MIAMI-DADE COLLEGE- KENDALL CAMPUS
SCHOOL OF ENGINEERING AND TECHNOLOGY DEPARTMENT
CGS 1060C- INTRODUCTION TO COMPUTER TECHNOLOGY AND APPLICATIONS

Term   *COURSE SYLLABUS*   *Course Number: 1060c*

Room:

Instructor:	**Dr. Ernesto Lee**
Office number:	**Room 6166 (Entec)**
Telephone:	**305-237-2044**
E-mail	elee@mdc.edu
Text Book:	*MICROSOFT OFFICE IN PRACTICE. by Nordel, Stewart, Easton, Graves-McGraw-Hill*
	TECHNOLOGY AT YOUR SERVICE, by Ralph De Arazoza –McGraw-Hill
	SIMnet: Windows10 and File Management, by Triad Interactive-McGraw-Hill
	<u>**SIMnet Student Access Code.**</u>
Materials:	**Universal Serial Bus drive (Flash drive) 2 GB**

Course description:

    This is an introductory level course that satisfies the College's computer competency requirement. Student will learn essential computer concepts and skills as well as knowledge of how to use current software applications. Topics include word processing, spreadsheets, database, presentation software, email, Internet, and legal and ethical issues concerning the use of computers and the Internet.

Course Competencies:

    Upon successful completion of this course, you will be able to…

- *demonstrate general knowledge of computer concepts*
- *demonstrate knowledge of a personal computer operating system*
- *demonstrate knowledge of word-processing software*
- *show knowledge of spreadsheet software and its uses*
- *demonstrate the ability to create presentations using presentation software*
- *demonstrate knowledge of ethical use of computers*
- *demonstrate knowledge in using the Internet*
- *demonstrate knowledge in using internet mail*
- *show knowledge of database software and its uses*

Academic Honesty:

    Cheating, plagiarism and any other misrepresentation of words are prohibited. Charges of academic dishonesty will be handled as specified in Procedure 4074 for dealing with Academic Dishonesty in the Student's Rights and Responsibilities Policy.
http://www.mdc.edu/procedures/Chapter4/4074.pdf

Student Code of Conduct:

    The college policy on the Student Code of Conduct is located at **http://www.mdc.edu/procedures/Chapter4/4071.pdf**

Miami Dade College – General Education Learning Outcomes

Purpose: Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning. As graduates of Miami Dade College, students will be able to:

1. **Communicate effectively using listening, speaking, reading, and writing skills.**

    Word processing will help students enhance their reading and writing abilities.

    Students will be able to format and modify documents and learn to create forms customize

    to their purposes.

2. **Use quantitative analytical skills to evaluate and process numerical data.** *This outcome is not reinforced in this course*

3. **Solve problems using critical and creative thinking and scientific reasoning.**

    Spreadsheet applications like Excel will develop students' mastery in applying formulas and

    functions to get a desired output. Also, analysis of tables and charts will help in the decision

    making process and expand students' problem-solving abilities.

4. **Formulate strategies to locate, evaluate, and apply information.** *This outcome is not reinforced in this course*

5. **Demonstrate knowledge of diverse cultures, including global and historical perspectives.** *This outcome is not reinforced in this course*

6. **Create strategies that can be used to fulfill personal, civic, and social responsibilities.** *This outcome is not reinforced in this course*

7. **Demonstrate knowledge of ethical thinking and its application to issues in society.**

    Database applications and how they are used widely in today society will allow discussion

    regarding the ethics associated with using information.

8. **Uses computer and emerging technologies effectively.**

    Updated information about different computer related tools available to the user will help

    students make wiser decisions at the time of selecting hardware and software features.

9. **Demonstrate an appreciation for aesthetics and creative activities.** *This outcome is not reinforced in this course*

10. **Describe how natural systems function and recognize the impact of humans on the environment.** *This outcome is not reinforced in this course*

CALENDAR

<u>Week</u>	<u>Date</u>	<u>Class Activities</u>	<u>Assignment</u>
1		**ORIENTATION** – Introduction – Course Topics ***SIMNET REGISTRATION***	Read Course Syllabus Essence Assignment

	COMPUTER. CONCEPTS **WINDOWS**		
2			
	Chapter 1	Word 365/2019	SIMnet On-Line Resources
	Chapter 2	Word 365/2019	SIMnet On-Line Resources
3	Chapter 3	Word 365/2019	SIMnet On-Line Resources
4	Chapter 4	Word 365/2019	SIMnet On-Line Resource

REVIEW "CHAPTER QUESTIONS" AND "SIMULATION EXERCISES" FOR EACH CHAPTER

	WORD 365/2019	**OBJECTIVE EXAM**	
	WORD 365/2019	**PERFORMANCE EXAM**	
5	Chapter 1	Excel 365/2019	SIMnet On-Line Resource
	Chapter 2	Excel 365/2019	SIMnet On-Line Resources
6	Chapter 3	Excel 365/2019	SIMnet On-Line Resources
	Chapter 4	Excel 365/2019	SIMnet On-Line Resources
7	**Review**		
8	**EXCEL 365/2019**	**OBJECTIVE EXA**M	
	EXCEL 365/2019	**PERFORMANCE EXAM**	
9 / 10	Chapter 1& 2	Access 365/2019	SIMnet On-Line Resource
	Chapter 3	Access 365/2019	SIMnet On-Line Resource
11/ 12	Chapter 4	Access 365/2019	SIMnet On-Line Resource

REVIEW "CHAPTER QUESTIONS" AND "SIMULATION EXERCISES" FOR EACH CHAPTER

	ACCESS 365/2019	**OBJECTIVE EXA**M	
	ACCESS 365/2019	**PERFORMANCE EXAM**	
13-15	Chapter 1 Power Point 365/2019		
	Chapter 2 Power Point 365/2019		

REVIEW "CHAPTER QUESTIONS" AND "SIMULATION EXERCISES" FOR EACH CHAPTER

16	**POWER POINT 365/2019**	**OBJECTIVE EXA**M & **PERFORMANCE EXAM**	
	POWER POINT 365/2019		
	AUTHORIZED MAKE-UP EXAMS		

-SIMnet SOFTWARE IS REQUIRED FOR THE CLASS. -Computer Lab & Tutoring: *Room 9103. Student ID and valid schedule is required.*
-Computer Courtyard: *Student ID and valid schedule is required.*
-Attendance: *Roll will be taken regularly, and students are expected to attend. If for some reason you are absent, you are still responsible for the material you missed. If you know that you are going to miss an exam, please e-mail, call or discuss it with the instructor personally.   ---Unless authorized by the instructor MAKE-UP exams must be taken before next application exam date.*
-All students that listed on the final grade roll will receive a final grade. Withdrawal from the course is a student responsibility.
-Lack of attendance is a reason for withdrawal at instructor's discretion.
-Any changes or adjustments to the calendar due to unexpected circumstances will be announced promptly.
-Last day to withdraw with grade of "W" – (see academic calendar)   - "Incomplete" grades will NOT be given
GRADING: SIX OBJECTIVE EXAMS (COMPUTER CONCEPTS-WINDOWS-WORD-EXCEL-ACCESS-POWER POINT) (10 POINTS EACH) (Mult. Ch.)
NO BOOKS OR NOTES MAY BE USED.
FOUR PERFORMANCE EXAMS (10 POINTS EACH): SIMULATION ACTIVITIES (WORD-EXCEL-ACCESS-POWER POINT)
(USING SIMNET SOFTWARE) THAT ASSESS YOUR SKILLS IN MICROSOFT OFFICE APPLICATIONS.   NO BOOKS OR NOTES MAY BE USED.
- **All pertinent dates are documented here: *https://mdc.edu/academics/calendar***
- **The cost for the course materials are included in Shark Pack (included with your tuition)**

A: 90 -100   B: 80 - 89   C: 70 - 79   D: 50 - 69   F: 49 or less

Register for Simnet:

1. ***https://mdckendall.simnetonline.com/***
2. ***Click on Register Now***
   a. ***Add your personal information***
3. ***Add yourself to my section***
   a. ***Course name: Introduction to Computer Technology and Applications (Lecture)***
   b. ***Section name: CGS 1060C - 9 (12711)***
   c. ***Campus: Kendall 2019***
4. ***If you have ANY issues – go to the campus bookstore and ask for help.***

Please find important information shared by the bookstore regarding SIMnet Code for the course:

All students enrolled in CGS 1060 should have received the codes on their MDC email. If they don't receive the codes or have any issues, the best option is to contact MDCSHARKPACK@FOLLETT.COM with their name, student ID, class and campus information.

Dual enrolment student is a different situation, and you can always reach out to us at MDCSHARKPACK@FOLLETT.COM.

Since this is new for all of us, the faculty should tell students to check their mymdc.net email. They also can check for more information at:

[Shark Pack Program | Miami Dade College (mdc.edu)](http://mdc.edu)

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Shark Pack FAQs What is the MDC Shark Pack program? Shark Pack is a partnership between Miami Dade College and Follett, our partner bookstore, which allows you to receive your required textbook(s) and course material(s) for $20 per credit for eligible courses and delivers them automatically by the first day of class.
www.mdc.edu