

Course Syllabus
CGS1100 - Computer Software & Technology - 3 Credits
Fall 2017
Rev. August 20, 2017

General Information			
Course Number/CRN	CGS 1100 / CRN 80724		
Course Title	Computer Software & Technology		
Semester/Year	Fall 2017 Monday, August 21, 2017 – December 9, 2017		
Offering College/Department	Lutgert College of Business (LCOB)/Information Systems and Operations Management (ISOM)		
Credit Hours	3		
Meeting Times/Location	On-campus meetings and online activities. Monday. 05:30pm - 06:20pm -- Lutgert Hall 2210 Final Exam time: Monday, December 11 th , 03:00pm - 05:15pm -- Lutgert Hall 2210		
Method of Delivery Student-Student/Faculty-Student Interaction Strategy	<ul style="list-style-type: none">• Welcome to CGS 1100.• Class attendance and use of Canvas and SAM for all assignments is required.• This CGS 1100 course is delivered in asynchronous (anytime/anywhere) mode using the Canvas system at URL http://canvas.fgcu.edu/ and the Cengage Learning Inc. SAM website which is integrated with Canvas. Therefore, please review the Canvas and SAM student tutorials on Canvas.• To guide the learning process, the instructor will be sending e-mails* from Canvas containing detailed tasks (assignments). These tasks usually include textbook readings; SAM assignments; simulations; projects; videos; and interactive discussion forums, among other learning strategies.• The e-mails will contain the latest-time (deadline) to complete the tasks (assignments), although a tentative schedule will also be posted on Canvas.• Students work will be assessed and evaluated based on the assignments, and exams.• A mandatory confirmation of attendance assignment will need to be completed within the first week of class on Canvas. This assignment will be required for all students, not only those receiving financial aid.		
Course URL	http://canvas.fgcu.edu (select the “CGS 1100” course)		
Prerequisites	None		
Instructor Information			
Instructor	Denise C. Spence		
Contact	Please email me through Canvas or FGCU email		
E-Mail Address	Despence@FGCU.edu		
Course Information	CGS 1100 covers technology, terminology & concepts, as well as the use of productivity software. These skills and knowledge are necessary for your understanding of information systems (ISM 3011), operations management (MAN 3504) and accounting, as well as many courses outside the Lutgert College of Business. After completing this course, you should have a general knowledge of information technology and be able to use Office 2016 products (specific learning outcomes for each chapter are provided in the Course Guide). Proficiency in EXCEL 2016 is emphasized, since proficiency will be needed in Economics, Operations Management (TRA 3151), and Finance.		
Catalog Description	An introduction to computer hardware and software tools for knowledge workers. Software tools include spreadsheets, word processing, two- and three-dimensional presentation graphics, electronic mail, and network browsers. In addition, the course explores computer information systems in organizations and the use of computers to enhance productivity.		
Student Learning Outcomes	LCOB Learning Goal (EAGLES)	Learning Outcome	Assessment
	EFFECTIVE communication	Demonstrate competency in the use of personal productivity applications	Trainings in Word, Excel, & Access along with Application Tests on the SAM site
		Share information and knowledge through collaborative software tools.	Managing Your files training on SAM
		Work successfully in a virtual team.	N/A

		Competently use technology vocabulary.	Essential computer concepts training on SAM and Individual written assignment on Canvas
	ANALYTICAL & critical thinking	Use Excel to frame & solve common business problems.	SAM Excel trainings/projects/exams on SAM
	Consider the integrated GLOBAL business environment & its challenges & opportunities.	Describe how to act as a responsible, ethical user in a globally networked computer community.	Essential computer concepts training on SAM
	Value the significance of ETHICAL & LEGAL issues in business	Recognize how and why to protect sensitive personal information	Internet Basics and Information Literacy training on SAM
	Understand the ENVIRONMENTAL impact of business.	Explain how to appropriately reuse/recycle old hardware.	Essential computer concepts training on SAM
		Explain the environmental impact of computer technology.	Essential computer concepts on SAM and Individual written assignment on Canvas
	Possess necessary SKILLS across business disciplines.	Define and use computer hardware and software terminology.	Essential computer concepts training on SAM
Required Materials	Required <ul style="list-style-type: none"> The required materials for this course are electronic and required to complete course. You may purchase the bundle at the University Bookstore or you may purchase the bundle online through Canvas from Cengage. Single Access for: LMS Integrated SAM 2016 Assessment, Training and Projects with MindTap® Readers for NP Microsoft® Office 365 & Office 2016: Introductory, NP Microsoft® Office 365 & Office 2016: Intermediate. ISBN: 9781337253567 http://services.cengagebrain.com/course/site.html?id=2004798 Note: You will need access for SAM that comes with the bundle. Login is based per student and cannot be shared. Required Software: <ul style="list-style-type: none"> Microsoft Office Professional 2016 or newer. (All University lab computers have Office Professional 2016 so you do not have to purchase the software unless you want it on your personal computers. Other Office suites will not be accepted.) Certain assignments may not properly function with Apple products. Please make sure your Apple product works with the assignments prior to due dates of assignments. Please make sure the assignment shows as submitted on SAM and you have received a grade prior to the close date for credit. No exceptions! Internet access 		
Course Contents* For Detailed Course Schedule and Assignments (click on Canvas Lessons, after login on the course in Canvas.	Introduction to Computer Software & Technology An overview on the topics covered in this class. You will be exposed to a general overview of the following topics through readings/paper assignment/trainings on Canvas. <ul style="list-style-type: none"> New Perspectives Essential Computer Concepts New Perspectives Internet Basics and Information Literacy New Perspectives Managing Your Files As well as learning those topics, you will get hands-on experience in Microsoft Office 2016 Applications through SAM trainings/projects. New Perspectives ACCESS <ul style="list-style-type: none"> New Perspectives EXCEL New Perspectives POWERPOINT New Perspectives WORD 		

Teaching Philosophy	<p><u>Instructor's Role</u> - The instructor serves as facilitator in the learning process:</p> <ul style="list-style-type: none"> • Creating exciting learning opportunities for the students • Assigning readings & challenging projects • Assessing students' work <p><u>Student's Role</u> - Students (you!) should be active participants in the learning process:</p> <ul style="list-style-type: none"> • Checking Canvas daily for updates • Submitting assignments in Canvas (by due date) <p>Contacting the Instructor of issues or questions as soon as they arise.</p>
Grading Policy	<p>Grading Policy: A: 90% – 100% B: 80% – 90% C: 70% – 80% D: 60% – 70% F: 60% – 0%</p> <p>Percentage Distribution:</p> <p>0% Confirmation of attendance assignment</p> <p>15% SAM Training's</p> <p>20% SAM ACCESS/EXCEL/WORD Projects</p> <p>25% SAM Application Exams (ACCESS/EXCEL/WORD)</p> <p>10% Canvas Individual Writing Assignment</p> <p>30% SAM Final Exam</p> <p>1. All homework assignments and exams are expected to be received on the date and time specified per schedule. 2. Late assignments will not be accepted. 3. If you have a valid excuse per university guidelines for missing a deadline, it is your responsibility to notify the instructor (via email) prior to the deadline. Please see the Policy regarding missed tests or assignments section listed below for valid excuses. 5. There will be no individual extra credit assignments or projects.</p> <p>Things to do the first week!</p> <ul style="list-style-type: none"> • Read the Syllabus – look at the schedule on Canvas for assignments and due dates • Log onto Canvas, read what is posted and check your email (check this daily) • Read all posted Assignments on Canvas (check this often – homework and exam instructions are posted there) • Buy the eBook bundle and make sure you have the proper software (if using your own computer) – note that we are using Office version 2016 (ACCESS, EXCEL, POWERPOINT, and WORD) <p>SAM has a Projects Cheating System Detection. The University expects that all students will be evaluated and graded on their own work. If you give your assignment to another student to use and they submit it as their assignment both of you will receive a zero and both of you will be referred to academic dishonesty.</p> <p>Validation: Students may be contacted by the instructor via email or Canvas. In some cases, the instructor may ask a student to visit his office in order to validate the student's performance in online tests, assignments, and quizzes.</p>

<p>COURSE EVALUATION</p> <p>Attendance-Participation</p> <p>Grading Criteria for assignments and tests.</p>	<ul style="list-style-type: none"> • Knowledge Assessments will be given for EXCEL and WORD during the semester. • All trainings and projects on SAM must be completed as scheduled. It is the student's responsibility to ensure assignments are completed properly by checking the reports section on SAM. If the assignment was completed with a grade, it will post in Canvas. Failure to contact me before the due date of the assignment will result in a zero for that assignment if not submitted correctly. • Individual writing assignment is located on Canvas and along with the due date. • Final will be given online in SAM per schedule. Please notify those responsible for purchasing your travel at the end of the semester to avoid conflicts during finals week.
<p>Policy regarding missed tests or assignments</p>	<ul style="list-style-type: none"> • Please see the university catalog for information. • Students have a full-week to complete the tasks; therefore, no late assignments or examinations will be accepted--except for the authorized and excused absence specified in the university catalog. A student who seeks an authorized or excused absence must submit documentation (such as a physician's note) to the instructor. • To be excused for deaths in the family, you must provide information pertaining to your travel to and from campus. • Please be aware that being "dropped by the University for not paying the full tuition" is NOT a reason for an authorized and excused absence specified in the university catalog. <p>An emergency situation such as unavailability of CANVAS or SAM (due to network problems) will be considered by the instructor on a case by case basis.</p>
<p>Statement on e-mail usage in Eagle mail and/or CANVAS email</p>	<ul style="list-style-type: none"> • To assure that your e-mails are delivered, you must use either Eagle e-mail or Canvas messaging to communicate with the instructor and other students.
<p>Last day to drop/withdraw without academic penalty</p>	<ul style="list-style-type: none"> • Please find the information at http://www.fgcu.edu/Registrar/academiccalendar.asp
<p>University Statements</p>	
<p>Academic Behavior Standards and Academic Dishonesty</p> <p>All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the <i>Student Code of Conduct</i> and <i>Policies and Procedures</i> sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at http://studentservices.fgcu.edu/judicialaffairs/new.html.</p> <p>Sanctions for academic dishonesty may include receiving an "F" in this course – FGCU may impose additional penalties. Any incidents of academic dishonesty may be referred to the FGCU Office of Judicial Affairs. Please look up the definition of plagiarism – it includes copying something off the Internet & submitting it as your own work.</p> <p>Some examples of what is NOT acceptable:</p> <ul style="list-style-type: none"> • Working with another student & turning in the same work (e.g. tests, papers, spreadsheet, database, etc). • Emailing or posting your work to let someone else "just see how you did it". • Copying someone's assignment or copying something from a book or the Internet. • Giving or receiving help from someone (in person, on line or on the phone) during an online test. • Telling someone else what is on a test. • Collaborating on the final exam <p>Examples of what is acceptable:</p> <ul style="list-style-type: none"> • Discussing how to approach an assignment with another student. • Showing someone where they might have made a mistake on an assignment. • Asking the professor for assistance. <p>University Nondiscrimination Statement</p> <p>Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.</p>	

Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

Library Information

Online research guides:

Main page: <http://library.fgcu.edu/>

Tutorials & Handouts: <http://library.fgcu.edu/RSD/Instruction/tutorials.htm> Research Guides: <http://fgcu.libguides.com/>

Faculty Support: http://library.fgcu.edu/faculty_index.html

Contact for Librarian

Regina Beard (rmbeard@fgcu.edu), Business Librarian is available by appointment for assistance with business research questions.

Service-Learning

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

Distance-Learning

Information on distance learning courses is available online at <http://itech.fgcu.edu/distance/>

Information on online tutorials to assist students is available online at <http://www.fgcu.edu/support/Approved>

Canvas Learning Management System and Demonstration Site Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

How To Log Into the Course in CANVAS

- Activate your FGCU EagleMail Account (if you have not done this yet). Your FGCU EagleMail account MUST be activated to log in to Canvas. If you are a first time student, you will need your PIN and Eagle ID, both of which are assigned at registration.
 - If you don't know your PIN, you will need to go to the Registrar's office to retrieve it.
 - To activate your account, visit <http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>.

Log in to Canvas at <http://canvas.fgcu.edu/>. You need to use FGCU EagleMail account and password to log in; expand, if not displayed; Click CGS1100