

# INTRODUCTION TO COMPUTERS - CGS 1060

## COURSE SYLLABUS (Subject to Change)

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### COURSE DESCRIPTION

Introduction to the major uses of microcomputers for business applications. Areas covered include computer literacy and the use of industry-standard software packages for word processing, spreadsheets, databases, and presentation graphics. Microsoft Office 2013 will be used to explore these applications.

### CREDIT HOURS

3 hours - 3 contact hours

### REQUIRED TEXTBOOK AND MATERIALS

#### SimNetSoftware

Publisher – McGraw Hill  
ISBN 1-259-14620-0

**Microsoft Office 2013** software application  
No textbook is required for this course.

### CLAST COMPETENCIES:

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, Act) that prepare students to succeed in the world community. These competencies are outlined in the Course Catalog. In this course, through classroom lecture and discussions, group lab work, and other learning activities, you will further develop mastery of these core competencies.

### VALENCIA STUDENT COMPETENCIES:

The following Valencia Student Competencies will be reinforced throughout the entire course.

#### THINK

Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.

To think, what must you do?  
Analyze data, ideas, patterns, principles, and perspectives.  
Employ the facts, formulas, and procedures of the disciplines.  
Integrate ideas and values from different disciplines.  
Draw well-supported conclusions.  
Revise conclusions consistently with new observations, interpretations, or reasons.

## **VALUE**

Make reasoned value judgments and responsible commitments.  
To value, what must you do?  
Recognize the values expressed in attitudes, choices, and commitments.  
Distinguish among personal, ethical, aesthetic, cultural, and scientific values.  
Employ values and standards of judgment from different disciplines.  
Evaluate your own and others' values from individual, cultural, and global perspectives.  
Articulate a considered and self-determined set of values.  
How and where must you value?  
    With empathy and fair-mindedness  
    Individually and in groups

## **COMMUNICATE**

To communicate, what must you do?  
Identify your own strengths and need for improvement as communicator.  
Employ methods of communication appropriate to your audience and purpose.  
Evaluate the effectiveness of your own and other's communication.  
How and where must you communicate?  
    By speaking, listening, reading and writing  
    Verbally, non-verbally, and visually  
    With honesty and civility

## **ACT**

Act purposefully, respectfully, and responsibly.  
To act, what must you do?  
Apply disciplinary knowledge, skills, and values to educational and career goals.  
Implement effective problem-solving, decision-making, and goal setting strategies.  
Act effectively and appropriately in various personal and professional settings.  
Assess the effectiveness of personal behavior and choices.  
Respond appropriately to changing circumstances.

How and where must you act?

With courage and perseverance

Individually and in groups

In your personal, professional, and community life

## FINAL GRADING SCALE

60%	Tests: Word
	Excel
	Access
	PowerPoint
	Final Exam
<u>40%</u>	SimNet Assignments
100%	<b>TOTAL</b>

## GENERAL GRADING SCALE

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

## COURSE REQUIREMENTS

**Tests:** Tests will be administered after completion of each application. The test must be taken during the days it is available. **No makeup tests will be given.** Any tests missed will result in zero (0) points earned for that test. Tests will be administered using the SimNet software.

**SimNet Assignments:** SimNet Assignments will be assigned for each Application and for the Computer Concepts. These SimNet Assignments must be submitted by the due date. No late SimNet Assignments will be accepted. In order to receive credit for the SimNet Assignments, you must complete each step under the Teach Me tab, the Show Me tab, and the Let Me Try tab. Failure to complete these steps will result in zero (0) points for the SimNet Assignment.

**Final Exam:** The Final Exam is **optional**. You are not required to take it. If you do not take the Final Exam, you will be given a "0"; the same as any other exam. The Final Exam will be administered using the SimNet software.

**Grade Book:** As I grade your assignments, tests, etc., I will post your grades in the grade book. Please keep track of your grades. When I have finished grading all assignments for one section, I will post an Announcement. At the time, please check your grade book to ensure that you received credit for the work you submitted.

If you have any questions about your grades, please email me. If there is a question about your grade, you must notify me within three (3) days of my posting an Announcement notifying you that the grade books are updated. After that time, it is assumed that the grade book is accurate, and no corrections to the grade book will be made.

## **DISCLAIMER**

Changes to the syllabus and/or schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

## **OFFICE OF STUDENTS WITH DISABILITIES**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

## **DISRUPTIVE BEHAVIOR**

Any student engaged in disruptive behavior will be advised on the first offense and will be dropped from the course on the second offense.

## **ACADEMIC DISHONESTY**

All forms of academic dishonesty are prohibited. This includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, or submitting the work of others for credit. Any student found to be cheating in any situation will receive a zero (0) on the assignment and will have their final grade lowered one letter grade. The student may also be withdrawn from the class at the professor's discretion. Any student found to be cheating on more than one occasion will automatically be withdrawn from the class and will be subject Valencia Community College disciplinary action.

## **WITHDRAWAL FROM CLASS**

The last day to receive a withdrawal from class without penalty is Friday, November 1, 2013. The withdrawal must be done on or before this date. Always talk with the professor prior to withdrawing from this or any class.