



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Microcomputer Applications for Business and Economics

COURSE NUMBER:

CGS 1100

COURSE DESCRIPTION (with prerequisites):

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

Prerequisite: A grade of "C" or better in CGS 1060 or CIS 1000 or an acceptable score on the CGS 1100 Screening Exam. 3 semester hours credit.

NAME(S) OF INSTRUCTORS:

Glenda Bethel
bethelg@chipola.edu

Charlie Lynch
lynchc@chipola.edu

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Cengage Unlimited Subscription: 4-month subscription or 1-year subscription (Ask for this product at the College Bookstore. The ISBN is not needed.)

Note from Instructor: Add Product to Cengage MyHome Dashboard: SAM 365 & 2019 Assessment, Training, and Projects Instant Access with 1 MindTap Reader. Instructions will be included in Canvas course content by the instructor.

OR acquire the Access Card as listed below:

ISBN: 9780357366646

GRADING POLICY:

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

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. 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 Instructor First Day Handout 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 (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which 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.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, phippenw@chipola.edu.

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. On-line catalogs, e-books, and electronic databases can be accessed through the

Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

CGS 1100 is not a General Education Core course. However, it does address several discipline-specific competencies in the Technology Area.

T-1 Apply appropriate technologies to a range of tasks.

T-2 Communicate, collaborate, and create content effectively, using state-of-the-art information technologies.

T-3 Locate, access, evaluate, and use information from digital/electronic sources.

T-4 Identify ethical, social, and legal issues related to information technology.

T-5 Identify essential issues related to information security.

Associate in Science degree in Business Administration Learning Outcomes:

- B-1 Demonstrate knowledge of the principles, practices and supervisory responsibilities of management, and ethical and legal issues in a business environment.
- B-2 Apply general business work place competencies, including employability skills and office computer skills.
- B-3 Perform accounting tasks and understands business accounting concepts.
- B-4 Communicate effectively in oral and written form, exhibit college level computation and problem-solving skills, and interact appropriately with people of other cultures or backgrounds. [Gen. Ed.]

Associate in Science degree in Computer Information Technology Learning Outcomes:

- CIT-1 Understand, install, configure, monitor, use, and troubleshoot computer hardware and software. [1.0, 2.0, 3.0, 4.0, 6.0, IT Support 12.0, 13.0]
- CIT-2 Understand, install, configure, monitor, use, and troubleshoot network hardware and software. [8.0, 9.0]
- CIT-3 Demonstrate general computing workplace competencies, including employability skills, interpersonal & customer service skills, and user support skills. [11.0, IT Support 12.0, 13.0, 14.0, 15.0]
- CIT-4 Demonstrate project management skills. [10.0]
- CIT-5 Perform database management and design tasks. [7.0]

Associate in Science degree in Network Systems Technology Learning Outcomes:

- NST-1 Understand, install, configure, monitor, use, and/or troubleshoot computer hardware and software. [1.0, 3.0]
- NST-2 Understand, install, configure, monitor, use, and troubleshoot network hardware and software. [2.0, 4.0]
- NST-3 Demonstrate general computing workplace competencies, including employability skills, interpersonal & customer service skills, and user support skills. [5.0, Server Admin 18.0]
- NST-4 Demonstrate project management skills. [6.0] NST-5 Depends on

Specialization:

- A) Server Administration (Program Code 2181): Demonstrate advanced understanding of networked environments and perform network administration activities. [Server Admin Specialization 7.0-8.0]
- B) Network/Cybersecurity (Program Code 2182): Demonstrate proficiency in securing networks and data, including performing penetration testing and responding to cybersecurity incidents. [Network/Cybersecurity Specialization 7.0-9.0]
- C) Digital Forensics (Program Code 2183): Demonstrate understanding of forensic casework procedures and perform computer and mobile device forensic investigations. [Digital Forensics Specialization 7.0-14.0]

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CGS 1100	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
<p>Upon successfully completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> Evaluate terms which describe computer equipment, personnel, or processes used for business and personal tasks. Contrast relevant business application software packages according to type. Propose situations in which computers could potentially be used to improve worker productivity. Formulate how to use current productivity software applications. Construct and manipulate Desktop area of the Microsoft OS. Synthesize tasks using current computing technologies and data storage techniques. Evaluate basic folder management by renaming, copying, moving, and deleting files and folders. Formulate documents, construct worksheets, and create databases. 	<p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p> <p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p> <p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p> <p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p> <p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p> <p>B-2, B-4, CIT-1, NST-1, T-1, T-2, T-3, T-4</p>	<p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p> <p>H, Q, Exams, Proj</p>

Notes: Assessment Codes

BO - Behavioral Observation	EX - Dept Exam	Port - Portfolio	SD - Skills Demonstration
Cap Proj - Capstone Course	Exp - Experiments	Prac - Practicum	SE - Natl or State Standardized
CF - Cumulative Final	F - Final Exam	Pre/ Post - Pre-/Post-Tests	Sk - Ck Skills Check-Off
Clin - Clinicals	H - Homework	Proj - Projects	SP - Skills Performance
CP - Case Plan	Intern - Internship	PS - Problem Solving	T - Tests
CS - Case Study	J - Jury	Q - Quizzes	UT - Unit Tests
DB - Discussion Board	JP - Judged Perf/Exh	R - Recital	W - Writing Assignments
DE - Documented Essays	Obs - Teacher Observ	RP - Research Papers	
E - Essays	OT - Objective Tests	RPT - Report/Presentation	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

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In-Person

The instructor will:

- Lecture and lead class discussions.
- Assign readings from textbooks and/or other sources to supplement lectures.
- Provide supplemental materials that align with the material presented in the textbook as appropriate.
- Design assignments, quizzes, discussions, etc., to help students engage with the course material.

- Use other teaching strategies to assist students in examining and understanding course materials as needed.
- Provide timely feedback on assignments.
- Hold weekly office hours to address questions and student needs outside of class time.

The students will:

- Attend class regularly and be attentive to lectures.
- Engage with class discussion.
- Participate in student discussion groups.
- Read assigned readings.
- Complete assignments, quizzes, discussion boards, etc., as assigned by the instructor.

Online

The instructor will:

- Lead class discussions.
- Assign textbook and/or other readings.
- Provide supplemental materials that align with the material presented in the textbook as appropriate.
- Design assignments, quizzes, discussions, etc., to help students engage with the course material.
- Use other teaching strategies to assist students in examining and understanding course materials as needed.
- Provide timely feedback on assignments.
- Hold weekly virtual office hours to address questions and student needs.

The students will:

- Engage with the course regularly.
- Engage with class discussions.
- Participate in student discussion groups.
- Read assigned readings.
- Complete assignments, quizzes, discussion boards, etc. as assigned by instructor. |

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule. |