St Petersburg College Tarpon Springs
CGS 1100 COMPUTER APPLICATIONS SYLLABUS

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Biography

My educational background is: I have a MISM (Masters in Information Systems Management) and a BSTM (Bachelors of Science in Technical Management. I have been in the work industry since I was 15 holding a variety of positions. I worked for many years in the Real Estate business in a Call Center providing technical assistance to Agents and their owners. Then I moved onto another call center where I was a Trainer and a Help Desk Technician to employees of a very large accounting firm. I have held other various IT positions as well. Here I am now teaching IT Courses. Somewhere I never imagined being, let alone loving what I do. I also teach for Information Technology at Pasco-Hernando Community College.

I considered myself a Technical person, having interest in Business and Technology for as long as I can remember. I am always looking for ways to improve current technology I have access too. I also take pride in being the Director of Children's Education for our church and handle all of their technical issues as well as preparing weekly power points for services.
My teaching philosophy is everyone deserves a chance at learning through various ways. I believe in communication as the key goal for students and professors to succeed in each course. Professors should always be available to assist students in various ways as each student has a different way of learning and a different way of understanding material presented to them. It is my goal to have every student that I am involved with to succeed to their fullest extent and to provide as much assistance to them as I possibly can.

My interests are my 2 children, 14, 12, volunteering at my church, as well as teaching college courses, and helping in various ways anywhere I can, I love being involved with people.

The classes I have taught so far are:
CGS 1560 Microcomputer Operating Systems
CGS 1515 Spreadsheet Techniques and Programming
CGS 1100 Computer Applications
CGS 1070 Basic Computer & Info Literacy
CGS 1000 Intro Computers & Programming
CGS 1831 Web Foundations/Essentials
CNT 1000 Local Area Network Concepts
CGS 1545 Database Techniques/Programming
COP 2823 Advanced Web Page Creations

ACADEMIC DEPARTMENT:

Dean: Dr. Sharon R. Setterlind
Office Location: St Petersburg/Gibbs – TE116C
Office Telephone Number: 727-341-4724

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, databases, and presentations. Guidelines for selecting computer hardware and software are addressed. Additional topics include conducting Internet research and critically assessing the value of that research, Internet ethics and security. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement. 47 contact hours.

MAJOR LEARNING OUTCOMES:

1. The student will become proficient utilizing a computer to produce projects using integrated applications software.
2. The student will identify guidelines for selecting computer hardware and software for various environments and/or platforms.
3. The student will learn major commands and uses of the operating system by understanding the operating system commands associated with the windows-based environment.

REQUIRED MATERIAL:

eText-Access Card: MyITLab for GO! with Microsoft Office 2013 - Volume 1
13-digit ISBN: 9780133815702
OR
10-digit ISBN: 0133815706
Publisher: Pearson
Person Support:1-855-875-1797

- All students are required to obtain the MyITLab materials.
- If you choose to use temporary access which Pearson provides as a courtesy; you must acquire a permanent access code within 14 days of your course start date. If you do not secure the permanent access prior to the 14 day cutoff date your instructor does not have access rights to reopen the enrollment period and you will lose your MyITLab access.

Software: Microsoft Office 2013 Professional (This software includes Word, Excel, Access and PowerPoint)--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.
- Mac users please read [Information for Students using a Mac Computer](#)

MEETING INFORMATION:

- Online from May 17th, 2015 thru July 10th, 2015

IMPORTANT INFORMATION:

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

ATTENDANCE:

The college-wide policy is included in the Syllabus Addendum: http://www.spcollege.edu/addendum/#attend

Below is an outline of the college's attendance policy:

- Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. You need to complete the follow to be considered 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.
  - Start Here & Syllabus Quiz and Week 1 assignments
  - Week 2 assignments.
- At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. This will be determined by the following:If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".
  - **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.

- **If a student is dropped from a course and continues to work on tasks residing in resource materials housed outside of the MyCourses environment such as MyITLab, the student will not be considered an active class participant.

GRADING: Methods of Evaluation

**The breakdown for each is as follows:

Title	Points
MyITLab Orientation	28
Understanding Computers and Internet Literacy	50
Operating Systems	30
Word 2013	464
Excel 2013	464
Access 2013	150
PowerPoint 2013	492
Total Points	1,678

A - 90% - 1,510 - 1,678
B - 80% - 1,342 - 1,509
C - 70% - 1,174 - 1,341
D - 60% - 1,006 - 1,173
F - below 59% 0 - 1,005

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 weeks 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 me regarding college policy for submitting documentation.
4. You will need access to Microsoft Word, PowerPoint, Access, and Excel 2013 for this class. All SPC campus libraries have these programs loaded on their computers.

STUDENTS AND INSTRUCTOR'S EXPECTATIONS:

Your participation in this course is critical for the learning process.

Here's what I expect from you:

- You are expected to acquire and read the text and online lessons.

- You should come to the course and the computer ready to engage in learning.
- You should see your role as student as one that is invited into a scholarly, intelligent conversation.
- You should treat others' opinions with respect and tolerance.
- You should complete all assignments on time and with thoughtfulness. You should not expect time extensions for late assignments.
- If in the classroom, you should only use computer software and hardware to complete assignments and projects for this course (e.g., no Facebook or video games).
- If in the classroom, you should help keep the campus clean by not bringing in food, drink, or tobacco items.
- You should contribute to a positive teaching and learning environment by turning your cell phone to vibrate and not utilizing it for conversation or text messaging during class.
- You should expect to be dismissed from class if you engage in continuous disruptive behavior.
- You should practice academic honesty in all your work.
- You should contact the instructor promptly if a problem arises that needs my attention.
- You should only submit work that is your own. You should expect disciplinary measures if any work that you submit is determined not to be your own work.

Here is what you can expect from me:

- I will provide meaningful classroom activities to develop your technological and research skills.
- I will be available to you if you have questions or concerns.
- 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 information research & technology is vast and constantly changing, I will be your fellow learner.

Academic Honesty Policy

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

I. Each student is required to subscribe to the Policies upon registration each semester by signing the following pledge, which is contained on the Registration and Drop/Add Form:

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion.

Legitimate collaboration between a student and a tutor shall not be considered a violation of the College's academic honesty policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Honor Code and Policies include but are not limited to the following:

A. **Cheating** — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
   1. Copying from another student's test or homework paper.
   2. Allowing another student to copy from a test or homework assignment.
   3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
   4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
   5. Having another individual write or plan a paper, including those bought from research paper services.
   6. Submitting the same paper/project in more than one class.

B. **Plagiarism** — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

   When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:

   1. Quoting another person's actual words.
   2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
   3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
   4. Submitting a paper purchased from a term paper service as one's own work.
   5. Failing to accurately document information or wording obtained on the World Wide Web.
   6. Submitting anyone else's paper as one's own work.
   7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.

8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

C. **Bribery** - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

D. **Misrepresentation** - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

E. **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

F. **Fabrication** - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

Examples include:

1. Citing information not taken from the source indicated.

2. Listing sources in a Works Cited or reference not used in the academic exercise.

3. Inventing data or source information for research or other academic exercise.

4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.

5. Taking a test for someone else or permitting someone else to take a test for you.

G. **Collusion** – The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.

H. **Duplicate Submission** - Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current

instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.

I. **Academic Misconduct** — The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.

2. Selling or giving away all or part of an administered test and/or test answers.
3. Asking or bribing any other person to obtain a test or any information about a test.
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades.
6. Continuing to work on an examination or project after the specified time has elapsed.

J. **Improper Computer/Calculator Use**

Examples of improper computer and/or calculator use include but are not limited to:

1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.

2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material. *NOTE TO STUDENTS: Never save information on the hard drive of a SPC computer.*

3. Sharing a calculator or computer while leaving answers on display or in memory.

4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

K. **Improper Online, TeleWeb and Blended course use** include:

1. Having or providing unauthorized outside help when completing online quizzes or assignments.

2. Obtaining access to confidential test materials or questions before quizzes or assignments.

L.   **Disruptive Behavior** - Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues.

Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom.

M.   **Right to Confidentiality** – The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the college catalog.

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/addendum/ This information includes the academic honesty policy, academic calendar, and supplemental information. **Once you have read the entire syllabus** and the Syllabus Addendum, please complete the Start Here & Syllabus Quiz located under the Lessons Tab.