

COMPUTER FUNDAMENTALS AND APPLICATIONS - CGS 2100

COURSE SYLLABUS (Subject to Change)

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COURSE DESCRIPTION

Introduction to the major uses of microcomputers for business applications. Covers hardware components of microcomputer systems and provides hands-on introduction to the operating software, word processing, spreadsheets, and database software.

CREDIT HOURS

3 hours - 3 contact hours

REQUIRED TEXTBOOK AND MATERIALS

SimNet For Office 2010
SimNet Testing Software – Publisher: McGraw-Hill
ISBN 0-07-351649-X

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.
How and where must you think?
With curiosity and consistency
Individually and in groups

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

CLASS ATTENDANCE

Punctual and regular attendance is expected in this course. Valencia's attendance policy is that a student will be present for all class meetings. After three absences, a student will receive an excessive absence notice and must schedule a conference with the instructor immediately. After four absences, a student is subject to being withdrawn from the course. Class work and homework cannot be made up in the event of an absence. **Make sure you log on regularly to avoid violating this policy.**

FINAL GRADING SCALE

80%	Tests: Word Excel Access PowerPoint SimNet Assignments
<u>20%</u>	Final Exam
100%	TOTAL

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 using SimNet software. **Only one makeup test will be allowed, if the professor has given permission, has been provided documentation and has been contacted prior to the test being given. The resulting makeup test will be lowered one letter grade.**

SimNet Assignments: SimNet Assignments will be assigned for each Application and for the Computer Concepts. Each completed SimNet Assignment will be assigned points based on the lessons. 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. **Once the due date is passed, SimNet Assignments are no longer accepted. Incomplete or missed SimNet**

Assignments cannot be made up and will receive zero (0) credit.

The total number of points received on the SimNet Assignments will count as a test grade.

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 course and will be subject Valencia College disciplinary action.

WITHDRAWAL FROM CLASS

The last day to receive a withdrawal from class is **Friday, November 2, 2012**. The withdrawal must be done on or before this date. Always talk with the professor prior to withdrawing from this or any class.