



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:

Microcomputer Applications for Business and Economics

COURSE NUMBER:

CGS 1100

COURSE DESCRIPTION:

The course provides a survey of current microcomputer applications software, including general terminology, features and operating procedures for specific software, and techniques for accomplishing a variety of business and personal tasks. The student will acquire operational skills for using microcomputers in support of business and personal tasks.

PREREQUISITES:

CGS 1060 OR acceptable score on CGS 1100 Screening Exam.

NAME(S) OF INSTRUCTOR(S):

Vikki Milton

DATE OF LATEST REVISION:

August 2009

REQUIRED TEXTBOOKS: (Please include title, author, publisher, edition & ISBN)

New Perspectives Microsoft Office Word 2007, Introduction, Zimmerman, S.Scott; Zimmerman, Beverly B; Shaffer, Ann; Pinard, Katherine T.; Thomson Course Technology 2008

New Perspectives Microsoft Office Excel 2007, Introduction, Parsons, June Jamrich; Oja, Dan; Ageloff, Roy; Carey, Patrick; Thomson Course Technology 2008

New Perspectives Microsoft Office Access 2007, Brief, Adamski, Joseph J.; Finnegan, Kathleen T.; Thomson Course Technology 2008

ISBN for above bundle - 9781428350434

SAM 2007 access code – 9781423997535 (if you have SAM 2007 from prior semester, please see instructor before purchasing)

REQUIRED HARDWARE / SOFTWARE

A computer with the following software:

- Windows XP or Vista
- Internet Explorer or other web browser (IE 6.0 or higher)
- Microsoft Office 2007 Professional: Word 2007, Excel 2007, PowerPoint2007, Access2007
- Media for transporting files—eg., USB drive

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 software. The instructor can provide information about educational discount pricing available to students.

GRADING POLICIES:

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

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

See your First Day Handout 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 1100 is not a General Education Core course. However, it does address several 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 1100:

(see chart last page)

MEANS OF ACCOMPLISHING OUTCOMES:

Your grade will be determined by how much you learn in this course, as demonstrated on the exams, assignments and final exam. 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 sections of the texts;
- Attend and participate in class;
- Complete and understand assignments;
- Complete and understand skill assessment exams;
- Pursue independent study using available resources, such as books and periodicals in the library, videos, textbook supplements, software manuals, etc.

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 and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your First Day Handout 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 your First Day Handout 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 your First Day Handout 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. Please see your first day handout for individual instructor 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. Violations of the Academic Honor Code will be enforced.

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, DISCIPLINE, AND GENERAL EDUCATION COMPETENCIES

STUDENT LEARNING OUTCOMES FOR CGS 1100	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*	GENERAL EDUCATION CORE COMPETENCIES
The student will:		
1) Define terms used in class or in the text which describe computer equipment, personnel, or processes used for business and personal tasks;		
2) Identify situations in which computers could potentially be used to improve worker productivity or the general quality of life;		
3) Classify each of the application software packages covered in class according to type;		
4) Identify jobs in which each of these software packages could be used;		
5) Perform professional tasks using the software covered in class including word processing, spreadsheet, database management and presentation software.	T1, T3, T4	

For a list of Chipola's College-Level Competencies, see www.chipola.edu.