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CGS 1070 Academic Syllabus

INSTRUCTOR:

Name: Patrick Septenma

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Office Information: <http://www.spcollege.edu/instructors/id/2317>

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) 341-4641 and 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**

ANGEL – Course Management System

ANGEL is St. Petersburg College's online course management system. Access to ANGEL is available at <https://angel.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.) If you're new to ANGEL, find ANGEL tutorials at: <http://it.spcollege.edu/edtech/trainingCentral/angel/ANGEL7stutorials/index.cfm>

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

Technical Support for MySPC and ANGEL

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:

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 date with refund:

Withdrawal date:

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 ANGEL, 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/ANGEL. 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, quizzes and final exam for a cumulative total of 345 possible points. Students will earn a letter grade based on the grade scale identified below. [Tutorial for checking grades in ANGEL.](#)

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.

- Academic Honesty Policy
www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm
- Information Technology Acceptable Use Policy
www.spcollege.edu/webcentral/catalog/current/information_technology.htm