Academic Syllabus (Section 2606)
Fall 2015

INSTRUCTOR:

Name: Chad Mairn
Office Phone: (727) 394-6917
E-mail: Please e-mail me via MyCourses for all inquiries.
Alternative E-mail: mairn.chad@spcollege.edu
Office Information: Instructor Course Page

If you have any questions or concerns about your course or assignments, please contact your instructor. Please allow a reasonable amount of time for your instructor to respond (for example, 24 to 48 hours). If you are unable to reach your instructor, please call (727) 341-4641and have the following information available: student ID #, instructor name, and course /section numbers.

ACADEMIC DEPARTMENT:

Dean: Dr. Sharon Setterlind
Office Location: TE 116C, St Pete/Gibbs Campus
Office Phone: (727) 341-4724
E-mail: setterlind.sharon@spcollege.edu

REQUIRED MATERIAL: Bookstore

Text: *Basic Computer and Information Literacy*
Publisher: Pearson
ISBN: 9781269870863

Software: Microsoft Office 2013 Professional--For students that do not have the required software:

- SPC provides Microsoft Office to all degree-seeking students at no extra cost. Login to **MySPC** and look in My Resources.
- For non-degree-seeking students the bookstore carries a 180 day trial subscription.
- You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software.
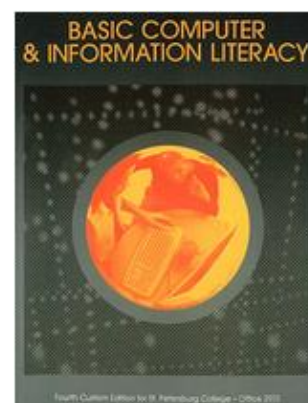
In Class Students **No software is required as long as you complete your assignments in class or at the Learning Support Commons**

MyCourses – Course Management System
MyCourses is St. Petersburg College's online course management system. Access to MyCourses is available at https://mycourses.spcollege.edu To log on, type your student number in the Username text box and password information for your account in the Password text box. (These are the same user name and password used to log into MySPC.)

Free Tutoring Help: http://www.spcollege.edu/tutoring/

Technical Support for MySPC and MyCourses

Website: http://www.spcollege.edu/helpdesk/

Phone: 727-341-HELP or 727-341-4357

COURSE DESCRIPTION:

This course is designed to develop computer competencies and literacy. It introduces general computer operations using current computing technologies and data storage techniques. An introduction to a word processing and a spreadsheet program is included. Further, the course will introduce students to the core concepts of computer literacy. The course also provides strategies for using a variety of electronic resources while emphasizing internet ethics and security. 16 contact hours.

Major Learning Outcomes:

1. The student will demonstrate knowledge of basic computer operations and functions.
2. The student will demonstrate knowledge of a word processing program.
3. The student will demonstrate knowledge of a spreadsheet program.
4. The student will demonstrate knowledge of the legal and ethical use of intellectual property.
5. The student will demonstrate the ability to maintain online privacy and to communicate effectively in an online environment.

MEETING INFORMATION:

Online - 12:00 AM 11:59 PM - Monday - Sunday
Face to Face classes: See your MySPC schedule for dates, times and location of class.

IMPORTANT DATES:

Course Start and End Dates: See your MySPC course schedule.
Drop/Add: See Academic Calendar
Withdrawal Date: See Academic Calendar
Academic Calendar: www.spcollege.edu/calendar/
Financial Aid: www.spcollege.edu/getfunds/

ATTENDANCE:

Students are expected to demonstrate punctual and complete attendance of all classes/lessons. If students miss a class, or fall behind in their work in MyCourses, they may be considered as nonparticipating at the 60% mark and receive a "WF" as a grade per College Board Rule. If proven extenuating circumstances arise, students should contact their instructor immediately.

Participation: Immediately following the 60% point of the course, each instructor will verify which students are actively participating in class/MyCourses. Students classified as not meeting the criteria for

active class participation will be administratively withdrawn with a "WF." Active participation takes into account regular attendance, participation in class discussions, engagement in independent and collaborative assignments, and completion of other in-and-out-of-class assignments.

Students will be able to withdraw from the course themselves at any time during the term. However, in order to receive a "W," instead of a "WF," they must withdraw before the 60% deadline.

GRADING:

Students who successfully complete this course will earn one college credit toward their grade point average (GPA). Students will complete assigned exercises, projects, and quizzes for a cumulative total of 345 possible points. Students will earn a letter grade based on the grade scale identified below.

A= 90-100%	310 -- 345
B= 80-89%	276-- 309
C= 70-79%	241 -- 275
D= 60-69%	207 -- 240
F= below 59%	<207

**Assignments & Activities

Introduction Discussion	Ethics Discussion
Begin Assessment	Ethics Assessment
Computer Basics Discussion	Internet Assessment
Computer Basics Assessment	Security Discussion
Word 1 Dropbox	Security Assessment
Word 2 Dropbox	Mobile Device Discussion
Word Assessment	
Excel 1 Dropbox	
Excel 2 Dropbox	
Excel Assessment	
Subject to change with notification	

ASSIGNMENTS:

1. 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.
2. It is the student's responsibility to follow the schedule of class assignments.
3. 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.

4. You will need access to Microsoft Word and Excel for this class. All SPC campus libraries have these programs loaded on their computers.

STUDENT SURVEY OF INSTRUCTION:

The student survey of instruction is administered in courses each semester and 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.

SYLLABUS ADDENDUM:

The Syllabus Addendum must be read every semester; you are responsible for its content: http://www.spcollege.edu/central/asa/addendum.htm. This information includes the academic honesty policy, academic calendar, and supplemental information.

COMPUTER GUIDELINES AND SPECIFICATIONS FOR ONLINE/BLENDED CLASSES

Item	Recommended Minimum Technology Requirements for CCIT Programs
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	Microsoft Office Suite 2010 or later with the following: • Word • Excel • Access • PowerPoint (CGS 1070 and CGS 1100 require 2013 Professional)

Access requirements	Reliable and daily access to a personal computer (PC) from day 1 of class as below:
	
	 • Ability to download/upload documents and files
	 • Browsers:
	    ○ 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.