**Lake-Sumter State College Course Syllabus**

<table>
<thead>
<tr>
<th>Course / Prefix Number</th>
<th>CGS 1530</th>
<th>Course Title:</th>
<th>Microcomputer Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN:</td>
<td>20204</td>
<td>Credit: 3</td>
<td>Term: Spring 2014</td>
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**Course Catalog Description:**

This course develops professional skills in the use of microcomputer business software. Students will survey and use application programs including word processing, spreadsheets, databases and presentation software and web browsers. Additional activities will include the understanding of basic computer concepts, how to use computers in today’s business and academic world and how to access information on the World Wide Web. Students may only receive credit toward a degree for one of the following: CGS 1530 or CGS 1100.

**Instructor:**

Sean Wright

**Contact Information:**

(352)536-2250

WrightS@LSSC.edu

**Office Location:**

Bldg. 1 Rm. 135

**Office Hours:**

By appointment only

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*All students are required to use LakeHawk email for official college e-mail communications.*

*See the college webpage for instructions on activating LakeHawk email.*

**Prerequisites:**

None

**Textbook and Other Course Materials:**

*Skills for Success with Microsoft Office 2013, Volume 1*

Technology and Online Computer Access Requirements:

Students must have access to a computer with Microsoft Office 2013 (Word, Excel, Access, and PowerPoint) and Internet connectivity. If you do not have a computer that meets these requirements, LSSC’s computer labs in our campus Libraries and Learning Centers provide all of the necessary programs needed to complete the work for this course. **No other software packages may be utilized to complete course assignments (i.e. Microsoft Office 2003, Microsoft Office 2007, Microsoft Office 2010, Microsoft Works, WordPerfect, Pages, or Microsoft Office for Mac).**

It is the student’s responsibility to have an alternative plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). **Computer hardware, software and/or printer problems are not acceptable excuses for incomplete or late assignments.**

Course Objectives:

*(what the course will do)*

Students who successfully complete this course will be able to use computers and application software to efficiently and effectively complete common academic and business tasks. Instruction will be based on best practices in the utilization of the applications as defined by the software developer.

1. Students will understand and use safe computing practices.
2. Students will utilize and demonstrate understanding of appropriate terminology as it relates to basic computer concepts.
3. Students will use an operating system to perform basic tasks including file management, Aero desktop experiences and customization to increase work productivity.
4. Students will read and respond to e-mail using appropriate professional etiquette.
5. Students will demonstrate an understanding of the academic and social implications of the Internet and other electronic resources in regards to social, ethical and legal issues.
6. Students will create a variety of word-processing documents including memos, letters and multi-page reports using MLA and/or APA styles.
7. Students will create appropriately formatted spreadsheets and charts.
8. Students will demonstrate understanding of the structure of databases. Students will design and create basic tables, forms, queries, and reports.
9. Students will create a presentation to deliver information to an audience.
10. Students will integrate applications.
<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLOs) Assessed in this Course: (what the students take with them beyond this course)</th>
<th>The student …</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Applies word processing software skills appropriate for academic assignment and/or career needs.</td>
</tr>
<tr>
<td></td>
<td>• Applies spreadsheet software skills appropriate for academic assignment and/or career needs.</td>
</tr>
<tr>
<td></td>
<td>• Applies database software skills appropriate for academic assignment and/or career needs.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates file management skills necessary for academic assignment needs.</td>
</tr>
</tbody>
</table>

| Academic Integrity: | The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See college catalog for complete statement.) |

| Important Information for Students with Disabilities: | Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at [www.lssc.edu](http://www.lssc.edu), then go to “Quick Links” and click on Disability Services. |

| Privacy Policy (FERPA): | The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office. |
### Attendance / Withdrawal Policies:

Punctuality, attendance and class participation are essential for success. Students are responsible for ALL materials discussed in class. If you are late or absent, it is YOUR responsibility to obtain class notes, handouts and lab assignments.

**If you wish to withdraw from the course, you must go to the Admissions Office and submit the formal course withdrawal form by the withdrawal deadline.** If you do not complete the course and do not formally withdraw, you will receive a failing grade.

### Withdrawal Deadline:

March 21, 2014

### Methods of Evaluation:

<table>
<thead>
<tr>
<th>Method</th>
<th>Points</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>405</td>
</tr>
<tr>
<td>Discussions (x4)</td>
<td>75</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
</tr>
<tr>
<td>Word Test</td>
<td>100</td>
</tr>
<tr>
<td>Excel Test</td>
<td>100</td>
</tr>
<tr>
<td>Access Project</td>
<td>60</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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### Grading Scale:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>900 - 1,000 points</td>
<td>A</td>
<td>Superior Achievement</td>
</tr>
<tr>
<td>800 - 899 points</td>
<td>B</td>
<td>Above-Average Achievement</td>
</tr>
<tr>
<td>700 - 799 points</td>
<td>C</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>600 - 699 points</td>
<td>D</td>
<td>Below-Average Achievement</td>
</tr>
<tr>
<td>0 - 599 points</td>
<td>F</td>
<td>Failing Work</td>
</tr>
</tbody>
</table>

### Course Calendar:

See Attached
| Classroom Rules and Policies: | • Be respectful of your instructor and fellow classmates at all times.  
• Food and beverages are forbidden in on-campus computer labs. Please respect the college’s rules in this regard if you use one of the computer labs.  

**Cheating**  
If you cheat, some or all of the following actions will be taken:  
• The first instance will result in a zero on the grade involved and may result in a failing grade for the course.  
• The second instance will result in a failing grade for the course.  
• A report of the incident may be forwarded to the Dean of Student Affairs. The Dean may file the report in your permanent record and/or take further disciplinary action.  
• Refer to college catalog for full statement on Academic Integrity. |
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<tr>
<td>Violence Statement:</td>
<td>Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.</td>
</tr>
<tr>
<td>Syllabus Disclaimer:</td>
<td>Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.</td>
</tr>
</tbody>
</table>
Please note: All assignments, tests, quizzes and discussions are due by Friday at 11 PM unless otherwise noted in the calendar below.

<table>
<thead>
<tr>
<th>CGS 1530 – Spring 2014</th>
<th>Reading</th>
<th>Assignments</th>
<th>Point Value</th>
<th>Notes/Reminders</th>
</tr>
</thead>
</table>
| **Week 1: Jan. 6-12** | Orientation and LakeHawk email | • Common Features of Office 2013  
• Ch 1, pgs. 86-108 | • “Getting Started/Orientation” assignments in Blackboard.  
• Scavenger Hunt  
• Use your LakeHawk email account  
• Skills 1 thru 10, pgs. 87-107 | 15 | **Hint**: Assignments are always located in the weekly “Submit Assignments” folder. |
| **Week 2: Jan. 13-19** | Word Ch 1  
Word Ch 2 | • Introduction to Word  
• Ch 1, Create Letters and Memos pgs. 114-140  
• Ch 2, Create Business Reports pgs 150-174 | • Skills Assessment 1, pg. 145  
• Visual Skills check, pg. 147  
• Skills Assessment 1, pg. 179  
• Visual Skills Check, pg. 181 | 10 | |
| **Week 3: Jan. 20-26** | Word Ch 3  
Word Ch 4 | • Ch 3, Create Flyers pgs. 184-212  
• Ch 4, Create Newsletters (only) pgs. 218-225 | • Skills assessment 1, pg. 213  
• Visual Skills Check, pg. 181  
• Visual Skills Check, pg. 249  
• Capstone Project, pg. 252 | 10 | |
| **Week 4: Jan. 27-Feb. 2** | Word Exam Review | • Business Letter  
• MLA Essay | 15  
50 | |
| **Week 5: Feb. 3-9** | Word Exams | • Discussion: File Sharing  
• Word Multiple Choice Exam  
• Word Project Exam | 20  
25  
75 | **Hint**: Discussions are located in the “Discussions” folder in the week they are assigned.  
**Hint**: On the weeks discussions are due, you must post an initial response by Monday at 11 PM, and 2 peer responses by Friday at 11 PM |
| **Week 6: Feb. 10-16** | Excel, Ch 1  
Excel Ch 2 | • Introduction to Excel  
• Ch 1, Create Workbooks with Excel 2013 pgs. 272-296  
• Ch 2, Insert Summary Functions and Create Charts pgs. 306-330 | • Skills Assessment 1, pg. 301  
• Visual Skills, pg. 303  
• Skills Assessment 1, pg. 335  
• Visual Skills, pg. 337 | 10  
10  
10  
10 | |
| **Week 7: Feb. 17-23** | Excel Ch 3  
Excel Ch 4  
Excel Exam Review | • Ch 3, Manage Multiple Worksheets pgs. 340-364  
• Ch 4, More Functions and Excel Tables pgs. 374-398 | • Skills Assessment 1, pg. 369  
• Visual Skills, pg. 371  
• Skills Assessment 1, pg. 403  
• Visual Skills, pg. 405 | 10  
10  
10  
10 | |
| **Week 8: Feb. 24-Mar. 2** | Excel Exams | • Discussion: Information Research  
• Excel Multiple Choice Exam  
• Excel Project Exam | 20  
25  
75 | |
| **March 3-9** | Spring Break | | | |
| Week 9: Mar. 10-16 | **Access Ch 1**  
Introduction to Access  
Ch 1, Create Database Tables pgs. 428-454  
Ch 2, Create Select Queries pgs. 464-488 | **Access Ch 2**  
Skills Review, pgs. 457-458  
Skills Assessment 1, pg. 459  
Skills Review, pgs. 491-492  
Skills Assessment 1, pg. 493 | 10  
10  
10  
10 |
|---|---|---|---|
| Week 10: Mar. 17-23 | **Access Ch 3**  
Ch 3, Create Forms pgs. 498-522  
Ch 4, Create Reports pgs. 532-556 | **Access Ch 4**  
Skills Review, pg. 525  
Skills Assessment 1, pg. 527  
Skills Review, pgs. 559-560  
Skills Assessment 1, pg. 561 | 10  
10  
10  
10 |
| Week 11: Mar. 24-30 | **Access Project** | **Discussion: Consumer Research**  
Access Project | 20  
60 |
| Week 12: Mar. 31-Apr. 6 | **PowerPoint Ch 1**  
Introduction to PowerPoint  
Ch 1, Getting Started with PowerPoint 2013 pgs. 582-608  
Ch 2, Format a Presentation pgs. 618-642 | **PowerPoint Ch 2**  
Skills Assessment 1, pg. 613  
Visual Skills, pg. 615  
Skills Assessment 1, pg. 647  
Visual Skills, pg. 649 | 10  
10  
10  
10 |
| Week 13: Apr. 7-13 | **PowerPoint Ch 3**  
Ch 3, Enhance Presentations with Graphics pgs. 652-676  
Ch 4, Present data Using Tables, Charts and Animation pgs. 686-732 | **PowerPoint Ch 4**  
Skills Assessment 1, pg. 681  
Visual Skills Check, pg. 683  
Skills Assess 1 , pg. 715  
Visual Skills Check, pg. 717 | 10  
10  
10  
10 |
| Week 14: Apr. 14-20 | **PowerPoint Project**  
Review Final Exam | **PowerPoint Presentation** | 100 |
| Week 15: Apr. 21-27 | **Final**  
Final Multiple Choice Exam  
Final Project Exam | | 50  
100 |

***Final Exam: Open from 8 AM April 22 through 11 PM April 24***