

CGS 1100 COMPUTER APPLICATIONS SYLLABUS

INSTRUCTOR:

Name: Angela (Michelle) Piper

Office Number: 727-398-8459 - Mon-Fri (8:00 a.m. to 4:30 p.m.)

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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 2013 w/eText-Access

ISBN: 9780134063423

Publisher: Pearson

Pearson 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. Please note all work within MyITLab completed while using temporary access will not be considered part of your permanent grade book until your account in MyITLab obtains permanent status.

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 (ISBN: 9780134096926).

- You may also visit SPC Campus [Learning Support Commons](#) and [Libraries](#) to utilize college computers with the needed software.
- If you use a MAC computer, you will be able to do many things in this class on your MAC. However, you will NOT be able to complete the Grader Projects. These projects require you to use a PC with Office 2013 Professional. You will not be able to complete the projects using Office 2011 for the MAC.
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- It is possible to run Windows 7 or 8 operating system on your MAC, which is required to run Office 2013 Professional. If you are a degree seeking student, you can download all the software you need for free (<http://www.spcollege.edu/microsoft/>). Your MAC computer will have a program on it called Bootcamp allowing you to run both the MAC and Windows operating systems. To get more information please go to <http://www.apple.com/support/bootcamp/> **This is only recommended to those individuals with a strong understanding of system requirements needed to run dual operating systems.

MEETING INFORMATION:

- [Online](#) - 12:00 AM – 11:59 PM - Monday - Sunday
- Blended or Face-to-Face - Refer to your MySPC schedule

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/central/asa/addendum.htm>

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	466
Excel 2013	465
Access 2013	155
PowerPoint 2013	465
Total Points	1,659

(See [AssignmentChecklist](#) for detailed breakdown)

A - 90% - 1,493 - 1,659

B - 80% - 1,327 - 1,492

C - 70% - 1,161 - 1,326

D - 60% - 995 - 1,160

F - below 59% 0 - 994

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 your instructor 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.

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.

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: <ul style="list-style-type: none"> • 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: <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
<p>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.</p> <p>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.</p>	