

Computer Applications Syllabus

CGS1100 Section 1884

Fall 2018

[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Welcome to CGS1100, my name is Dr. Angela (Michelle) Piper and I will be your faculty for this course. I look forward to working with you over the next 8 weeks as we explore Microsoft Office and computer essentials. Please read the syllabus below and then continue on to the Begin Here module to learn more about this course.

INSTRUCTOR

Instructor Name: Dr. Angela Michelle Piper

Email: piper.michelle@spcollege.edu

Phone 727-398-8459

Office and Online Chat Hours: Please email me and we will get a meeting scheduled

Office Location: DO183 (this varies, so please email me if you would like to meet)

Instructor Web Page: <https://web.spcollege.edu/instructors/id/Piper.Michelle>

ACADEMIC DEPARTMENT

Dean: Dr. James Stewart

Office Location: TE 116C, St Pete/Gibbs Campus

Office Phone Number: (727) 302-6787

Email: Stewart.James@SPCollege.edu

WEBSITE

URL: <http://go.spcollege.edu/ccit/>

COURSE INFORMATION

Course Description: This course is an introduction to fundamental concepts utilizing a computer as the tool. Contemporary projects are produced through the use of integrated applications software. Selected topics include the Internet, operating systems, and creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement.

Course Goals:

1. The student will perform tasks using software applications

2. The student will select appropriate computer hardware and software for various environments.
3. The student will analyze operating systems, perform file management, and explore system features and functions.

Course Objectives:

1. Student's will perform tasks using software applications by:
 - a. creating a resume and a cover letter using a word processing application.
 - b. creating a worksheet and embedded chart.
 - c. constructing a worksheet using formulas, functions, and applying formatting.
 - d. producing professional presentations using current industry presentation software.
 - e. enhancing a presentation with multimedia effects of pictures, video, sound, and animation.
 - f. integrating elements from one application into other applications for integrated project.
2. Student's will select appropriate computer hardware and software for various environments by:
 - a. listing criteria for maintaining, installing, and purchasing a computer.
 - b. comparing computer systems and applications software used within various operating environments.
 - c. evaluating computer service and support.
3. Student's will analyze operating systems, perform file management, and explore system features and functions by:
 - a. performing tasks using current computing technologies and data storage techniques.
 - b. customizing, manipulating, and understanding the desktop as a work area.
 - c. demonstrating basic folder management by renaming, copying, moving, deleting files and folders.

Prerequisites: None

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook (access code): Microsoft Office 2016: In Practice AND Computing Essentials 2017

Publisher Information: McGraw-Hill (SIMnet)

ISBN: 9781260573954

NOTE: You may **Only** purchase valid access codes for this course through the SPC bookstore. Third party access codes **are not valid** (Third party example-Amazon).

If you are retaking this course within the past academic year (Fall 2017, Spring 2018, Summer 2018) and need a replacement code please fill out the survey ([Replacement Code Request](#)).

SPC provides Microsoft Office 2016 Professional to students at no extra cost.
<https://mycoursesupport.spcollege.edu/download-office-2016>

Required Software: Microsoft Office 2016 Professional (This software includes Word, Excel, Access and PowerPoint)

You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software.

Bookstore: <http://go.spcollege.edu/textbooks>

Library: <http://go.spcollege.edu/libraries>

Learner Support

ACCESSIBILITY

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://go.spcollege.edu/Accessibility/>

Academic Support Services: www.spcollege.edu/support

On-Campus Support: <http://go.spcollege.edu/tutoring/#tab=2>

Online Support: <http://go.spcollege.edu/tutoring/#tab=3>

Student Services and Resources: <http://go.spcollege.edu/services>

IMPORTANT DATES

Course Dates: Aug. 13th - Oct. 5th (all assignments due on Oct. 2nd)

Drop Date: Aug. 17, 2018 <https://go.spcollege.edu/calendar/>

Withdrawal Date: Sept. 13, 2018 <https://go.spcollege.edu/calendar/>

Financial Aid Dates: <https://go.spcollege.edu/fadates/>

ATTENDANCE

The College-wide attendance policy is included in the Syllabus Addendum:

<http://go.spcollege.edu/Addendum/#attend>

The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the follow to be considered actively participating in the class:

1. Begin Here & Syllabus Quiz and a minimum of 70% of Week 1 assignments (approximately 4 assignments)
2. A minimum of 70% of Week 2 assignments. (approximately 4 assignments)

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. **Completion of least 70% of work assigned to date.**

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

GRADING

Each unit contains a variety of assignments including quizzes and practical application of skill. Each assignment has an assigned point value and that value is listed in the assignment itself, the assignment checklist and within the course content.

(See Assignment Checklist for detailed breakdown)

A - 90%

B - 80%

C - 70%

D - 60%

F - below 59%

Subject to change with notification

ASSIGNMENTS: See Assignment Checklist under the course table of content.

STUDENTS' EXPECTATIONS

- If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See each week's folder for specific due dates.
- It is the student's responsibility to follow the schedule of class assignments.
- Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation.
- You will need access to Microsoft Word, PowerPoint, Access, and Excel 2016 for this class. All SPC campus libraries have these programs loaded on their computers.

Also see Student Expectations found in the Syllabus Addendum:

<http://go.spcollege.edu/Addendum/>

[Hurricane Preparedness: https://spcemergency.wordpress.com/](https://spcemergency.wordpress.com/)

INSTRUCTOR EXPECTATIONS

- I will provide meaningful activities to develop your technical and software skills.
- I will be available to you if you have questions or concerns.
- I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24-hour turnaround time, I will indicate so in an email prior to my absence.
- I will respond thoughtfully and critically to your comments, questions, and written assignments.
- I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.
- As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

Online Student Participation and Conduct

Guidelines: <https://go.spcollege.edu/Addendum/>

Academic Honesty: <https://go.spcollege.edu/AcademicHonesty/>

Netiquette: Also see Student Expectations found in the Syllabus Addendum:

<http://go.spcollege.edu/Addendum/>

- Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.

- Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Minimum Technology Requirements:

Computer Guidelines and Specifications for Online/Blended Classes

Item	Recommended Minimum Technology <u>Requirements for CCIT Programs</u>
Processor	Dual-core processor (Intel or AMD)
Memory	4 GB (or higher)
Disk Storage	Adequate free space for storage of class files
Video Card	256 MB (or higher)
Monitor/Speakers	15" or larger Flat LCD Panel
Media Drive	16x DVD +/- RW
Operating System	Windows 7 (or higher)
Network Interface	High Speed Broadband Internet Connection (Cable or DSL)
Software	<p>(CGS 1070 and CGS 1100 require 2016 Professional)</p> <p>For most CCIT courses Microsoft Office Suite 2013 or later with the following:</p> <ul style="list-style-type: none"> • Word

	<ul style="list-style-type: none"> • Excel • Access • PowerPoint
Access requirements	<p>Reliable and daily access to a personal computer (PC) from day 1 of class as below:</p> <ul style="list-style-type: none"> • Ability to download/upload documents and files • Browsers: <ul style="list-style-type: none"> ○ Internet Explorer (version 11 or higher) ○ Firefox (version 31.0 or higher) ○ Google Chrome 36.0

These are the minimum suggested technology requirements necessary to complete the programs within CCIT. All students and instructors are required to have access to a personal computer, personal high speed access to the Internet, and a college provided email account. The "minimum requirements" pertain to Windows Operating System compatible personal computers. These minimum requirements are a general recommendation for all CCIT courses. Some courses may have additional software and hardware requirements in order for students to be successful.

NOTE: Mac computers are not acceptable for most of the courses and may cause the student undue frustrations. Instructors do not support issues with Mac computers.

Minimum Technical Skills: (For all online courses)

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your instructional associate and/or professor. For web-based courses, students should have a basic working knowledge of computers and Internet use as well as access to a computer with a broadband (DSL, cable, satellite) Internet connection. As an online student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for your online courses, following is a list of expectations and requirements:

1. Self-discipline
2. Problem solving skills
3. Critical thinking skills
4. Enjoy communication in the written word

As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:

1. Communicate via email including sending attachments
2. Navigate the World Wide Web using a Web browser such as Internet Explorer
3. Be willing to learn how to communicate using a discussion board and upload assignments to a classroom Web site.

4. Be comfortable uploading and downloading saved files
5. Have easy access to the Internet

Technical Support: www.spcollege.edu/helpdesk

Accessibility of Technologies: MyCourses (Brightspace by D2L) Accessibility Statement: www.brightspace.com/about/accessibility

McGraw-Hill Accessibility Policy: <https://www.mheducation.com/about/accessibility.html>

Privacy: MyCourses (Brightspace by D2L) Privacy Statement: www.brightspace.com/legal/privacy

McGraw-Hill Privacy Statement: <https://www.mheducation.com/privacy.html>