PENSACOLA STATE COLLEGE

Computer Concepts and Applications - Section Syllabus
CGS1570 Section D9188, Distance Learning
Spring 2024, Session A

Instructor: Mr. Chad Andrae
Office: Building 1, room 121
Phone: (850)484-2035
Email: candrae@pensacolastate.edu
Office Hours: TBA

Department Head: Dr. Nelson Stewart
Department Head Phone: 850-484-1121
Department Head Email: nstewart@pensacolastate.edu

Final Exam Date: Published in the Pensacola State College Final Exam Schedule
Last Date of Drop/Add: 18 January 2024
Last Date for Student to Withdraw: 08 April 2024

Course Description: Covers computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database).

Class Meeting Time: Online
Class Location: Distance Learning/Canvas
Credits: 3

Offered: FA, SP, SU
Distribution: Meets AA General Education, Communications requirement.

Required Textbooks and Instructional Materials: TestOut Office Pro, TestOut, 2023 ISBN: 9781935080718

Methods of Evaluation:
At minimum, the instructor will cover content which aligns with statewide and institutional learning outcomes for the course. The instructor will measure student performance using the following:

Grading Scale:	
90% - 100%	A
87% - 89%	B+
80% - 86%	B
77% - 79%	C+
70% - 76%	C
67% - 69%	D+
60% - 66%	D
0% - 59%	F

- TestOut Quizzes – 30%
- TestOut Labs – 30%
- Discussions – 25%
- Office Pro Certification Exam – 15%

Evaluations of student progress towards achieving the stated learning outcomes and performance objectives is the responsibility of the instructor, within the policies of the College and the

department. Detailed explanations are included in the course supplementals developed by the instructor for each section being taught.

Instructor Requirements:
- All course material is provided through TestOut. As you complete each section of reading in TestOut, students will be asked to complete quizzes and/or labs associated with the reading material. These quizzes and exams together will count for 60% of the student's grade
- Students will also complete discussion assignments for each chapter in Canvas. To receive full credit, students must respond to the discussion prompt by 11:59 pm Friday night of the week the assignment is due. Students must also reply to a minimum of 2 other posts by 11:59 pm Sunday night of the week the assignment is due. The discussion assignments will count for 25% of the student's final grade.
- The final 15% of the student's final grade will be the TestOut Office Pro certification exam. This exam will be taken during final exam week. The students will have an opportunity to take practice exams to help them prepare for the final exam.

Student Expectations: Students enrolled in this course can expect the following:
1. clearly identified course objectives
2. productive class meetings
3. a positive learning environment
4. opportunities for appropriate student participation
5. effective instruction
6. positive and appropriate interactions
7. assistance with meeting course objectives during and beyond class hours
8. evaluation of student performance and appropriate and timely feedback
9. clear and well-organized instruction.

General Education Student Learning Outcomes:

- **Critical Thinking**: The student analyzes, evaluates, and, if necessary, challenges the validity of ideas, principles, or data in order to develop informed opinions, probable predictions, or defensible conclusions.
- **Communication**: The student effectively communicates knowledge and ideas.
- **Information Literacy**: The student effectively locates, evaluates, and applies information from a variety of sources.

Course Learning Outcomes:

- Use appropriate technology to enhance mathematical and scientific thinking and understanding.
- Identify and use appropriate technology, including computer and multimedia resources and visual symbols, to address a variety of tasks and problems.
- Recognize unethical behavior such a plagiarism and its implications. Embody honesty, respectability, and integrity.
- Use information-seeking strategies necessary to access information efficiently and effectively using a variety of sources and techniques.

Academic Dishonesty Statement:
Pensacola State College is committed to upholding the highest standards of academic conduct. All forms of academic dishonesty, to include plagiarism and cheating, are prohibited. Penalties for academic dishonesty include but are not limited to one or more of the following: the awarding of no credit on the assignment, a

reduction in the course grade, or the assignment of a final course grade of F and removal from the course. See the College Catalog for more details: https://pensacolastate.smartcatalogiq.com/en/2023-2024/Catalog/Student-Handbook/Student-Responsibilities/Plagiarism-and-Academic-Cheating

Student Email Accounts:
Pensacola State College provides an institutional email account to all students enrolled in courses for credit. PirateMail is the official method of communication, and students must use PirateMail when communicating with the College. In cases where companion software is used for a particular class, email may be exchanged between instructor and student using the companion software.

Flexibility:
It is the intention of the instructor to accomplish the objectives specified in the course syllabus. However, circumstances may arise which prohibit the fulfilling of this endeavor. Therefore, this syllabus is subject to change. When possible, students will be notified of any change in advance of its occurrence.

ADA Statement:
Students with a disability that falls under the Americans with Disability Act or Section 504 of the Rehabilitation Act, it is the responsibility of the student to notify Student Resource Center for ADA Services to discuss any special needs or equipment necessary to accomplish the requirements for this course. Upon completion of registration with the Student Resource Center for ADA Services office, specific arrangements can be discussed with the instructor.

Pirates CARE Student Resource Center:
As a student, you may experience challenges that can interfere with your academic and personal success. These can include things such as basic needs (food, housing, transportation, healthcare, etc.), increased anxiety, depression, substance use, grief, or other stressful experiences. The Pirates CARE Student Resource Center provides free services to students, including emergency aid, campus food pantries, career clothing closets, connections to local resources for basic needs support, and confidential mental health counseling services provided in-person or via telehealth.

You can contact the Pirates CARE Student Resource Center at 850-484-1759 or by email at PiratesCARE@pensacolastate.edu. More information about our services can be found online at www.pensacolastate.edu/PiratesCARE.

For additional 24/7 crisis help, the Crisis Text Line can be accessed by texting "GULF" to 741-741, and the Suicide Lifeline can be reached by phone at 9-8-8.

Equity Statement:
Pensacola State College does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, marital status, pregnancy, sexual orientation, gender identity or genetic information in its programs, activities, and employment. For inquiries regarding the College's nondiscrimination policies, contact the Executive Director of Institutional Equity and Student Conduct, 1000 College Blvd., Building 5, Pensacola, Florida 32504, (850) 484-1759.

Security Statement:
Pensacola State College is committed to encouraging all members of the College community to be proactive in personal safety measures. In case of emergency, students should ensure that they are aware of the building

exit closest to each of their classrooms, as well as all alternative building exits in case circumstances require using a different route.

Emergency Statement:
In the case of severe weather or other emergency, the College administration maintains communication with appropriate state and local agencies and makes a determination regarding the cancellation of classes. Notices of cancellation will be made through the College's PSC Alert system and on the College's website.