ONLINE: CGS2100C Computer Fundamentals and Applications
CRN 14357 FALL 2021 H2 (202210)

PROFESSOR:

Name:	Bethany Skipper
Office:	Online
Best Communication:	Please use Canvas Message Center to communicate.
E-mail:	If Canvas is unavailable, send email to bskipper2@valenciacollege.edu.
Office hours:	Online by appointment

COURSE:

Name and Catalog description:

CGS2100C Computer Fundamentals and Applications

This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today's business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today's business world, and how to access information on the World Wide Web.

CRN: 14357
Credit: 3.00 Credits

PREREQUISITE(S) AND CO-REQUISITE(S): None

MEETING PLACES AND TIMES:

Online. Class begins **Friday, October 15, 2021**

Assignments are due on Mondays and Thursdays by 11:59pm (EST) unless otherwise specified in the course calendar due to campus closures.

– see calendar on last pages for specific assignments and due dates.

COURSE OUTCOMES:

- **Explain the purpose and functions of computer hardware and software in business.**
  - Corresponding Evidence of Learning
    - Each student will describe the hardware components of a typical computer processor unit.
    - Each student will describe commonly used peripheral devices.
    - Each student will describe the use of system and application software used in business.

- **Effectively use off-the-shelf software applications used for business to solve quantitative and analytical problems.**
  - Corresponding Evidence of Learning
    - Each student will use word processing software to create well-written documents and professionally format these documents
    - Each student will use word processing software to create multi-page reports to reflect data trends and form conclusions about these trends
    - Each student will use word processing software to create commercial-quality printable material
    - Each student will use word processing software to combine information from two separate documents to create many final documents, each containing customized information (mail merge)
    - Each student will use spreadsheet software to model current business problems that utilize quantitative, scientific reasoning, and critical thinking skills
    - Each student will use a database management system to model systems containing large amounts of data

- Each student will use a database management system to draw conclusions based on large amounts of data stored in multiple tables, and to calculate values based on the data
- Each student will use presentation graphics software to create presentations that communicate ideas and values in a rich multimedia environment suitable for business

- **Use Web browsers and Internet search engines to retrieve information and communicate with others via email.**
  - Corresponding Evidence of Learning
    - Each student will use various Internet tools which may include the World Wide Web, File Transfer Protocol, and search engines to locate, evaluate, and effectively use information from diverse sources
    - Each student will use email to engage in effective interpersonal written communication

- **Understand the importance and use of information systems in business today.**
  - Corresponding Evidence of Learning
    - Each student will evaluate and draw meaningful conclusions about the types of systems used in business and the levels and roles of management in their use
    - Each student will explain the system development life cycle, define what an algorithm is, and describe the programming tools used for problem solving
    - Each student will evaluate and explain the importance of computers in various aspects of the work we do today
    - Each student will evaluate and explain the misuses of computers in our world today including piracy, ethical issues, and hacking
    - Each student will evaluate and explain the different security and reliability problems and solutions including using passwords, firewalls, data encryption, virus threats, privacy issues, and the importance of data backups

EDUCATIONAL MATERIALS:

Textbook: <mark>No purchase necessary</mark>
Electronic Textbook will be available **FREE** to students within the Canvas Course
Title: Bible: Office 2013 Bible (4th Edition) Publisher: John Wiley & Sons, Jun 2013
Authors: Bucki, Lisa A., Walkenbach, John, and Alexander, Michael

Microsoft Office: Office 365 ProPlus for Students is free to students through the Microsoft Student Advantage program. Visit http://valenciacollege.edu/support/howto/ for download instructions. Select "How do I download Microsoft Student Advantage Office ProPlus?"

Internet Access: Each student must have access to a Microsoft Windows personal computer with an Internet connection.

System Requirements: The recommended system requirements are Windows 7 or Windows 8, IE7-9, or Firefox 3.5-5.0, 512 MB RAM is required, 1GB+ is recommended, 1Ghz+ processor, Adobe Acrobat Reader.

It is the student's responsibility to have an alternative plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). **Computer hardware, software and/or printer problems are not acceptable excuses for incomplete or late assignments.**

ASSESSMENT METHODS AND EVALUATION:

Assignment	Points	Percentage	Notes
Orientation	50	5.0%	
Computer Concepts/Office	160	16.0%	
Microsoft Word	200	20.0%	
Microsoft Excel	195	19.5%	
Microsoft Access	95	9.5%	
Microsoft PowerPoint	100	10.0%	
Application Projects	200	20.0%	Covers Word, Excel, Access and PowerPoint
Total	1000	100.0%	

Type of final:

This course does not have a final exam but instead has application projects to be completed throughout the term. The application projects will cover the Microsoft Office Suite applications to include Word, Excel, Access, and PowerPoint. Students are strongly urged to complete all class activities in addition to the final projects. Students who do not complete a required coursework item will receive a zero (0) for that assignment. A student who fails to complete the final projects will receive a zero (0) for the specific project and will receive the final course grade earned based on all assigned work and projects as their final grade.

Grade Scale:

Points	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

IMPORTANT CALENDAR DATES:

H2 Term: Classes begin	October 15, 2021
Drop / Refund / No Show Deadline	October 24, 2021, 11:59 pm
Withdrawal deadline for W grade	**November 19, 2021 11:59 pm**
Classes/Term ends	December 12, 2021
Credit Classes do not meet	November 11; November 24-28

See College calendar for important dates and final exam schedule at http://valenciacollege.edu/calendar .

NO-SHOW PROCEDURE (Also review Withdrawal After No-show period below):

Any student who does not attend class and submit at least one of the required assignments **by the No Show/drop/refund deadline for this course's part of term** will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

To be successful in a condensed, online class you must keep up with the weekly deadlines. You should login a minimum of four days per week to learn content, watch videos, practice in the appropriate application, and complete projects, quizzes and tests. Plan to dedicate 12 to 15 hours a week total to this class. Any student who does not attend class and submit at least one of the required assignments **by the No Show/drop/refund deadline for this course's part of term (see Important Dates for this Class)** will be withdrawn by the instructor as a no-show. To prove attendance in this course, students must complete at least one assignment by **the specified date for the Drop/Refund/No Show Deadline (see Important Dates for the Class above)**, the course due date.

WITHDRAWAL AFTER NO-SHOW PERIOD:

Please note that except for the college required withdrawal for no-show, I **DO NOT** withdraw students for non-attendance, incomplete work, or for general requests; it is the student's responsibility to withdraw from this course if they wish to do so. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

Again, I do not withdraw students for non-attendance (No-show period is the only exception), incomplete work or for general requests; it is the student's responsibility to withdraw from this course if they wish to do so.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates for the Withdrawal Deadline for the part of term of this course.** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: http://valenciacollege.edu/generalcounsel/policy/ .

NOTE: Before choosing to withdraw, students should speak first with your professor regarding your progress in the course and with an Academic Advisor to discuss the impact of the W on your academic progress, future fees, and financial aid.

See College calendar for important dates and final exam schedule at http://valenciacollege.edu/calendar .

CLASSROOM POLICIES ATTENDANCE:

To be successful in a short, online class you must keep up with the weekly deadlines. You should login a minimum of four days per week to learn content, watch videos, practice in the appropriate application, and complete projects, quizzes and tests. Plan to dedicate 12 to 15 hours a week total to this class. Please note that I do not withdraw students for non-attendance, incomplete work or for general requests; it is the student's responsibility to withdraw from this course if they wish to do so.

PROFESSIONALISM: Students may find the Student Code of Conduct in the current *Valencia Student Handbook.* The primary responsibility for managing the classroom environment rests with the faculty. This is an online extension of a college campus and you are expected to act professionally.

- Assignments should be turned in on time. Assignments are due by the designated due date as indicated in Canvas. Please note the Make-up / Late Policy listed below.
- Students are expected to keep up with the pace of the class. **This is not a self-paced class. You must keep up with the due dates and assignments due each week.** You should expect to log-in to class at least four times per week. I do encourage you to work ahead, if possible.

NOTE TO INTERNATIONAL STUDENTS (F-1 OR J-1 VISA):

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Consult the International Student Services office for more information.

MAKE-UP / LATE POLICY:

Late submissions may be submitted but will automatically receive a 2% deduction per day that the assignment is late. Deduction will be applied upon grading.

Full credit make-up will be allowed only in cases of documented student emergencies. For student emergencies, it is the student's responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously.

STANDARDS OF CLASSROOM CONDUCT:

Valencia College is dedicated to the advancement of knowledge and learning and to the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct as listed in 6Hx28: 8-03 and the Student Handbook. Even though Faculty manage the classroom environment, the primary responsibility for maintaining a respectful and civil learning environment rests with the students. Students who violate the Student Code of Conduct may be referred to the Dean of Student's Office for disciplinary action, which may result in a sanction up to and including expulsion.
http://valenciacollege.edu/generalcounsel/policy

Online component student responsibilities
- Be respectful of your instructor and fellow classmates at all times. Do not use sarcasm in your discussion posts as it is very difficult to differentiate between humor and rudeness.
- All assignments must be submitted via Canvas Assignments.
  Using the Canvas Assignments feature is the only acceptable form of submission. Assignments not submitted using this tool will receive zeros.
- It is the student's responsibility to make time to do their homework and to complete the homework before the deadline.
- It is the student's responsibility to ensure that they have access to a working computer system with a working Internet connection.
- It is the student's responsibility to ensure that their system supports Canvas and all software needed for this class.
- It is the student's responsibility to start assignments with enough time to allow for technical difficulties and the need for assistance.

Instructor responsibilities
- I will check Canvas for questions and concerns each day from Monday through Friday. I will notify the class in advance if I will be unable to access the course on a specific weekday throughout the semester.
- I am available to meet with students online by appointment, Monday through Friday.
- I am always happy to help students who plan ahead and work hard. I may not have time to help students who leave their work until it is too late to be successful. Your work and your grade are only as important to me as they are to you.

ACADEMIC HONESTY:

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

All course work submitted must be the student's individual thoughts and self-expression. If you are caught cheating on assignments or tests, you will receive a "0" which cannot be made up. Plagiarism, as well as other forms of academic dishonesty, will result in a failing grade for the assignment and/or the class.

Special note: Copying and pasting text from an Internet source without proper citation is plagiarism.

COLLEGE POLICIES:

A full description of all College policies can be found in the College Catalog at
http://valenciacollege.edu/catalog/ ;

Policy Manual at http://www.valenciacollege.edu/generalcounsel/ ; and the Student Handbook at
http://valenciacollege.edu/studentdev/CampusInformationServices/

STUDENT ASSISTANCE PROGRAM:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

      East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

      West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

      Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

      Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

SPECIAL RULES: None

DISCLAIMER: Changes may be made at the discretion of the instructor.

SCHEDULE OF ONLINE ACTIVITIES:

All work is due on Mondays and Thursdays by 11:59pm unless otherwise specified due to campus closures.
Be sure to complete assignments well before the due date and time.

Begin Date	Module	Due Date	Graded Items	Point Value

Fri, Oct 15	**Getting Started**
	  Read Start Here and Welcome pages
	  Complete Review of Learning Modules & Activities
		Mon, Oct 18	Complete Canvas 101
			Course Orientation: Welcome Board
			Course Syllabus Quiz
				20
				20
				10

	Computer Concepts and Microsoft Office
	  Review online materials
	  Textbook:
	    Part 1 Common Office Features
	  GCF Global Learn Free:
	    https://edu.gcfglobal.org/en/
		Thurs, Oct 21	Computer Concepts and Introduction to Office Quiz	50

Fri, Oct 22	**Microsoft Word**
	  Review online materials
	  Textbook:
	    Part 2: Creating Documents with Word 2013
		Mon, Oct. 25	Microsoft Word File Analysis Assignment
			Microsoft Word – file update project 1
				40
				40

	Microsoft Word (continued)	**Thurs, Oct 28**	Microsoft Word – file update project 2	25
	Microsoft Word (continued)	**Mon, Nov 1**	Word Quiz Microsoft Word – file update project 3	40 55

Tues, Nov 2	**Microsoft Access**
	  Review online materials
	  Textbook:
	    Part V: Managing Information with Access and
	    OneNote
		Thurs, Nov 4	Access Videos/Quizzes:
			    Intro to Access
			    Create an Access Database
			    Add tables
			    Use relationships
				
				14
				8
				14
				12

	Microsoft Access (continued)	**Mon, Nov 8**	Access Videos/Quizzes:
			    Add and edit data
			    Manage data with queries
			    Create forms
			    Create reports
			Access Quiz
				
				3
				8
				6
				5
				25

Begin Date	Module	Due Date	Graded Items	Point Value
Tues, Nov 9	**Computer Concepts**	**Fri, Nov 12**	LinkedIn (Web tool) Project Discussion Board: "Smart Computer User"	35 30
Sat, Nov 13	**Software Projects**	**Mon, Nov 15**	Microsoft Word Project Microsoft Access Test	50 50

Tues, Nov 16	**Microsoft Excel**
	    Review online materials
	    Textbook:
	        Part III: Making Numbers Work with Excel 2013
		Thurs, Nov 18	Microsoft Excel File Analysis
			Microsoft Excel – file update projects 1
				40
				40

Fri, Nov 19	**Microsoft Excel (continued)**	**Mon, Nov 22**	Microsoft Excel – file update project 2 Excel Quiz Microsoft Excel – file update project 3	35 40 40

Tues, Nov 23	**Microsoft PowerPoint**
	    Review online materials
	    Textbook:
	        Part IV: Persuading and Informing with PowerPoint
		Mon, Nov 29	Microsoft PowerPoint File Analysis
			PowerPoint Quiz
			Microsoft PowerPoint – file update project 1
				30
				30
				40

Tues, Nov 30	**Cybersecurity**	**Thurs, Dec 2**	KnowBe4 Home Internet Security Quiz Home Internet Security Quiz	25 20
Fri, Dec 3	**Software Projects**	**Thurs, Dec 9**	Microsoft Excel Project Microsoft PowerPoint Project	50 50
			Total	1000