File Management Chapter 1 Office Fundamentals and File Management pgs 84-121 | Due by midnight Sunday, 9/09/12 |
| MyITLab | Hands-on Exercises 4 and 5 under Office Fundamentals and File Management |
| MyITLab - Grader Project | Complete the "Office Fundamentals Chapter 1 Skill-Based Exam (Scenario 2)" |
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| **WEEK** | **DATES** | **TOPIC** | **DETAILS** | **DUE DATES** |
| 4 | September 10-14 | Reading | Word Chapter 1 Introduction to Word pgs 123-169 | Exam #1 in class on WEDNESDAY, 9/12/12  Project due by midnight Sunday, 9/16/12 |
| MyITLab | Hands-on Exercises 1, 2, and 3 |
| MyITLab - Grader Project | Complete the "Word Chapter 1 Grader Project" |
| **Exam #1** | **Windows 7 HOPE** |
| 5 | September 17-21 | Reading | Word Chapter 2 Document Presentation  pgs 171-224 | Due by midnight Sunday, 9/23/12 |
| MyITLab | Hands-on Exercises 1, 2, 3, and 4 |
| MyITLab - Grader Project | Complete the "Word Chapter 2 Grader Project" |
| 6 | September 24-28 | Reading | Excel Chapter 1 Introduction to Excel pgs 327-362 |  |
| MyITLab | Hands-on Exercises 1, 2, and 3 |
| 7 | October 1-5 **NO CLASS ON OCTOBER 3rd** | Reading | Excel Chapter 1 Introduction to Excel pgs 363-392 | Exam #2 in class on MONDAY, 10/01/12  Project due by midnight Sunday, 10/07/12 |
| MyITLab | Hands-on Exercises 4 and 5 |
| MyITLab - Grader Project | Complete the "Excel Chapter 1 Grader Project" |
| **Exam #2** | **Word 2010 HOPE** |
| 8 | October 8-12 | Reading | Excel Chapter 2 Formulas and Functions pgs 393-416 |  |
| MyITLab | Hands-on Exercises 1 and 2 |
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| **WEEK** | **DATES** | **TOPIC** | **DETAILS** | **DUE DATES** |
| 9 | October 15-19 | Reading | Excel Chapter 2 Formulas and Functions pgs 417-447 | Due by midnight Sunday, 10/21/12 |
| MyITLab | Hands-on Exercises 3 and 4 |
| MyITLab - Grader Project | Complete the "Excel Chapter 2 Grader Project" |
| 10 | October 22-26 | Reading | Excel Chapter 3 Charts -- pgs 449-503 | Due by midnight Sunday, 10/28/12 |
| Practice | Practice Excel HOPE Exam in class |
| MyITLab | Hands-on Exercises 1, 2, and 3 |
| MyITLab - Grader Project | Complete the "Excel Chapter 3 Grader Project" |
| 11 | October 29-November 2 | Review | Review Excel, focusing on Chapter 2, and perform additional practice exercises in class (PMT and FV functions) | Exam #3 in class on WEDNESDAY, 10/31/12 |
| **Exam #3** | **Excel 2010 HOPE** |
| 12 | November 5-9 | Reading | Access Chapter 1 Introduction to Access pgs 571-618 | Due by midnight Sunday, 11/11/12 |
| MyITLab | Hands-on Exercises 1, 2, and 3 |
| MyITLab - Grader Project | Complete the "Access Chapter 1 Grader Project" |
| 13 | November 13-16 (November 12 – Veterans Day) | Reading | Access Chapter 2 Relational Databases and Queries  Pgs. 619-686 | Due by midnight Sunday, 11/18/12 |
| MyITLab | Hands-on Exercises 1, 2, 3, and 4 |
| MyITLab - Grader Project | Complete the "Access Chapter 2 Grader Project" |
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| **WEEK** | **DATES** | **TOPIC** | **DETAILS** | **DUE DATES** |
| 14 | November 19-20 (November 21-22 – Thanksgiving) | Reading | Access Chapter 3 Customize, Analyze, and Summarize Query Data pgs 687-731 | Since this is a big holiday week, your Access Chapter 3 Grader Project will not be due until Sunday, 12/02/12. |
| MyITLab | Hands-on Exercises 1, 2, and 3 |
| MyITLab - Grader Project | Complete the "Access Chapter 3 Grader Project" |
| 15 | November 26-30 | Reading | Access Chapter 4 Creating and Using Professional Forms and Reportspgs 733-799 | Due by midnight Sunday, 12/02/12  (includes both Chapters 3 & 4 Grader Projects) |
| MyITLab | Hands-on Exercises 1, 2, 3, and 4 |
| MyITLab - Grader Project | Complete the "Access Chapter 4 Grader Project" |
| 16 | December 3-7 | **Exam #4** | **Access 2010 HOPE** | Exam #4 in class on WEDNESDAY, 12/05/12 |
| 17 | December 10-14 | Reading | PowerPoint 2010 Chapter 1 Introduction to PowerPoint pgs 807-859 | This is to be done **on your own** and is  **DUE MONDAY**  **DECEMBER 10, 2012** |
|  |  | MyITLab | Hands-on Exercises 1, 2, 3, and 4 |
|  |  | MyITLab - Grader Project | Complete the "PowerPoint Chapter 1 Grader Project" |