



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:**TOPICS IN COMPUTER SOFTWARE****COURSE NUMBER:****CGS 2930-2931****COURSE DESCRIPTION:**

A seminar covering a software package of current interest. Open to all students. 1 semester hour credit. [A]

PREREQUISITES:

CGS 1060 Introduction to Microcomputer Use, or consent of department

NAME(S) OF INSTRUCTOR(S):

To be determined when scheduled

DATE OF LATEST REVISION:

November 1, 2006

REQUIRED TEXTBOOKS:

To be determined when topic is identified

REQUIRED HARDWARE / SOFTWARE**A computer with the following software:**

- **Windows XP (2000 with Service Pack 3 is also acceptable)**
- **Internet Explorer or other web browser (IE 6.0 or higher recommended)**
- **Microsoft Access 2003 (part of the Office 2003 Professional suite)**
- **USB drive or 3.5" high-density IBM/Windows-compatible diskettes for files**

Note: Computers with this configuration are available in on-campus labs. The Information Technology Center (upstairs in library) is available most weekdays and evenings; check the library for exact hours of operation. Students planning to complete assignments using off-campus computers must provide their own software. Check the [Microsoft system requirements](#) to verify hardware compatibility.

GRADING POLICIES:

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

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

See your Syllabus Supplement for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

DISCIPLINE-SPECIFIC (TECHNOLOGY) COMPETENCIES / LEARNING OUTCOMES:

CGS 2930 and 2931 are not General Education Core courses. However, they do address several competencies in the Technology Area.

T1 Use a computer to create, save, copy, and print files.

T2 Access and use appropriate software in the content area.

STUDENT LEARNING OUTCOMES/OBJECTIVES FOR CGS 2930-2931:

See chart, last page.

MEANS OF ACCOMPLISHING OUTCOMES:

- Read and study assigned material from the text;
- Complete practice exercises and 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 assignments, quizzes, projects and exams.

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. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your Syllabus Supplement for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your Syllabus Supplement for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. 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 course handout the attendance policy. It

also allows the instructor to decide 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, (2) cannot withdraw, and (3) must receive a grade.**

See your Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy.

See your Syllabus Supplement for individual instructor policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code 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.

LINKING COURSE-LEVEL LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES AND ASSESSMENT METHODS

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CGS 2930-2931 The student will:	COLLEGE-LEVEL AND DISCIPLINE- SPECIFIC GENERAL EDUCATION COMPETENCIES*	ASSESSMENT METHODS ** USED BY INSTRUCTOR
The student learning outcomes for this course will vary depending on the software package selected for study	T1, T2	LA, PROJ, OT, Q

* For a list of Chipola’s College-Level Competencies, see www.chipola.edu.

**Assessment Method Codes			
LA = Lab Assignments	OT = Objective Tests	PROJ = Projects	Q = Quizzes