

Microcomputer Applications

CGS 1570 – Reference #219770

T/R 1:50-3:30 p.m.

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Semester: Fall, 20061
Lecture: C206
FAX: 904.381.3732
Office Hours:
Tuesday/Thursday 7:30-9:30 a.m.
3:40-4:40 p.m.
Wednesday 7:30-11:30 a.m.

COURSE OVERVIEW

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office 2003, Microsoft Office Word 2003, Microsoft Office Excel 2003, , and Microsoft Office PowerPoint 2003. An overview of the Internet is included in this course.

Catalog Course Description: Recommended prerequisite: OST 1100 or keyboarding experience. This course is intended for students with no previous experience in information systems. It orients students to computer operating systems, DOS and Windows, word processing software, spreadsheet software, databases, and presentations software to solve common problems of the computerized workplace. Four contact hours: three lecture hours and one laboratory hour. (CBE) A.A., A.S., A.S.S.

TEXTBOOK AND SUPPLIES

New Perspectives on Microsoft Office 2003, Second Edition, First Course
Shaffer, Carey, Ageloff, Adamski, Zimmerman, Zimmerman
ISBN: 0-619-20659-4 © 2004, Thomson - Course Technology
One memory stick or one zip disk
One folder with one inside pocket

GRADING: Final grades are determined as follows:

	Points		% of Grade
Word 2003 Exam	100		15%
Excel 2003 Exam	100		20%
PowerPoint 2003 Exam	100		20%
PowerPoint Presentation	100		10%
Internet	100		20%
Homework	Averaged	x	15%

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59-0

Attendance: A sign-in sheet is available each class meeting. Each student is responsible for his/her initials. Ten minutes after class begins, the sign-in sheet is not available and you are counted absent. You are allowed 4 unexcused absences before your final grade is lowered one letter grade.

COURSE POLICIES

Student Conduct In Class Policy

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Children In Class Policy

Only in extreme cases are children allowed in classroom or laboratory facilities, and then only with approval of the instructor prior to class. FCCJ does not allow children under the age of 16 in the classroom.

Electronic Devices In Class Policy

Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Calculators and computers are prohibited during examinations and quizzes, unless specified. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes.

Examination Policy

Four **announced** examinations and will be given. No make-up exams will be allowed without prior arrangements being made. Late exams are given. However, the exam grade is automatically reduced by ten (10) points if the exam is not taken on the examination date.

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The quick Reference Summary for each of the applications is also available at

www.course.com/np/officee2003

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If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Disabilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

Laboratory Policy

Most homework assignments will be completed in the Kent Campus Open Lab inside Learning Resources or at your home.

LECTURE, LABORATORY, AND EXAMINATION SCHEDULE

You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point, and address the highlights of the Project for that week. I attempt to give you lab time each class unless course content requires I lecture the entire class period.

Weekly Laboratory assignments can only be submitted immediately **BEFORE** lecture begins. Laboratory assignments submitted after lecture begins are considered **late** and will have twenty **(20)** points deducted.

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Make sure your name, student ID, and exercise number appear on each document. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment is multiple sheets, sequence it according to the order of the exercise.

In the Laboratory Assignments column, when assigned an entire Project, complete all the steps in the book of that Project on your computer.

Week	Reading Assignment	Laboratory Assignment	Test Points
1	1. Introduction to Computers 2. Introduction to Windows XP and Office 2003	1. Page COM-39, Learn It Online 1 and 2 2. Page WIN 89, In the Lab 3	
2	1. Word Project 1	1. Complete Word Project 1 2. Page WD 68, In the Lab 2	
3	1. Word Project 2	1. Complete Word Project 2 2. Page WD 132, In the Lab 2	
4	1. Word Project 3 2. Word Web Feature	1. Complete Word Project 3 2. Page WD 199, In the Lab 1 3. Complete Word Web Feature	
5 Exam 1	Word Projects 1-3	Fifty questions True/False & Multiple Choice	
6	1. Excel Project 1	1. Complete Excel Project 1 2. Page EX 57, Apply Your Knowledge 1 3. Page EX 61, In the Lab 3	
7	1. Excel Project 2	1. Complete Excel Project 2 2. Page EX 136, In the Lab 3	
8	1. Excel Project 3 2. Excel Web Feature	1. Complete Excel Project 3 2. Page EX 215, In the Lab 2 3. Complete Excel Web Feature	
9 Exam 2	Excel Projects 1-3	Fifty questions True/False & Multiple Choice	
10	1. PowerPoint Project 1	1. Complete PowerPoint Project 1 2. Page PPT 72, In the Lab 2	
11	1. PowerPoint Project 2	1. Complete PowerPoint Project 2 2. Page PPT 136, In the Lab 3	
12	PowerPoint Presentation	Two days of PowerPoint Presentations	
13 Exam 3	PowerPoint Projects 1-2	Fifty questions True/False & Multiple Choice	
14	Surfing the Net – Independent Work	Handouts provided	
15	Internet	1. Complete Web 3-Web 30	
6 Exam 4 (FINAL)	Internet	Fifty questions True/False & Multiple Choice	

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