

CGS 1100 Intro to Microcomputers

Syllabus Template

Your course instructor will provide you with an extended version of this course syllabus.

Course Information

Course Title:	Introduction to Microcomputers
Course ID:	CGS 1100
CRN:	
Course Description:	(The course description can be found below)
Term and Year:	
Course Modality:	F2F and Web

Instructor Information

Name:	
Department:	Business and Information Technologies
Campus:	
Office Hours:	(Office hours are posted by all faculty)
Phone Number:	
Email:	
Communication Policy:	(All communication is through established protocols)

Required Textbook, Supplemental Materials, and Technology

Cable, Freud, Monk, Sebok, Starks, Vermaat. The Shelly Cashman Series® Microsoft® 365 & Office® 2021 Introductory. 1st ed. Cengage 2023. (Physical book not required – we will use a Cengage Unlimited Access Code to access online book and assignments)

Supplemental Materials:

Technology, Technological Skill Requirements, and Acceptable File Formats (see page 2)

Course Description:

This course is an introduction to basic microcomputer concepts including business software applications and ethical and responsible computer use. You will gain hands-on experience in word processing, spreadsheet, database, and presentation software using Microsoft Office applications and online graphics applications.

Collegewide Student Learning Outcomes

This course supports the following Collegewide Student Learning Outcomes (SLO-CoWs):

1. Students will demonstrate the ability to communicate (read, write, speak, and listen) effectively.
2. Students will demonstrate the ability to reflect, analyze, synthesize and apply knowledge.
3. Students will demonstrate the ability to find, evaluate, organize, and use information.
4. Prepare students to participate actively as informed and responsible citizens in social, cultural, global and environmental matters

Course Outcomes

Upon successful completion of this course, you will be able to: Utilize integrated software solutions to acquire, organize, store, access, analyze, and interpret data in real-world business environments.

Goals: To achieve this outcome, students will acquire proficiency in:

- Data organization and file management
- Word processing document creation, formatting, and layout
- Usage of appropriate presentation tools
- Spreadsheet creation, including basic formulas, formatting, and charting
- Graphics manipulation for document enhancement
- Implementation of basic relational database concepts
- Integration of data with multiple software applications in real-world business environments

Technology, Technological Skill Requirements, and Acceptable File Formats

Technology Requirements:

Students will need access to a computer with high-speed internet, audio, and video capability. Use of Microsoft Office Suite 2021 (or Office 365) or newer is required. Students who use a Mac will not be able to complete all the assignments (Mac is not compatible with Microsoft Access or Microsoft Publisher); all students have access to Office 365 (at no cost) through our Panther Central system. Students should also have a USB key/flash drive or have skills to use the Locker in Brightspace for storage of all submitted work. All students need knowledge of file management, email, attachments, word processing, and internet search processes. Each student is required to be self-motivated and be current on reading assignments and course activities to maximize the overall learning experience as well as function in the online environments. The Brightspace course management system represents the primary source of interactions with the instructor and fellow classmates. Therefore, students are required to complete assignments in a timely and consistent manner in this online environment. Assignment due dates and times are firm and are not subject to negotiation. Students must use the Brightspace email system to communicate with the SFSC community. All of this is available on the SFSC campus by accessing the computer labs in the SFSC Library.

In addition, any problems that students may have with their own computer systems are not the responsibility of SFSC or the instructor. This class is a Brightspace course; this means that all assignments are Brightspace/internet-based and require regular interface with these environments. It is the student's responsibility to be prepared and capable of functioning in these technological environments. As such, claims that assignments could not be completed on time because of computer problems, internet access issues, etc. will not be relevant.

The only instances that assignment deadlines may be extended is if there are Brightspace systemwide problems, weather issues, or other systemic problems. Alerts of this nature will be sent to students via Blackboard Connect. Nevertheless, students are responsible for the working function of their own computers, printers, and internet services and for getting their assignments completed and submitted ON TIME and in the appropriate format.

Grading Policy and Late Work:

All evaluated assignments for this class should be kept by the student. Students should keep their original copies of work that they submit for grading. Work will not be accepted for grade credit after the last day of regular classes for the term. Student grades will be recorded on Brightspace; as such, it is students' responsibility to keep track of their grades. This course is based on a points system.

Late work, including late submission, resubmissions, or corrected files, is not accepted. Exclusions to this policy include students who have registered a documented illness, injury, or personal hardship with the Dean of Student Services, who will contact the instructor.

Student Assessment

Orientation Activities	205 points
MindTap Training	700 points
MindTap Projects	1,350 points
Dropbox Assignments	200 points
MindTap Exams	1,200 points
Brightspace Quizzes	300 points
(Grading policies may vary according to the instructor)	

Assignment Descriptions

The assignments will be completed using the Cengage online tool, called MindTap. There will be trainings, downloaded projects, and exams. These assignments will be discussed in further detail from each instructor in the Content area of the Brightspace class. There will also be Dropbox project assignments, discussions, and quizzes in Brightspace.

Online Homework

Online homework will be completed through the Cengage MindTap program which allows you to do trainings, download projects and instructions – then submit for immediate grade response, and module exams. There will also be assignments in Brightspace consisting of Discussion Board, Dropbox assignments, and quizzes.

Quizzes

Quizzes in Brightspace will be given on each Microsoft Office program that we cover. Each quiz has a beginning and an ending due date and is timed. You will have one attempt for each quiz, and you will have seven days to complete online quizzes. Once the due date has passed, the quiz will close and you will be assigned a grade of “0” for that quiz. Be sure to consult the following course schedule for exact due dates.

(Course assignments may vary by instructor.)