

# CGS 1500 Word Processing Syllabus Supplement Spring 2009

**INSTRUCTOR:** Vikki Milton  
**Office:** Bldg M Room 208-E  
**Phone:** 850-526-2761 ext 3371  
**Office Hours:** As posted on office door  
**E-mail address:** [miltonv@chipola.edu](mailto:miltonv@chipola.edu)

## Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the quizzes, exams and assignments. 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 material from the text;
- Complete practice exercises and daily assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, and exams.

Course assignments and materials will be available on the course web page on the college D2L website at the following URL (instructions for accessing d2l are attached):

<http://d2l.chipola.edu>

Check the D2L course site regularly and stay caught up with your work. If you check the D2L course site or the campus network and a document you need is missing, please inform your instructor.

## GRADING:

Your grade will be computed as follows:		Grading Scale:	
Assignments (average)	100 pts	Total points:	Grade assigned:
Quizzes (average)	100 pts	279 - 300	A (93% - 100%)
Exams (average)	<u>100 pts.</u>	249 - 278.9	B (83% - 92%)
Total possible points	300 pts.	210 - 248.9	C (70% - 82%)
		180 - 209.9	D (60% - 69%)
		Below 180	F (below 60%)

## Course policies:

- ◆ **Late assignments will not be accepted.** It is your responsibility to verify that your assignments are complete and correct prior to submitting them. You may submit your project assignments via the d2l Dropbox or drop them by my office, M 208E.
- ◆ Quizzes, which are taken using SAM 2007, will be available for at least one week and must be completed by 11:00pm on the specified due date. You may retake a quiz as many as 10 times prior to the due date. Your highest score for each quiz will be used in calculating your grade. **Each quiz will not be available after the specified deadline.** If you miss a quiz, you will receive a 0 for that quiz grade. You may drop one quiz grade at the end of the semester.
- ◆ Exams must be taken in the Chipola College Testing Center in bldg A, on the dates

specified. You may not use your books or notes for the Exams. Testing Center hours may be obtained by calling 718-2284. There will be three (3) Exams; Exam 1, Exam 2 and the Final Exam. The highest two exam scores will be used in calculating your grade.

- ◆ Credit for courses taken is based upon individual achievement. Answers on assignments and exams, unless specified as a group project by the instructor, should be individual answers. **Copying assignments or gaining answers through any dishonest method is considered cheating and a grade of "0" will be given for the assignment or exam.** Additional disciplinary action may be taken as stated in the college catalog.
- ◆ All exams and assignments must be completed during the term. Incomplete grades will be given ONLY IN EXTREME EMERGENCIES.

### **COMPUTER LAB FACILITIES:**

Please note that **ALL** software on the campus computers is protected by copyright and may not be copied except as provided in the license agreement or by permission of the copyright holder.

In addition, instructor's office hours are posted on the office door, M 208 D.

**Academic honesty:** Credit for this course is based upon individual achievement and demonstrated skills. You will be required to demonstrate your ability to use basic software features covered in the assignments and quizzes; therefore, **doing your OWN work** on assignments and quizzes is crucial. All work submitted should be the product of your own personal efforts unless the instructor specifically authorizes a group assignment or project. Discussion of assignments and quizzes is encouraged, but submitting someone else's work as your own is not permitted. Gaining answers on projects or exams through any dishonest method or providing such assistance to others is cheating and disciplinary action may be taken as stated in the student handbook.

### **Campus lab policies:**

- Follow classroom lab rules and network usage policies.

### **Copyright Notice:**

The course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not.

**Withdrawals:** Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3<sup>rd</sup> attempt, a student may not withdraw, but must receive a grade.

### **Important dates:**

Jan.	14 12 noon	Last day to withdraw with fee refund
March	20	Last day to withdraw from individual class
April	6	Last day to resign from all classes

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.