



# CHIPOLA COLLEGE

## COURSE SYLLABUS

**COURSE TITLE:**

INTRODUCTION TO MICROCOMPUTER USE

**COURSE NUMBER:**

CGS 1060

**COURSE DESCRIPTION:**

An introduction to the use of microcomputers. Includes terminology and an introduction to the operation of typical microcomputer hardware and software.

**PREREQUISITES:**

No previous computer experience required but keyboarding or typing skill recommended.

**NAME(S) OF INSTRUCTOR(S):**

Nancy Burns

Vikki Milton

**DATE OF LATEST REVISION:**

15-Dec-08

**REQUIRED TEXTBOOKS:**

New Perspectives Computer Concepts 11<sup>th</sup> ed., Parsons & Oja, Course Technology, 2008; packaged with Course Notes for Word07, Excel07, PowerPoint07; Office 2007 In a Flash video tutorials; SAM 2007 Training, Assessment, & Projects access code.  
Package ISBN10: 0324818564

**REQUIRED HARDWARE / SOFTWARE**

USB drive for transporting files

Earphones (or earbuds) for listening to audio tutorials

A computer with the following software :

- Windows (XP or Vista)
- Internet Explorer or other web browser (IE 7.0 or higher)
- Microsoft Office 2007 Professional: Word 2007, Excel 2007, PowerPoint2007,

Note: Computers with this configuration are available in on-campus labs. The Information Technology Center (upstairs in library) is available most weekdays and evenings; check the library for exact hours of operation. Students planning to complete assignments using off-campus computers must provide their own computer and software for off-campus use. Trial version of Office 2007 is available from the bookstore. ISBN10: 1428350896

### **GRADING POLICIES:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 93- 100

B – 83 – 92

C – 70 – 82

D – 60 – 69

F – 59 or less

**See the Syllabus Supplement for individual instructor practices.**

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

### **DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

CGS 1060 is not a General Education Core course. However, it does address several discipline-specific competencies in the Technology Area.

T-1 Use a computer to create, save, copy, and print files.

T-3 Access, search, and retrieve information from electronic databases and/or the Internet.

T-4 Use E-mail to create, send, and retrieve messages, including those with attachments.

### **STUDENT LEARNING OUTCOMES/OBJECTIVES FOR CGS 1060:**

See chart, last page.

### **MEANS OF ACCOMPLISHING OUTCOMES:**

- 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.

### **LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through [www.linccweb.org](http://www.linccweb.org) and [www.netlibrary.com](http://www.netlibrary.com). Library hours are posted each semester at the building entrance.

Chipola's Desire2Learn website is located at <http://d2l.chipola.edu>.

Chipola's campus website is located at [www.chipola.edu](http://www.chipola.edu).

**See the Syllabus Supplement for individual instructor recommendations and resources.**

### **TECHNOLOGY RESOURCES:**

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

### **ASSIGNMENT SCHEDULE:**

**See the Syllabus Supplement for individual instructor assignment schedule.**

### **ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

**See the Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.**

### **MAKE-UP POLICY:**

Chipola allows each instructor to specify in the instructor handout the makeup policy.  
**See the Syllabus Supplement for individual instructor makeup policy**

### **ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

### **STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LINKING COURSE-LEVEL LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES AND ASSESSMENT METHODS**

STUDENT LEARNING OUTCOMES FOR CGS 1060  The student will be able to:	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*	ASSESSMENT METHODS ** USED BY INSTRUCTOR
Accurately define & use microcomputer hardware and software terminology;		OT, Q, PROJ
Identify and describe the basic component functions (input, processing, output, storage, communications) of microcomputer equipment;		OT, Q, PROJ
Perform basic microcomputer operations such as startup/shutdown and use of the keyboard and mouse;	T-1	SD, Q, PROJ
Perform disk and file management tasks using the Windows operating system;	T-1	SD, Q, PROJ
Access files and other resources using a local area network;	T-1	OT, Q, PROJ
Accurately describe the difference between the Internet and the World Wide Web;		OT, Q
Locate information on the World Wide Web;	T-3	OT, Q, PROJ
Name and use basic features of at least one commercial software package available for microcomputers for word processing, spreadsheet, presentation graphics, e-mail, and web browser applications;	T-1, T-3, T-4	SD, OT, Q, PROJ
Identify tasks for which each type of software would be most appropriately used.		OT, Q

**Assessment Method Codes			
OT = Objective Tests	Q = Quizzes	SD = Skills Demonstration	PROJ = Projects

\* For a list of Chipola’s College-Level Competencies, see [www.chipola.edu](http://www.chipola.edu).