

CGS 1060 – INTRODUCTION TO MICROCOMPUTER USE
Syllabus Supplement – Spring, 2009

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Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the quizzes, exams and in-class projects. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Complete practice exercises and daily assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

Course documents and resources will be available on the course web page on the college Desire2Learn (D2L) website at the following URL: <http://d2l.chipola.edu>

Check the D2L course site regularly and stay caught up with your work. If you check the D2L course site and a document you need is missing, please inform your instructor.

Grading:

- All coursework must be completed during the term. Incomplete grades will be given **ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE DEPARTMENT DIRECTOR**
- Absences can impact your grade.
 - If you miss an exam, the score will be a zero (0). Individual makeup exams **will not** be given. The comprehensive makeup exam score can replace any missed exam.
 - If you miss an in-class project, you may complete the appropriate make-up project on the project makeup day near the end of the semester.
 - Quizzes and assignments must be completed by the scheduled quiz deadline.
 - Daily assignments **WILL NOT** be accepted after the stated deadline.
 - Students who are absent (including absences for official college business such as athletics, club trips, student ambassadors, etc.) should make arrangements to complete and turn in work early.

	Points possible	Total course points	Grade assigned
Quiz average (average of 8 highest)	100	278-300+	A (93 - 100)
Projects total (6 @ 17 pts. each)	100	248-277	B (83 - 92)
Exam average (average of 3 highest)	<u>100</u>	209-247	C (70 - 82)
TOTAL POINTS POSSIBLE	300	179-208	D (60 - 69)
		Below 179	F (below 60)

Academic honesty: Credit for this course is based upon individual achievement and demonstrated skills. You will be required to demonstrate your ability to use basic software features covered in the assignments and quizzes; therefore, **doing your OWN work** on assignments and quizzes is crucial. All work submitted should be the product of your own personal efforts unless the instructor specifically authorizes a group assignment or project. Discussion of assignments and quizzes is encouraged, but submitting someone else's work as your own is not permitted. Gaining answers on projects or exams through any dishonest method or providing such assistance to others is cheating and disciplinary action may be taken as stated in the student handbook.

Classroom etiquette:

- Follow classroom lab rules and network usage policies.
- Be considerate of your classmates and your instructor
 - Minimize classroom disturbances
 - Do not print during lectures.
 - Turn off cell phones/pagers, or set to vibrate mode.
 - If you must enter class late or leave early, do so as quietly as possible and wait until the end of class to check with the instructor about attendance.
 - Even when working with others on assignments or quizzes, work quietly.
 - Keep the classroom neat
 - Do not eat or drink in the classroom.
 - Clear any trash from your work area before you leave.
 - Recycle usable paper (without folding or crumpling) in bins provided (by printer)
 - Do not attempt to get assistance on projects from other students or to gain answers for exam questions dishonestly.
 - Silence in class is expected during exam and project periods.
 - No electronic or other communications. Cell phones/pagers must remain **OFF**; no communications using IM, email, myspace, etc.

Copyright Notice:

The course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not.

Withdrawals: Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3rd attempt, a student may not withdraw, but must receive a grade.

Important dates:

Jan.	14 12 noon	Last day to withdraw with fee refund
Mar.	20	Last day to withdraw from individual class with a W grade
Apr.	06	Last day to resign from school (all classes)

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.