

# **Knight Foundation School of Computing and Information Sciences**

**Course Title:** Introduction to Microcomputer Applications

**Date:**

**Course Number:** CGS 2060

**Number of Credits:** 3

**COURSE DESCRIPTION** The purpose of this course is to make the student proficient in solving general problems using word processing, and spreadsheet computer software.

**COURSE OBJECTIVES** Hands-on study of the Operating System, Word Processing, and Spreadsheet software.

## **COURSE OUTCOMES**

- 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.

## **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. Dual Enrollment students need to follow the Miami Dade County Public School Acceptable Use Policy.

### ***Attendance Policy***

Students are expected to attend every class session. In the case the student is unable to attend, and the absence is marked as excusable by the school's attendance personnel, the student is expected to request make-up work and complete it within 72 hours of the student's return to school. Any work missed by a student because of an unexcused absence cannot be made up.

### ***Incomplete Policy***

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. 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.

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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.

## Course Requirements

- **Textbook/Materials:** SAM Skills Assessment Manager SAM 365 & 2016 Assessment, Training, and Projects with 1 MindTap Reader. Cengage Learning, @2017, ISBN-13: 978-1-337-11392-2
- **Assignments:** Access to SAM.CENGAGE.COM for trainings, exams, and projects

<u>Assignments</u>	<u># of Grades per Assignment</u>
Exams	2 grades each
Projects	4 grades each
Homework / Participation	1 grade each

**Extra Credit:** **MOS (Microsoft Office Specialist) Certification**

**Final grade will be:**

<b>Pass</b>		<b>Fail</b>	
<b>A</b>	<b>= 95-100%</b>	<b>D</b>	<b>= 60-69%</b>
<b>A-</b>	<b>= 90-94%</b>		
<b>B+</b>	<b>= 87-89%</b>		
<b>B</b>	<b>= 83-86%</b>		
<b>B-</b>	<b>= 80-82%</b>	<b>F</b>	<b>= 59% or less</b>
<b>C+</b>	<b>= 77-79%</b>		
<b>C</b>	<b>= 70-76%</b>		

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**Course Calendar:**

<b>Microsoft Word Assignments</b>	
<b>Week 1</b>	<b>Word Module 1 – Creating and Editing a Document Word Module 1 Exam</b>
<b>Week 2</b>	<b>Word Module 2 – Navigating and Formatting a Document Word Module 2 Exam</b>
<b>Week 3</b>	<b>Word Module 3 – Creating Tables and Multipage Report Word Module 3 Exam</b>
<b>Week 4</b>	<b>Word Module 4 – Enhancing Page Layout and Design Word Module 4 Exam</b>
<b>Week 5</b>	<b>Word Module 5 – Working with Templates, Themes and Styles Word Module 5 Exam</b>
<b>Week 6</b>	<b>Word Module 6 – Using Mail Merge Word Module 6 Exam</b>
<b>Week 7</b>	<b>Word Module 7 – Collaborating with Others and Integrating Data Word Module 7 Exam</b>
<b>Week 8</b>	<b>Word Module 8 – Customizing Word and Automating Your Work Word Module 8 Exam</b>
<b>Week 9</b>	<b>Word Final Project</b>
<b>Microsoft Excel Assignments</b>	
<b>Week 10</b>	<b>Excel Module 1 – Getting Started with Excel Excel Module 1 Exam</b>
<b>Week 11</b>	<b>Excel Module 2 – Formatting Workbook Text and Data Excel Module 2 Exam</b>
<b>Week 12</b>	<b>Excel Module 3 – Performing Calculations with Formulas and Functions Excel Module 3 Exam</b>
<b>Week 13</b>	<b>Excel Module 4 – Analyzing and Charting Financial Data Excel Module 4 Exam</b>
<b>Week 14</b>	<b>Excel Module 5 – Working with Excel Tables, Pivot Tables, and Pivot Charts Excel Module 5 Exam</b>
<b>Week 15</b>	<b>Excel Module 6 – Managing Multiple Worksheets and Workbooks Excel Module 6 Exam</b>
<b>Week 16</b>	<b>Excel Module 7 – Developing and Excel Application Excel Module 7 Exam</b>
<b>Week 17</b>	<b>Excel Module 8 – Working with Advanced Functions Excel Module 8 Exam</b>

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**Week 18**

**Excel Final Project**

**RESOURCES:**

[Class Assignments https://sam.cengage.com](https://sam.cengage.com)

[FIU DE Website: https://dualenrollment.fiu.edu/](https://dualenrollment.fiu.edu/)

[FIU Code of Academic Integrity: http://integrity.fiu.edu/](http://integrity.fiu.edu/)

[University Policies on Academic Misconduct: http://integrity.fiu.edu/misconducts.html](http://integrity.fiu.edu/misconducts.html)

[FIU Library Resources: https://library.fiu.edu/dual](https://library.fiu.edu/dual)

**EXAMPLE RUBRIC**

**Student Name:** \_\_\_\_\_

Criteria	All Requirements Met	Most Requirements Met	Some Requirements Met	Few Requirements Met	No Requirements Met
<b>Apply a theme to the workbook</b>	5 – 4.5	4.45 - 4	3.95 - 3.5	3.45 - 3	0
<b>Apply a number format to a cell</b>	5 – 4.5	4.45 - 4	3.95 - 3.5	3.45 - 3	0
<b>Apply a cell style to a merged range and align cell content</b>	10 - 9	8.9 - 8	7.9 - 7	6.9 - 6	0
<b>Merge and center a range of cells and change the font size of a range of cells</b>	20 - 18	17.8 - 16	15.8 - 14	13.8 - 12	0
<b>Change the font style, change the font and the font color of cell contents</b>	20 - 18	17.8 - 16	15.8 - 14	13.8 - 12	0
<b>Create a formula and copy formula into range</b>	20 - 18	17.8 - 16	15.8 - 14	13.8 - 12	0
<b>Apply a conditional formatting rule to a range, format a conditional formatting rule.</b>	20 - 18	17.8 - 16	15.8 - 14	13.8 - 12	0
<b>Totals (Points):</b>	100 - 90	89-80	79-70	69-60	0

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<b>Points Earned:</b>					
<b>PROJECT GRADE:</b>					