



Pensacola State College Section Syllabus
CGS1570 Section P202
Sumer 2025

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Final Exam Date: Published in the Pensacola State College Final Exam Schedule
Last Date of Drop/Add: May 15, 2025
Last Date for Student to Withdraw: July 14, 2025

Prerequisites: N/A

Credits: 3cc

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

Offered: FA, SP, SU.

Distribution: Meets AA General Education Core, Mathematics requirement.

Textbooks: TestOut Office Pro for Microsoft (MO-110, MO-210, & MO-310) - Student Access Key
ISBN: 9781935080718

Supplemental Materials: N/A

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 as 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.

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:

The assignments given throughout the course will count as your final grade. The SAM assignments will count for 100% of the final average. The following grade scale will be used:

90 - 100 = A	70 - 76 = C
87 - 89 = B+	67 - 69 = D+
80 - 86 = B	60 - 66 = D
77 - 79 = C+	Below 60 = F

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.

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.