COURSE DESCRIPTION:
Prerequisite is REA 0001, Reading Techniques: Link: REA 0001

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.

The software we will be using is Windows based. It is an integrated package entitled Microsoft Office 2010, which includes Word 2010, Excel 2010, Access 2010, PowerPoint 2010. We will be studying Windows 7. We will be using a special computer program, SAM, for testing and projects. We will be using the Internet.

ALL STUDENTS ARE REQUIRED TO USE MS OFFICE 2010 and Windows 7 and a PC (not a Mac) when completing their assignments/tests. (See below for 180-day “Subscription” to MS Office 2010.) Older version of MS Office such as 2003 or 2010 are not acceptable for submitting work.

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CGS 1100, Sections 192 & 4314, Online: Oct. 17 – Dec. 14, 2nd 8-Weeks  Professor Susan Parcheta  1
COURSE OBJECTIVES & GOALS:

- Identify components of a computer and computer software
- Use Windows 7, the mouse, the desktop, keyboard shortcuts, windows, Explorer, file management, copy, move, delete, folders, Help
- Using Microsoft Word 2010
  - Create, format, and edit a Word document
  - Create and edit a Research Paper with Citations and References
  - Create a Letter with a Letterhead and Table
- Using Microsoft Excel 2010
  - Create a Worksheet and Embedded Chart
  - Use formulas, functions, formatting
  - Perform What-if analysis, create Charts, and work with large worksheets
- Using Microsoft Access 2010
  - Create a Database, Tables, Reports, and Forms
  - Query a database using Design View
  - Maintain a database
- Using Microsoft PowerPoint 2010
  - Create and edit a Presentation with Clip Art
  - Enhance a Presentation with Pictures, Shapes, and WordArt
  - Reuse a Presentation and add Media
- Integrate Office 2010 Applications and the World Wide Web (SkyDrive—Cloud Computing)
- Demonstrate the ability to use a variety of electronic databases to find information for selected topics related to business operations
- Demonstrate the ability to critically assess the value of Internet resources for specific business and academic information
- Demonstrate the ability to assess computer security and Internet ethics
- Maintain online privacy and to communicate effectively in an online environment.

AVAILABILITY OF COURSE CONTENT

Course will open on the first day of session. Students may work ahead during the 8 weeks. By working ahead, you will have ample time to ask questions and to plan for “contingencies” that occur with all of us.

REQUIRED INTERACTION

Students must Post on the Discussion Board weekly for attendance and assignments and/or tests. Students are responsible for reading professor’s e-mails, announcements, and comments on graded submissions. **Students should access the course every day.** Students are responsible for e-mailing individual course questions or concerns. Expect to spend at least 10 hours per week studying for this course. Remember this course is “double-time.” See Pages 6 - 7 of this Syllabus for Attendance Policy/Details.
OTHER CRITICAL COURSE EXPECTATIONS

Students must have:
1. High speed Internet access
3. Windows 7 for the first week (after the first week you may use Windows XP or Vista operating system)
4. SAM 2.0 Training and Assessment and Projects Software

MATERIALS REQUIRED: Textbooks, Supplement, Testing Component, Flash Drive, Software, a Loose-leaf Notebook--for note taking and organization. The following ISBN’s are from Follet’s Bookstore.

(This is the least expensive option if you do not already have MS Office 2010.)

2. SAM 2010, Ver 2.0 Assessment & Projects (Computer Program); SAM 2010, Ver 2.0 is a new version. This version of SAM will only work with MS Office 2010.

OR

TO BUY INDIVIDUAL BOOKS and SOFTWARE, SELECT THE FOLLOWING:


2. ISBN: 978-1111-667375 SAM 2010, Ver. 2.0 Access Card for Software (SOLD SEPARATELY IF YOU DO NOT BUY BUNDLE) This 2010 Ver. 2.0 is a new version of SAM—older versions will not function. Please check closely for the correct version.

3. For 180-Day Subscription to MS Office 2010:


   OR

   ISBN: 978-1111-869496 MS Office Coursenotes which includes a 180-day MS Office Trial version.

4. MS Office Professional Academic 2010 Software. Bookstore sells for about $100 and it can be installed on 3 computers.

   It is best not to buy online because it takes too long to get the products and your first assignments and test are due in a week.

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CGS 1100, Sections 192 & 4314, Online: Oct. 17 – Dec. 14, 2nd 8-Weeks   Professor Susan Parcheta   3
All Online Students are Required to Have the Following 4 items:

1. **USB Flash (Thumb) Drive** A drive with at least 1 GB of storage. It is best to have a drive that you use for only this course. You may purchase the drive wherever you desire. Purchase a type with a “cover” attached to the drive all as one unit. Handle with care—they bend and break easily.

2. **NOTEBOOK:** A loose-leaf 3-ring notebook with dividers for keeping this Syllabus, Assignment Sheets, E-mails, etc. The more organized you are, the better off you will be. You’ll see…!

3. **MS Office 2010 Professional/Ultimate Software**

   Windows 7 for the first Week. After the first week, you may use or Windows 7, Vista, or Windows XP: **Students will study and be tested on Windows 7.** For the first Chapter it is imperative to sit at a computer with Windows 7 Operating System (OS). If you have only Windows XP or Vista OS on your home computer, use the computers at the Learning Support Commons at any SPC Campus. This is the only week that we will need Windows 7—after this week, you may use Windows XP or Vista. You will need Internet access.

**SIGNATURE PAGE:**

I have read, understand, and agree to abide fully by the parameters set in this Syllabus and Syllabus Addendum.

Student Signature: ___________________________ Date:

In our course, the “Signature Page” is actually part of a short quiz in Angel. The quiz verifies that the student has read and accepts the syllabus and addendum. You will find the “Signature Page” in Angel, Lessons Tab, Start Here Folder, Start Here Quiz. A score of 100% on the quiz indicates a student has confirmed that he/she has read, understood, and agrees to abide fully by the parameters set in this Syllabus and Syllabus Addendum. This is a contractual agreement between your Professor, St. Petersburg College, and the Student. This quiz “unlocks” the remainder of the course so the student may proceed with the assignments. **If you are not willing to accept the syllabus and addendum, please withdraw from the class immediately.**
Additional information for a successful session:

1. **MS OFFICE PROFESSIONAL 2010**: Check the SPC website and Follett Bookstore link for special “deals” for students. The **PROFESSIONAL/ULTIMATE** version has all the four programs we will be using, Word, Excel, Access, PowerPoint. **Do not** purchase the less expensive “Student” or “Standard” or “Home” version because Access will not be included. **Remember all work and software is geared toward MS Office 2010.** Older versions are not acceptable for your work.

2. **SAM 2010, Ver 2.0** (Skills Assessment Manager and Projects): SAM is a Computer Program. You must use MS Office 2010 in order to access SAM.

3. **For accessing the tests/projects in SAM at home or work**, the **Institution Key Code** for St. Petersburg College is: **T2018005**. This number is required for installation on a home or work computer. You do not need this code once you have initially logged in at the Tarpon Campus or home or elsewhere. This Institution Key Code is not the same as your individual Special Access Code that is located inside your SAM software package.

4. **INTERNET ACCESS**: In order to access Angel or the SAM Projects and Tests from home or work, a student must have Internet access. High-speed cable (such as Road Runner) or a DSL (Digital Subscriber Line) is necessary. A special rate for SPC students is available from Road Runner. For more information, call 1-866-976-3279 or 1-888-547-6602 or go online to www.tampabay.mybrighthouse.com. Simply inquire about the St. Petersburg College discount offer for students. You may be able to locate information at the St. Petersburg College website at www.spcollege.edu and do a search using the keywords road runner and click the links.

5. For information about the compatibility of Angel and SAM with your browser, see Angel, Lessons Tab, **Browsers and the Internet**

6. **Do not use Google Chrome or Safari Internet Browsers for Angel and/or SAM.**

7. A reminder: if you do not have Internet access or your computer crashes, you may certainly use St. Petersburg College’s Learning Support Commons on any campus. Check the College website for days/times.

8. Please install SAM only after reading the special directions under Lessons Tab in Angel.

9. **In the event you only have access to a MAC computer, here is what you can do to remain in the course:**

   For the MAC users, a student needs to have a MAC that can run the Windows environment. To do that you will need the Parallels Desktop for MAC 6.0. I checked on Google and there is a Parallels 6.0 Student License for $39.95 with a current student ID. Students need a MAC that is PC compatible in order to use Office 2010 software.

   You will need the latest version of MS Office 2010. Check with our Follet's bookstore (online and on campus) for the best prices. Also, there are discounts for students at online sites--including Microsoft and our college site. Just make sure that the version you purchase has the four modules we will be using: Word, Excel, Access, and...
PowerPoint. There may be other programs included and that is fine, but those four are mandatory.

Last year the College offered MS Office for MAC at our Epi center campus. It is not being taught this fall. It may be offered during Spring Session beginning in January. If you would prefer that option, please contact the Dean’s office, 727-341-4724, where there is access to Spring Session scheduling and can tell you if this course, CGS 1100, will be offered for the MAC.

10. Syllabus addendum link:  http://www.spcollege.edu/webcentral/policies.htm

11. Library link:  http://www.spcollege.edu/central/libonline/

ATTENDANCE:

The college-wide attendance policy is included in the Syllabus Addendum http://www.spcollege.edu/webcentral/policies.htm

ATTENDANCE POLICY: SPC requires online instructors to monitor student attendance/participation in educational activities on a weekly basis. Students are required to participate in their online course each week as verified by activity within the ANGEL Learning Management System, specifically posting to the weekly discussion topic. Students who do not “attend” at least once during the first 2 weeks of class will be considered a “No Show” and will be automatically withdrawn with a grade of “W.” When students exceed two weeks of unexcused or otherwise undocumented absence, they will either be administratively withdrawn by the instructor if this occurs before the 60 percent point in the term, or be given a grade of WF if it occurs later in the term. If students are in their third attempt at completing a course, they will be given a WF grade at any point in the term that they exceed the maximum number of weeks absent.

Please check in with the Attendance Post by 8:00 p.m. each and every Monday of the session. Students will find the first Attendance Post within the Lessons tab, Week 1. Students may post their discussion any time during the week. Just be certain it is done before 8:00 p.m. on Monday.

ATTENDANCE? IS IT REALLY NECESSARY? YOU BETTER BELIEVE IT!

Students will Post to the Discussion Question for attendance purposes. After the first absence, (no post) you may be dropped from the course by the SPC Attendance Manager. I cannot stress the importance of posting a discussion for attendance purposes. The Attendance Manager is a heartless computer and I have no control over it! I will have given you a topic to address. You have 6.99 days to do it. Each posting is worth 10 points. At 8 p.m. on Monday nights, I will run a “WhoDunIt Report” which tells me who has and who has not posted their response for the week. If you do not post before 8 p.m., you are marked “Absent” for the entire week—even though you may have submitted other assignments during the week. Is that fair? Perhaps not!!, but it is the RULE!! Even if you have been sick all week, crawl to the computer and do that short post. After 8 p.m. on Monday night, you will be counted absent for the whole week!
Make up exams are scheduled only in case of extreme emergencies and a student must present written documentation of the emergency.

The college-wide attendance policy is included in the Syllabus Addendum
http://www.spcollege.edu/webcentral/policies.htm

The policy is as follows:

ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES

Each instructor must exercise professional judgment to determine if a student is actively participating in class. Faculty will publish their own personal participation/attendance policies in their syllabi. This policy will be used to determine grades. Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the voluntary withdrawal date.

Instructors will verify that students are in attendance during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn for any class which they are not in attendance. Their financial aid will be adjusted based on the updated enrollment status.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class as defined in the course syllabus. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF.” Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

Withdrawing after the “Last Day to Withdraw with a Grade of ‘W’” (Friday, November 18, 2011) can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student's GPA as a final grade of ‘F.’ A ‘WF’ grade also could impact the student's financial aid and cause the student to repay some of their financial assistance. If the student is thinking about withdrawing from a class now, the student should consult with an academic advisor or financial assistance counselor first to be sure they understand all the possible outcomes of this decision.
GRADING:

Grades will be based on theory and performance (Hands-On) tests, computer application activities, end of chapter assignments, attendance, and positive class participation with the distribution as follows:

1. 5 Tests (Angel Theory and SAM Hands-On)
   Tests in Angel and SAM will be administered during class time
2. Assignments will be: Textbook Chapters, End of Chapter assignments, SAM Projects, Internet projects
3. Positive, Intelligent Postings and Email with correct Spelling and Grammar

There will be 2 parts to each of the 5 Tests: a Theory part and a Hands-on part. These will cover each of the “modules.” The 5 Tests are:
   1. Windows
   2. Word
   3. Excel
   4. Access
   5. PowerPoint

Points:

Each assignment, each test, each Internet assignment, and your attendance will be worth points. There will be an approximate total of 1,687 points—although the points may change if we decide to alter assignments/tests. Remember, life is not always perfect! I would, of course, communicate with you any point value changes.

You can compute your grade at any time by dividing your current points by the total possible points at that time in the semester. Angel keeps a tally of your current points.

Example: My points are 390 and points possible are 500. Divide 390/500 = 78% (C).

Grading Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>81 - 90%</td>
<td>B</td>
</tr>
<tr>
<td>71 - 80%</td>
<td>C</td>
</tr>
<tr>
<td>61 - 70%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 60%</td>
<td>F</td>
</tr>
</tbody>
</table>
To be Successful in this Very Fast Course:

- Print and study the syllabus and assignment sheets.
- Watch (and print if necessary) the tutorials for Angel.
- Check email and announcements on a daily basis.
- Pay close attention to detail.
- Stay on top of your assignments.
- Be organized: 3-ring binders are wonderful.
- If your computer crashes and/or you do not have a textbook and/or MS Office 2010, plan to spend lots of time at one of the campus Libraries/Learning Support Commons. There are books on reserve—meaning you can use them at the library, but cannot check them out. MS Office 2010 and Windows 7 software are, also, available.
- You must purchase SAM 2.0 in order to access SAM.
- Display a positive, cheerful attitude—especially when writing emails.
- Allocate at least 10 – 12 hours per week (outside of class) for completion of assignments/tests.

**Textbook:** Microsoft Office 2010: Introductory

All Assignments are Due before Monday Evenings at 8:00 p.m.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Week 1 | Oct. 17 - 24| Syllabus and Start Folder  
Windows 7 Angel REAL Intro to Computers and  
Windows 7 Test (Multiple Choice)  
SAM REAL Windows 7 Test (Hands On) |
| Week 2 | Oct. 24 - 31| Word 2010 Chapter 1  
Word 2010 Chapter 2 |
| Week 3 | Oct. 31 – Nov. 7| Word 2010 Chapter 3  
Angel REAL Word Test (Multiple Choice)  
SAM REAL Word Test (Tasks—Hands-On)  
Excel 2010 Chapter 1 |
| Week 4 | Nov. 7 - 14| Excel 2010 Chapter 2  
Excel 2010 Chapter 3  
Angel REAL Excel Test (Multiple Choice)  
SAM REAL Excel Test (Tasks—Hands-On) |
| Week 5 | Nov. 14 - 21| Access 2010 Chapter 1  
Access 2010 Chapter 2  
Student Survey of Instruction  
(Will open when available) |
| Week 6 | Nov. 21 - 28| SAM Projects for Access  
Angel REAL Access Test (Multiple Choice)  
SAM REAL Access Test (Tasks—Hands-On)  
PowerPoint 2010 Chapter 1 |
| Week 7 | Nov. 28 – Dec. 5| PowerPoint 2010 Chapter 2  
PowerPoint 2010 Chapter 3  
Angel REAL PowerPoint 2010 Test (Multiple Choice)  
SAM REAL PowerPoint Test (Tasks—Hands-On) |
| Week 8 | Dec. 5 - 12| Information Literacy |

**Complete Details Of The Assignments Are In Angel, Lessons Tab**

10/21/2011 is the last day to Drop, with refund and/or change to Audit  
11/18/2011 is the last day to withdraw with a grade of “W”

*Schedule subject to change

**College Closed:**

Veteran’s Day: Friday, November 11, 2011  
Thanksgiving Break: Wednesday, Nov. 23 – Sunday, Nov. 27, 2011

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ASSIGNMENTS:

The assignments will be inside folders in Angel. Click Lessons, Week 1, Assignment Sheet #1.
For Week 2: Lessons, Week 2, Assignment Sheet #2…continuing through week 8.

Each Weekly Assignment Sheet is your list of detailed instructions. Print it and follow it.

1. Turn in all work for each project on a weekly basis according to the due dates. Week 1 work will be due at the end of the week at 8:00 p.m. on Monday. Then we start Week 2. Week 2 work will be due the following Monday night at 8:00 p.m. Then start Week 3. Got the pattern? Check the Weekly Due Dates on the weekly assignment sheets and in Angel on the Assignment Drop Box link. No work is accepted after the drop box closes. If you should happen NOT to finish all of a weekly assignment, submit as much as you have finished. Some credit may be awarded. All Chapter work must be submitted only through the Assignment Drop Box. Instructions will be provided in tutorials and e-mails on how to use the assignment drop box. E-mailing late homework won’t work. Angel is set up in such a way that grades can only be given when there is a file present in the Drop Box. E-mail won’t put it in a Drop Box. Late work is not accepted.

2. Assignment files should be dropped into your assignment drop box during the scheduled time for full credit. Submit all files at the same time. Let me repeat that: Submit all files at the same time. Only one submission per Assignment Drop Box per student. Angel cannot handle more than that. In other words, if you have 3 files to submit, you must put all 3 in at the same time and submit them all at the same time. Absolute deadlines are ABSOLUTE!

3. Files improperly named might not upload. Correct file names are given on the Weekly Assignment Sheets and in the Drop Box. Check the Drop Box Tutorial for file naming directions.

4. I will check your work for correctness and accuracy and give you necessary feedback through Angel comments and/or during class. I am very particular when grading—you should be very particular when doing your homework, too!

5. After I have graded your assignments, go to your Gradebook and look at the comments. They may be difficult to view. In that case, highlight (select) the Gradebook Comments, Control C to copy, then open Word and Control V to paste into a Word Document. Much easier to see.

6. Do you have good virus protection? If your computer gets sick, it can wreck your whole session! Please take good care of your external storage media (i.e., flash drives). Improper handling can destroy it.

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CGS 1100, Sections 192 & 4314, Online: Oct. 17 – Dec. 14, 2nd 8-Weeks  Professor Susan Parcheta  11
WHO IN THE SAM HILL?

Skills Assessment Manager (SAM) is a simulation testing program. We use it in Computer Applications for several good reasons:

1. It mirrors Microsoft Certification Testing.
2. It is similar to current employment testing.
3. It takes book teachings 1 or 2 steps further.

Think of SAM Tasks as a game with a serious referee. The referee’s calls are not negotiable. You have the opportunity to practice SAM practice quizzes 50 times. The **REAL** test is made up of approximately 30 of the PRACTICE tasks and has a time limit imposed. As with any game, the more you practice, the better you play, and the higher you score. You may practice SAM in Learning Support Commons on most of the SPC campuses or at home if you have a reliable, high-speed modem. Training features in SAM will help you solve SAM questions which you may have missed. SAM is newly revised this Session.

SAM has 3 types of activities—Tasks, Training, and Projects. The first type of activity is SAM Tasks. They are application, hands-on tasks to be completed after you have finished the homework and SAM Projects for the Chapter. SAM checks your keystrokes as you make them. SAM calls the shots correct or incorrect. Do it SAM’s way and you will be happy. SAM usually accepts 3 or more ways to accomplish the tasks. These are timed tests.

The second type of SAM activity is entitled SAM Training. Training is generally used after you take your SAM Practice Test and worked your way through the tasks. If there is a task you cannot do, try the Training for possible solutions.

The third type of SAM activity is entitled SAM Projects. In this activity, you download the instructions and the starter file. The starter file is coded to your SAM account. You must use the starter file to complete the project according to the instructions in the SAM Appendix. These projects are usually identical to, or similar to, In the Lab 1 in the regular textbook. You must carefully re-name the starter file before you can submit the completed project. SAM then grades and scores your project. There are several ways you can check Reports to get your scores and lists of errors. Then you can make the necessary corrections to the same file and re-submit for a higher grade. You may redo the file 2 times and I will record your highest grade in the Angel gradebook. Projects should be done **after** you have completed the textbook assignments.

Detailed instructions for installing SAM and using SAM Tasks and Projects are in Angel, Lessons Tab.

I will gather and record all SAM grades in the Angel Gradebook after the Projects and/or **REAL** test assignment date expires. However, you can see your scores in SAM anytime using the Reports button.

CGS 1100, Sections 192 & 4314, Online: Oct. 17 – Dec. 14, 2nd 8-Weeks  Professor Susan Parcheta  12
TESTS

There are two types of tests that “count” toward your test grade:

1. REAL SAM—Hands-on Tasks—time limit imposed
2. REAL ANGEL—Multiple Choice (MC) Theory—time limit imposed

The great part is that you can take each practice test in Angel 10 times and each SAM test 50 times prior to taking the REAL test. The REAL test is culled from the practice tests. There is no credit awarded for the practice tests.

ORGANIZATION OF COURSE

Introduction of new material is given in your textbook and is called Chapter 1, Chapter 2, Chapter 3, etc. Work through each step, reading carefully, save the file as indicated on the Weekly Assignment Sheet. Check off each step with an old-fashioned pencil.

Each week you will be asked to complete the following: Textbook Chapter assignment, 1 SAM Project, Angel Multiple Choice Practice Test(s), SAM Practice Exam(s). There will be a REAL Angel Test and a REAL SAM Test. The end of the first week is your first test! Occasionally, the assignment will vary, but the weekly assignment sheet indicates any change. The directions in the Assignment Drop Box list the number of files to be submitted and their correct names and point value. I will retrieve your scores from SAM Tests and SAM Projects through my Instructor Reports and I will record your scores manually in Angel. The Angel Tests are automatically recorded in Angel. After I read your attendance posting, the grade will appear in your Angel Gradebook. In order to receive the full point value, the posting must answer the specific topic—“generalities” don’t count toward points!

STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS:

Online /Student Conduct Link:
http://www.spcollege.edu/ecampus/help/conduct.htm

Online Student, Faculty and Staff Expectations and Performance Targets:
http://www.spcollege.edu/ecampus/help/expectations.htm

Students should expect to spend many hours (at least 10 - 12 per week) at a computer. The attendance postings, assignments, projects, and tests can only be done on a PC—a Mac will not work. You will need Microsoft Office 2010 Professional/Ultimate with either Windows 7 or Windows XP or Windows Vista. The Professional/Ultimate Office Version includes Access which you must have. Check the SPC website and Follett Bookstore link for special “deals/discounts” for students.
If you do not have MS Office 2010 Professional you should purchase the shrink-wrapped textbook bundle from Follett Bookstore. This Bundle includes a 6-month subscription to MS Office 2010 Professional. This is a GREAT deal if you do not have the MS Office Professional 2010! The **PROFESSIONAL/ULTIMATE** version has the 4 programs we will be using, including Access. **Do not** purchase/use the less expensive “Student/Teacher” or “Standard” or “Home” version because Access will not be included. **Check the SPC website and Follett Bookstore link for special “deals” for students.** Our campus bookstores sell MS Office 2010 for about $100 and it can be installed on 3 computers.

If you do not have a computer at home or yours “crashes,” schedule lots of time to use the computers in the Learning Support Commons (LSC) on any SPC Campus where Microsoft Office 2010, SAM, Angel, and the Internet are available. You will need to use a high-speed Internet connection either at home or on campus to upload your assignments into Angel, to take Tests in Angel and SAM and to complete SAM Projects. Check the college’s Web site (www.spcollege.edu) for hours of operation for the LSC. There may, also, be free tutoring available at the campuses—call their phone numbers listed on the college’s web site for information.

Let me caution you against trying to buy a “cheaper” book. Sure you can get one, but you must have the 2010 Office software and the SAM 2.0 software. This ISBN is unique to our shrink-wrapped bundle. You will not be able to locate the book with this ISBN any place other than Follett’s.

If you choose to order online, please pay for overnight shipping. Also, these ISBNs are unique to SPC and are not usually available on the discounted books sites on the Internet. Students have experienced that it is better just to bite the bullet and buy face2face from Follett SPC bookstores. You don’t have 5 days to wait for text and testing software. Directions for installing SAM are in Angel, Lessons Tab, Directions for SAM.

**First assignments, attendance, tests are due in one week on Monday, October 24, before 8:00 p.m. No time to dilly dally.**

**STORAGE**

The textbook directs you to save on a Flash Drive (USB/thumb drive), which is a great idea and, therefore, easier to follow the book’s directions. You can also copy the files to a folder on your home computer’s hard drive (I suggest making a CGS 1100 folder on the Desktop of your computer and saving all your course work in this folder, also.) You can make subfolders for each week or each software application. Be systematic and organized. Backup your files daily to an external source such as a USB Flash Drive. Do not save files on computers at the Learning Support Commons or other public places. Those files will evaporate!

**Directions for how to save files (store) are in Angel, Lessons Tab, Hints and Help, Directions for SAM, Screen Capture, Storage.** Just click on the link in Angel.
HIGH SPEED INTERNET ACCESS

In order to access Angel, the SAM tests, SAM Projects from home or work, a student must have Internet access. High-speed cable (such as Road Runner) or a DSL (Digital Subscriber Line) is necessary. A special rate for SPC students is available from Road Runner. A special rate ($34.95 per month) for SPC students is available from Road Runner for 36 months. For more information, call 1-888-547-6602 or 1-866-976-3279 or go online to the St. Petersburg College web site at www.spcollege.edu and use the search box for road runner.

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. This folder will be in Angel and will be available later in the session.

ODDS AND ENDS

1. Your class of Computer Applications is “double-time.” This means that you will be asked to perform at twice the speed of light! A “normal” semester is 16 weeks and you have chosen to complete this course in 8 weeks. Remember, procrastination—especially in a computer class—kills. With a computer, think “one click away from disaster.” Do work early to avoid last-minute glitches and to have an opportunity to ask me questions.

2. You are responsible for the completion of the assignments by the Assignment Drop Box Weekly Due Date. The drop box will not be re-opened. If you miss a due date, just think, “Too bad.”

3. E-mail should be written politely in “business language” and in “business tone.” Check in Angel, Lessons Tab, Folder: Guidelines for Writing Emails and Postings. These guidelines apply to email and any other writing you may be required to complete. If there is even a “hint” of anger/frustration in an email or posting, there is a strong possibility you will be withdrawn from the class. Neither the College nor I will tolerate “abuse” toward other students or your instructor whether the class is face to face or online.

4. Cheating in any form and/or use of indecent graphics or abusive language is a violation of Student Conduct of the Student Rights and Responsibilities section of the current SPC catalog. This particularly applies to sharing computer files or viewing inappropriate web sites. Violation may result in disciplinary action. If both you and your friends and your significant other (or any other familial relationship) are enrolled in this class, EACH student must prepare his/her own files. It is not difficult for me to detect duplicate files. SAM Projects have a very alert tracking system. The system not only tells me if you are using someone else’s file, but will tell me the name of the owner of the “borrowed” file. Please do your own work. The penalties at St. Petersburg College are severe.
5. **No Excuses! No Whining! No Pleading!** Life happens to all of us—traffic, work, sickness, accidents, children, relationships, animals, car problems, viruses, procrastination! Count on it—it will happen. If it isn’t happening, you are not living.

6. **Professor Parcheta and communication:** I will be available to answer your questions Monday, Tuesday, Wednesday, Thursday and Friday up to 5:00 p.m. It is rare that I will respond on Saturday or Sunday. Therefore, make sure you submit your questions promptly during this time frame to ensure I have time to reply. The best tool to use to contact me is through Angel email.

7. Leaving a message in my voice mail would not generate as quick a response as sending me an email through Angel. If you want to speak to me on the phone, email me a phone number and a preferable time/date that I would be in my office (outside of my face-to-face class times) through Angel email, and I will call you back. You will, also, find more information about my schedule at the Instructor Web Link. (See Page 1 of this Syllabus for the Link.)

**COMPUTER LABS FOR STUDENTS AT TARPON SPRINGS CAMPUS:**

The Open Computer Lab for student use is in the [Tarpon Springs Campus Library](https://example.com), Learning Support Commons (LSC) located in the Leepa/Rattner Museum. Computer labs are for currently enrolled students working on college-related assignments. Our Textbook and Supplement are on reserve at the library circulation desk and in the Computer Lab area (Room FA 154 within the library)—so you may borrow the materials while in the library/computer lab but cannot check them out. You will need a current Student ID in order to use the Computer Lab. IDs can be obtained free of charge at the Security Office located in the Agora (AG) Building, Room 132. Check other campuses for obtaining IDs.

**TARPON SPRINGS CAMPUS LIBRARY HOURS and COMPUTER TUTORING HOURS**

<table>
<thead>
<tr>
<th>DAY</th>
<th>LIBRARY HOURS</th>
<th>COMPUTER TUTOR HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Tues., Wed., Thurs.</td>
<td>7:30 a.m. - 9:00 p.m.</td>
<td>8:30 a.m. - 8:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 4:00 p.m.</td>
<td>9:00 a.m. - 2:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed (Clearwater campus is open Sat. from 10 - 5 p.m.)</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 p.m. - 7:00 p.m.</td>
<td>12:00 p.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>

You may use the lab at any time that the Library is open although a tutor may not be available. As in all classrooms on campus, there is no food or drink allowed in the Computer Lab. **Library hours during holidays or when the college is closed will differ. Other SPC Campuses have similar Learning Support Commons with tutoring. Check the SPC Website.**
Important Facts and Links

COLLEGE OF COMPUTER AND INFORMATION TECHNOLOGY (CCIT):

Dean: Dr. SharonSetterlind, SP/Gibbs Campus, TE 116C, 727-341-4724

SYLLABUS ADDENDUM LINK: http://www.spcollege.edu/webcentral/policies.htm

COLLEGE CALENDAR: http://www.spcollege.edu/webcentral/admit/dates.htm

FINANCIAL AID: http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm

LIBRARY ONLINE: http://www.spcollege.edu/central/libonline/

Drop/Add Date: Friday, October 21, 2011

Withdrawal Date for 2nd 8-Week Classes: Friday, November 18, 2011, 2011

Last day/time of this 8-Week Class: Wednesday, Wednesday, Dec. 14 at 8:00 p.m.

College Closed:

Veteran’s Day: Friday, November 11, 2011

Thanksgiving Break: Wednesday, Nov. 23 – Sunday, Nov. 27, 2011

Computers on Campuses for your use:

A reminder, if you do not have Internet access or Microsoft Office 2010, you may certainly use the computers at Tarpon Springs Campus Learning Support Commons during its hours of operation. (See Page 16 of this Syllabus for hours.) You may, also, use any of the other St. Petersburg College campus Learning Support Commons Services. Check the College website for days/times.
What are the Differences Between High School and College?

<table>
<thead>
<tr>
<th>IN HIGH SCHOOL</th>
<th>IN COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school is mandatory and usually free.</td>
<td>College is voluntary and expensive.</td>
</tr>
<tr>
<td>Your time is structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You need permission to participate in extracurricular activities</td>
<td>You must decide whether to participate in co-curricular activities.</td>
</tr>
<tr>
<td>You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.</td>
<td>You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.</td>
</tr>
<tr>
<td>Each day you proceed from one class directly to another, spending 6 hours each day--30 hours a week--in class.</td>
<td>You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class</td>
</tr>
<tr>
<td>Most of your classes are arranged for you.</td>
<td>You arrange your own schedule in consultation with your adviser. Schedules tend to look lighter than they really are.</td>
</tr>
<tr>
<td>You are not responsible for knowing what it takes to graduate.</td>
<td>Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.</td>
</tr>
</tbody>
</table>

Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.  
Guiding principle: You are expected to take responsibility for what you do and don’t do, as well as for the consequences of your decisions.
<table>
<thead>
<tr>
<th>HIGH SCHOOL CLASSES</th>
<th>COLLEGE CLASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The school year is 36 weeks long; some classes extend over both semesters and some don't.</td>
<td>The academic year is divided into two separate 15-week semesters, plus a week after each semester for exams.</td>
</tr>
<tr>
<td>Classes generally have no more than 35 students.</td>
<td>Classes may number 100 students or more.</td>
</tr>
<tr>
<td>You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.</td>
<td>You need to study at least 2 to 3 hours outside of class for each hour in class.</td>
</tr>
<tr>
<td>You seldom need to read anything more than once, and sometimes listening in class is enough.</td>
<td>You need to review class notes and text material regularly.</td>
</tr>
<tr>
<td>You are expected to read short assignments that are then discussed, and often re-taught, in class.</td>
<td>You are assigned substantial amounts of reading and writing which may not be directly addressed in class.</td>
</tr>
<tr>
<td><strong>Guiding principle: You will usually be told in class what you need to learn from assigned readings.</strong></td>
<td><strong>Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH SCHOOL TEACHERS</th>
<th>COLLEGE PROFESSORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers check your completed homework.</td>
<td>Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.</td>
</tr>
<tr>
<td>Teachers remind you of your incomplete work.</td>
<td>Professors may not remind you of incomplete work.</td>
</tr>
<tr>
<td>Teachers approach you if they believe you need assistance.</td>
<td>Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.</td>
</tr>
<tr>
<td>Teachers are often available for conversation before, during, or after class.</td>
<td>Professors expect and want you to attend their scheduled office hours.</td>
</tr>
<tr>
<td>Teachers have been trained in teaching methods to assist in imparting knowledge to students.</td>
<td>Professors have been trained as experts in their particular areas of research.</td>
</tr>
</tbody>
</table>

*******************************************************************************
CGS 1100, Sections 192 & 4314, Online: Oct. 17 – Dec. 14, 2nd 8-Weeks  Professor Susan Parcheta  19
<table>
<thead>
<tr>
<th>Teachers provide you with information you missed when you were absent.</th>
<th>Professors expect you to get from classmates any notes from classes you missed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers present material to help you understand the material in the textbook.</td>
<td>Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.</td>
</tr>
<tr>
<td>Teachers often write information on the board to be copied in your notes.</td>
<td>Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.</td>
</tr>
<tr>
<td>Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.</td>
<td>Professors expect you to think about and synthesize seemingly unrelated topics.</td>
</tr>
<tr>
<td>Teachers often take time to remind you of assignments and due dates.</td>
<td>Professors may not formally take roll, but they are still likely to know whether or not you attended.</td>
</tr>
<tr>
<td><strong>Guiding principle: High school is a teaching environment in which you acquire facts and skills.</strong></td>
<td><strong>Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.</strong></td>
</tr>
</tbody>
</table>

**TESTS IN HIGH SCHOOL**

Testing is frequent and covers small amounts of material.  

**TESTS IN COLLEGE**

Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.  

Makeup tests are often available.  

Makeup tests are seldom an option; if they are, you need to request them.
<table>
<thead>
<tr>
<th>Teachers frequently rearrange test dates to avoid conflict with school events.</th>
<th>Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers frequently conduct review sessions, pointing out the most important concepts.</td>
<td>Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.</td>
</tr>
<tr>
<td><strong>Guiding principle:</strong> Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.</td>
<td><strong>Guiding principle:</strong> Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GRADES IN HIGH SCHOOL</strong></th>
<th><strong>GRADES IN COLLEGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades are given for most assigned work.</td>
<td>Grades may not be provided for all assigned work.</td>
</tr>
<tr>
<td>Consistently good homework grades may raise your overall grade when test grades are low.</td>
<td>Grades on tests and major papers usually provide most of the course grade.</td>
</tr>
<tr>
<td>Extra credit projects are often available to help you raise your grade.</td>
<td>Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.</td>
</tr>
<tr>
<td>Initial test grades, especially when they are low, may not have an adverse effect on your final grade.</td>
<td>Watch out for your <em>first</em> tests. These are usually &quot;wake-up calls&quot; to let you know what is expected--but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.</td>
</tr>
<tr>
<td>You may graduate as long as you have passed all required courses with a grade of D or higher.</td>
<td>You may graduate only if your average in classes meets the departmental standard--Check your catalog for your major's standard.</td>
</tr>
</tbody>
</table>

**Guiding principle:** "Effort counts." Courses are usually structured to reward a "good-faith effort." **Guiding principle:** "Results count." Though "good-faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not substitute for results in the grading process.