Course Syllabus

Instructor:  Ms. Cindi Kirkland  
Office:  Powell Hall, Room 204  
Telephone:  (912) 260-4254  
E-mail:  cindi.kirkland@sgc.edu
Office Hours:  8:00-9:00 W, 9:00-9:30 M-R; 11:00-11:50 M- R, 2:45-3:15 MW


**Required:**  You will also need to purchase a flash drive (at least 16 MB).

**Pre-requisite:**  Program Admission

**Credit Hours:**  3-0-3

**Course Description:**
This course uses an introductory, hand-on approach to provide students with basic awareness, understanding, and skills in the educational and business utilization of microcomputers. Topics include introductions to word processing, databases, graphics, spreadsheets, communications, presentation software, and the Internet and World Wide Web.

**Course Learning Outcomes:**

- Describe the ethical, legal and privacy issues involved in using computer systems.
- Demonstrate a basic knowledge of computer hardware and software concepts.
- Discuss the various components of a personal computer system.
- Use a word processing software package to input, edit, and manipulate text to produce a variety of documents and instructional materials.
- Access the Internet for communicating, locating resources, and downloading files.
- Use an electronic spreadsheet software package to construct and use worksheets for grading, budgeting, and other projections pertinent to the fields of study.
- Use an electronic spreadsheet software package to create and print graphs and charts for presentation materials.
- Use a database management software package to set up files, manipulate files, query files, and create simple reports from these files.
- Demonstrate skills in preparing instructional presentations using a hypermedia presentation software package.

**General Education Learning Outcomes:**

- Graduates will demonstrate the ability to understand mathematical information and perform mathematical manipulations to analyze data from a variety of sources.
- Graduates will demonstrate the ability to use appropriate technology to produce presentations and reports and/or conduct research and data analysis.
Grading and Evaluation:
Two exams will be administered during the semester and will deal with the lectures concerning the course content, assigned readings, and assignments. Each test will count for 20% of the final grade, for a total of 40%. The final exam, which is the fourth examination, counts 20% and will be given on the scheduled final exam date and time, which will be announced in class. Another 25% of the final grade will come from three projects within the semester. The remaining 15% of the final grade will come from assignments within the semester. These assignments may be assigned as homework or class work. Most assignments are given daily and must be completed in class. Students who are absent will be given a zero unless written documentation is provided to the instructor.

Do not miss scheduled tests. Make-up tests may be administered at the discretion of the instructor, but are very difficult.

The following scale will be used as a guideline for assigning grades:

- 90% - 100%   A
- 80% - 89%   B
- 70% - 79%   C
- 60% - 69%   D
- below 60%     F

All course work requirements must be completed or zeros will be given for those assignments not finished on the last day of the semester. It is the responsibility of the student to get his/her assignments from the instructor immediately upon return to class. Absenteeism is not an excuse for late work.

Attendance Policy:
Because major activities in this class center around lectures and will involve discussion of lectures, programs, and program assignments, class attendance is imperative. Students may have no more than four (4) absences per each semester other than those officially excused by the Vice President for Student Affairs. A fifth absence may result in an administrative withdrawal from the course. Three tardies count for one absence. Students absent for college related activities must make satisfactory arrangements with the instructor in advance for class work missed and for the turning in of any assignments. See the Division Attendance Policy posted in the computer labs.

Special Needs Statement:
Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the instructor at the beginning of the semester. Students who have not presented validation for learning disabilities from the Regents' Center for Learning Disabilities (University System of Georgia) should complete proper paperwork with Ms. Angela Nuga in Student Support Services. The telephone number is (912) 260-4435. Students who have not presented validation for physical disabilities should register with the Office of the Vice President for Student Affairs. The telephone number is (912) 260-4429.
**Cell Phone Policy:**
A student may be penalized **3 Exam points** per offense for the following:
1) Failing to TURN OFF cell phones
2) Leaving class to answer cell phones
3) Creating text messages during class
4) Playing games on cell phones

*Absolutely No Food or Drink in the Labs! No cell phones, pagers or beepers allowed in class. Tardiness is unacceptable. Arriving to class late is disrespectful and unprofessional. Three tardies will constitute one absence.*