



Course Syllabus

Microcomputer Applications

CGS 1570 / 83922 / Fall 2026

Credit Hours: 3

Pre-requisites/Co-requisites: None

Contact Information



Instructor

Kim Allan
Professor, Business & Technology
KAllan@GulfCoast.Edu
(850) 769-1551

Charles Hilton Center, Room 203
Response within 24-48 hrs Monday through Thursday

| Office Hours | |
|--------------|---|
| Monday | 9:00 a.m. - 9:30 a.m. |
| Tuesday | 9:30 a.m. - 12:00 p.m. // 2:00 p.m. - 4:00 p.m. |
| Wednesday | 9:00 a.m. - 9:30 a.m. // 1:30 p.m. - 4:00 p.m. |
| Thursday | 9:30 a.m. - 11:30 a.m. |

Division Chair

Melanie Boyd
Division Chair, Business & Technology
MBoyd@GulfCoast.Edu
(850) 872-3839

Division Administrative Assistant

Marisa Weiman
Academic Program Specialist
MWeiman@GulfCoast.Edu
(850) 769-1551 ext. 3875

Course Information

Catalog Description:

An introduction to the operation and use of personal computers and the use of software packages, including Windows, word processing, electronic spreadsheet, Internet access, electronic presentation software, and a database.

Student Learning Outcomes:

Upon successful completion of this course, you will be able to:

- **CLO1.** Perform Basic Microsoft Office skills
 - All Office Features MLOs
- **CLO2.** Create and Modify Word Documents
 - All Word 1, Word 2, and Word 3 MLOs
- **CLO3.** Create and Modify Excel Workbooks
 - All Excel 1, Excel 2, and Excel 3 MLOs
- **CLO4.** Create and Modify PowerPoint Presentations
 - All PowerPoint 1, PowerPoint 2, PowerPoint 3 MLOs
- **CLO5.** Apply and evaluate artificial intelligence tools in academic and professional context using ethical and responsible practices

Course Materials & Resources:

Textbook: GO! Microsoft 365 Introductory 2025 Edition

Authors: Shelley Gaskin, Alicia Vargas, Debra Geoghan, Nancy Graviett

Publisher: Pearson

Copyright: 2026

ISBN: Two Options

1) GO! 2025 eTextbook + MyLab IT

ISBN: 9780135418673

2) GO! 2025 eTextbook + MyLab IT + Printed Textbook

ISBN: 9780135418697

The code you purchased from the bookstore provides access to three key resources: MyLab IT, the eBook, and a rental copy of GO! 2025. MyLab IT is the platform where you'll complete your assignments and labs, while the eBook offers a digital version of the textbook for easy reference. However, the rental copy of GO! 2025 is particularly important because it simplifies the process of completing labs. A physical copy of the textbook allows you to easily read the instructions and follow along while performing tasks in the associated application, which makes it more convenient than constantly switching between screens when using the eBook alone. **Course Materials: Cengage Purchase Options**

ISBN 978-0-357-70000-6 -- Cengage Unlimited

Cengage Unlimited subscription gives you access to the entire library of eTextbooks, all online learning platforms, plus at least four FREE hardcopy textbook rentals (you just pay the \$9.99 S&H per textbook) for a flat price.

1 term (4 months) subscription @ \$169.99

2 terms (12 months) subscription @ \$244.99

Course Materials: Where to Purchase Your Textbook

The combo textbook/materials may be purchase from the [GCSC Bookstore](#).

Course Materials: Pearson MyLab Technical Support

This course utilizes the Pearson online component, MyLab IT. As you work through the course if you have any technical difficulties accessing or using this online component you will need to contact the Pearson MyLab Technical Support team directly as the GCSC Help Desk is unable to assist with this online component tool.

[How to Contact Pearson MyLab Technical Support](#)

Download Microsoft Office FREE!

This course requires the use of the most current version of Microsoft Office 365. If you do not have this on your personal devices, you can download this for free as a GCSC student.

[How to Download Microsoft Office 365 FREE.](#)

Delivery Method:

This course meets face to face twice a week, and attendance is part of your participation grade. Course material, assignments, and announcements are offered via CANVAS. Please make sure that you have access to a computer with a webcam and internet service, in the event a change in course delivery is needed.

Communication & Feedback

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

Student Expectations

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes understanding and complying with the course objectives, grading criteria, and academic policies.
- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.

- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.
- **Student Exchange:** On the course Home page, you will find an Open Discussion forum (Student Exchange) for peer-to-peer communication. This space allows you to post questions to classmates, share insights from your experience, and contribute helpful information related to course content. Active participation is encouraged to support collaborative learning.

Instructor's Communication Plan

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions within one week of the assignment due date. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (Monday through Thursday), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns. Please email through the Canvas Class email.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively; I will send out reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week. As an alternative, I also provide weekly online office hours and am available to meet via Zoom sessions as needed.
- **Ask Questions:** On the weekly Module Expectation page, you will find an open discussion forum under the Additional Resources/Ask Questions section. This space is intended for posting course-related questions for the week on a discussion board and to find answers to your questions. It serves as an additional communication channel to support your understanding of course content and provide clarification on assignments, expectations, or procedures. Students are encouraged to provide responses to questions posed and to review posted questions and responses as a shared learning resource.

Assignment Feedback

Practice Labs and Graded Projects are assessed through MyLab IT, an online platform that provides instant feedback on your submitted assignments and automatically grades them. This immediate feedback is crucial for your progress in the course, as it allows you to

quickly identify and correct mistakes. By carefully reviewing the feedback, you can adjust your approach to tasks, improving your performance and preventing recurring errors.

Capstone Exams are *typically* assessed within a week of the due date.

If you have any questions about the feedback, please do not hesitate to contact me via email, phone, or during office hours.

Use of AI Tools

Artificial Intelligence

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure: Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) **may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work**, following course guidelines. Students are permitted to use AI only in the manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

[How to Cite AI Generated Content Using APA Format.](#)

AI tools can provide excellent study options on topics within the course.

While AI tools may be used to refine grammar and mechanics, they **should not be used to generate content for assignments**. Misuse of AI may be considered academic dishonesty.

Course Schedule

| <u>Week</u> | <u>Dates</u> | <u>Topic</u> | <u>Assignments/Exam Schedule</u> | <u>Due Dates</u> |
|-------------|----------------|------------------------------------|--|------------------------------------|
| 1 | Aug 17 - 23 | Orientation Course Introduction | Order Printed Textbooks | Due by midnight Monday, 8/24 |
| 2 | Aug 24 - 30 | GO! Chapter 1: Office Features | Grader Project Tutorial Chapter 1: Office Features 1A Chef Notes | Dy by midnight Monday, 8/31 |

| | | | | |
|----|------------------------------------|--|---|--|
| 3 | Aug 31 - Sept 6 | GO! Word CH01 Creating Documents with Microsoft Word | Word Chapter 1G Sport Photography | Due by midnight Monday, 09/07 |
| 4 | Sept 7 - 13 Monday Labor Day | No Monday Class Meeting - HOLIDAY | | N/A College closed Monday, 9/07 |
| | | <u>WEDNESDAY</u> : GO! Word CH02 Creating Cover Letters and Using Tables to Create Resumes Project 2A | N/A | |
| 5 | Sept 14 - 20 | <u>MONDAY</u> : GO! Word CH02 Creating Cover Letters and Using Tables to Create Resumes Project 2B | Word Chapter 2G Applications Letter Resume | Due by midnight Wednesday, 09/23 |
| | | <u>WEDNESDAY</u> : GO! Word CH03 Creating Research Papers and Newsletters Project 3A | | |
| 6 | Sept 21 - 27 | <u>MONDAY</u> : GO! Word CH03 Creating Research Papers and Newsletters Project 3B | Word Chapter 3G Environmental Newsletter and Research Paper | Due by midnight Monday, 9/28 |
| | | <u>WEDNESDAY</u> : Review Word | | |
| 7 | Sept 28 - Oct 4 | Word Capstone Exam | Word Capstone Exam Summer Sports Expo | Due by midnight Monday, 10/05 |
| 8 | Oct 5 - 11 | GO! Excel Chapter 1 Creating a Worksheet and Charting Data | Excel Chapter 1G Regional Restaurant | Due by midnight Monday, 10/12 Fall Break 10/8-9 |
| 9 | Oct 12 - 18 | GO! Excel Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks | Excel Chapter 2G Condiments Inventory | Due by midnight Monday, 10/19 |
| 10 | Oct 19 - 25 | GO! Excel Chapter 3 Analyzing Data with Pie and Line Charts and What-If Analysis | Excel Chapter 3G Department Expenses | Due by midnight Monday, 10/26 |
| 11 | Oct 26 - Nov 1 | Excel Capstone Exam | Excel Capstone Exam Year End Report | Due by midnight |

| | | | | |
|----|--|--|---|---|
| | | | | Monday, 11/02 |
| 12 | Nov 2 - 8 | GO! PowerPoint Chapter 1 Getting Started with Microsoft PwrPnt | PowerPoint 1G Kilauea | Due by midnight Monday, 11/09 |
| 13 | Nov 9 - 15 Wednesday Veteran's Day | No Wednesday Class Meeting - HOLIDAY | | Due by midnight Monday, 11/16 College closed Wednesday, 11/11 |
| | | GO! PowerPoint Chapter 2 Formatting PwrPnt Presentations | PowerPoint 2E Event Services | |
| 14 | Nov 16 - 22 | GO! PowerPoint Chapter 3 Enhancing a Presentation with Animation, Video, Tables, and Charts | PowerPoint 3G Remodel | Due by midnight Monday, 11/23 |
| 15 | Nov 23 - 29 Thanksgiving Wed-Fri | PowerPoint Capstone Exam | PowerPoint Capstone Exam Summer Products | Due by midnight Monday, 11/30 College closed 11/25-29 |
| 16 | Nov 30 - Dec 6 | Artificial Intelligence: Understanding AI Using AI Evaluating AI | Understanding AI Using AI Evaluating AI | Due by midnight Monday, 12/07 |
| 17 | Dec 7 - 10 | Finals Weeks | Complete AI modules | Due by midnight Monday, 12/07 |

Grading

GCSC Grading Scale

| GRADING SCALE | |
|---------------|---|
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| 0 - 59 | F |

Calculation of Grades

| CATEGORY | Description | Quantity | # Dropped | % OF GRADE |
|---------------------------------------|------------------|----------|-----------|------------|
| Chapter Projects (Graded Assignments) | MyITLab Projects | 11 | 1 | 40% |
| Capstone Exams | MyITLab Capstone | 3 | 0 | 60% |

Assessment Instruments

There are three types of assessment instruments used: practice labs, graded projects, and capstone exams.

This course leverages Pearson MyLab IT, a comprehensive suite of assessment tools designed to enhance the delivery and evaluation of course content. MyLab IT provides immediate feedback on submitted assignments, which are automatically graded by an online tool. This instant feedback is crucial for your progress, allowing you to quickly identify and correct any mistakes. By carefully reviewing the feedback, you can adjust your approach to tasks, improving your performance and preventing recurring errors.

If you're having trouble getting MyLab IT to work on your home computer, please reach out to me so we can schedule a time for assistance. Additionally, you may need to contact Pearson's Customer Support for further help. There are also helpful videos available on Canvas, and additional resources can be found on the Pearson website. If the issues persist, remember that Pearson's MyLab IT Customer Support, not the GCSC Help Desk, is the correct point of contact for resolving these technical problems.

- MyLab IT Practice Labs, Graded Assignments, and Capstone Exams
 - All assignments will be due by 11:59 p.m. (CST) on the due date (see Course Calendar in Canvas). Please ensure that your MyLab IT profile is set to CST regardless of the time zone in which you are working on the class materials.
 - All assignments are accessed by using the links in each of the modules or clicking Access Pearson and Navigating to the Assignments section for the specific assignment.

NOTE: Extra credit is not an option in this course. All assignments are to be completed as assigned and instructed.

MyLab IT includes an integrity checker that ensures the file you submit is the same one you downloaded. To maintain academic integrity, please avoid sharing files with classmates, whether current, future, or previous

Course Policies

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published

in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

- *Administrative Withdrawal (W2)* – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"Plagiarism"

includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function. Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or O) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.

ACE Tutoring Lab

The purpose of the ACE tutoring lab for students is to provide a dedicated space where students can receive individualized or small group instruction and support in related subjects. This lab typically offers the following benefits:

- **Academic Support:** Offers assistance with coursework, projects, and assignments related to Accounting, Computer Science, and Economics.
- **Personalized Instruction:** Provides tailored tutoring sessions that address the specific needs and learning pace of each student.
- **Resource Accessibility:** Gives students access to specialized software, hardware, and other resources that they might not have at home.
- **Problem-Solving Assistance:** Helps students troubleshoot technical issues they encounter in their studies or projects.
- **Preparation for Exams and Careers:** Aids students in preparing for exams, certifications, or future careers that require strong computer skills.

Overall, the lab is designed to enhance students' understanding and proficiency in computer-related areas, supporting their academic success and future career readiness.

Writing & Reading Lab

The GCSC Writing and Reading Lab is available to support the achievement of our students' academic and professional goals. Our staff is happy to provide tutoring for any

courses that require assignments in academic writing and reading at any stage including understanding assignment instructions and brainstorming essay ideas. We also offer Spanish tutoring both online and in-person. Furthermore, our tutors are available for assistance with:

- Grammar
- Punctuation
- Essay development and organization
- Reading comprehension
- MLA, APA, and Chicago formatting

We can help with other writing-intensive courses such as speech, literature, religion, ethics, psychology, history, etc.

In-person tutoring is available in Room 108 and 110 of the Rosenwald Classroom Building. Students receiving in-person tutoring do not have to make appointments to receive services and are seen on a first-come first-served basis. The Writing and Reading Lab offers a space for group discussion and study in the main room (RC 108) and a quiet room (RC 110) for independent study and computer lab usage.

Online tutoring is available through Zoom. Students can [use this link to access the virtual tutoring room](#). All in-person services can be accessed through online tutoring, and both English and Spanish tutoring are available online.

The Writing and Reading Lab strives for student accessibility and offers a wheelchair-accessible student desk, headphones, and web cameras. For additional accommodations, please contact us.

Testing Center Proctored Exam Instructions

For any test taken at the Testing Center, students will need to [register on GCSC Register Blast](#). **Students must register all tests 72 hours in advance of taking the exam** to secure their seats and provide time for testing materials to be sent to the Testing Center; the system will not let students register otherwise. Once on GCSC RegisterBlast, students will have the option of testing at the Gulf/Franklin Campus in Port St. Joe, FL or at the main campus in Panama City, FL.

If a student has any questions or issues with scheduling, they may contact the Testing Center at 850-769-1551, ext. 5807 or testingcenter@gulfcoast.edu.