

To: Dr. Eileen DeLuca, Provost

*given DeLuca Approved*  


From: Dr. Debbie Psihountas, Dean, School of Business

Date: February 25, 2020

RE: Equivalency of CGS1100 and CGS2108

Upon a review of the department's offering, the faculty of the School of Business determined that CGS1100 Computer Applications for Business and CGS2108 Computer Applications with Flowcharting are more than 70% equivalent in their learning outcomes. Students who have credit for either class have to repeat work if their program requires the one that they have not taken. For example, by the State of Florida Gold Standards, students completing certain Industry Certification obtain credit for CGS1100, but the AS degree program in Computer Programming and Networking require CGS2108. The Faculty are putting forward Curriculum actions to rectify this issue.

The faculty recommend that this memo serves as approval to allow the Registrar's office to make CGS2108 and CGS1100 equivalent without having to forward such request to the Credit Review Committee. The syllabi are attached for review.

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

**I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**CGS 1100 COMPUTER APPLICATIONS FOR BUSINESS (3 CREDITS)**

This course provides beginning level learning in the use of current computer applications used in the business world. Students use word processing, spreadsheets, database application, and presentation software.

**II. PREREQUISITES FOR THIS COURSE:**

None

**CO-REQUISITES FOR THIS COURSE:**

RECOMMENDATION: Students with little knowledge of computers and basic operation of the keyboard and mouse are encouraged to take CGS 1000.

**III. GENERAL COURSE INFORMATION: Topic Outline.**

- Word processing application software
- Spreadsheet application software
- Database application software
- Presentation application software
- Application integration

**IV. ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:**

Communicate clearly in a variety of modes and media.

Research and examine academic and non-academic information, resources, and evidence.

Evaluate and utilize mathematical principles, technology, scientific and quantitative data.

Analyze and create individual and collaborative works of art, literature, and performance.

Think critically about questions to yield meaning and value.

Investigate and engage in the transdisciplinary applications of research, learning, and knowledge.

Visualize and engage the world from different historical, social, religious, and cultural approaches.  
Engage meanings of active citizenship in one's community, nation, and the world.

#### **A. General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student's general education along with the general education competency it supports.

General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Develop formulas and functions within a spreadsheet, including if-then statements and absolute and relative cell references, to perform a variety of mathematical functions.

#### **B. Other Course Objectives/Standards**

- Execute commands to move and copy files and to create, rename, and view folders.
- Create, edit, format, save, and print database forms, queries, and reports, and presentations
- Create, edit, modify, print, and save digital presentations in multiple file formats.
- Create, edit, modify, print, and save Word processed documents in multiple file formats

#### **V. DISTRICT-WIDE POLICIES:**

##### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

##### **REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu). Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College's website at <http://www.fsw.edu/sexualassault>.

#### **VI. SCHOOL OF BUSINESS AND TECHNOLOGY, ADDITIONAL COURSE INFORMATION**

##### **Intellectual Property Rights**

This course is licensed under a Creative Commons Attribution 3.0 License. This License allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work. For more information on this License, please visit <http://creativecommons.org/licenses/by/3.0>.

##### **Disclaimer**

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the



official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

### **Career Advising/Job Placement**

Did you know that, in taking this course, you are benefiting from a federal U.S. Department of Labor grant? Because of your participation, you can receive assistance with career planning and job placement. But first you must register with [Employ Florida Marketplace](#), a website that offers job placement resources and a state-wide search engine of open positions. If you haven't already, please visit an adviser in your area of study and complete the FRC-TEC grant enrollment form. You can find information on careers and their projected demand by going to the Bureau of Labor Statistics [Occupational Outlook Handbook](#) and by going to [WorkSource Florida](#) or to [MyCareerTrax](#).

### **VII. REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

### **VIII. ATTENDANCE POLICY:**

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

### **IX. GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete grades.")

### **X. REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

### **XI. RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

### **XII. CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

### **XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

**I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**CGS 2108 COMPUTER APPLICATIONS WITH FLOWCHARTING (3 CREDITS)**

This course covers personal computer applications for the Windows environment such as word processing, electronic spreadsheets, presentation software, database activities, flowcharting, and advanced file management. This course is intended for students in the AS Computer Programming and Analysis and/or AS Network Systems Technology degrees and/or the related computer science College Credit Certificates.

**II. PREREQUISITES FOR THIS COURSE:**

None

**CO-REQUISITES FOR THIS COURSE:**

None

**III. GENERAL COURSE INFORMATION: Topic Outline.**

- Word Processing application software
- Spreadsheet application software
- Presentation application software
- Database application software
- Flowcharting application software
- Project management application software

**IV. ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:**

Communicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one's community, nation, and the world.

#### **A. General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student's general education along with the general education competency it supports.

General Education Competency: **Evaluate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Develop formulas and functions within a spreadsheet, including if-then statements and absolute and relative cell references, to perform a variety of mathematical functions.

#### **B. Other Course Objectives/Standards**

- Create, edit, format save and print database forms, queries and reports.
- Create, edit, modify, print and save digital presentations.
- Create flow charts and diagram computer processes.
- Implement project scheduling utilizing software applications.

#### **V. DISTRICT-WIDE POLICIES:**

##### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

##### **REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu). Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College's website at <http://www.fsw.edu/sexualassault>.

#### **VI. REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

#### **VII. ATTENDANCE POLICY:**



The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

**VIII. GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete grades.")

**IX. REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

**X. RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

**XI. CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

**XII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)