

VALENCIA COLLEGE

CGS 2100C. COMPUTER FUNDAMENTALS AND APPLICATIONS, Fall 2024, CRN 12237, Online

Instructor: Edward "Pat" Kelley]

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Student Engagement Hours: On Request

Student Engagement Hours

Day	Time and Location
Monday	On Request
Tuesday	On Request
Wednesday	On Request
Thursday	On Request
Friday	On Request

COURSE OUTCOMES:

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. (Special Fee: \$66.00).

Materials: Required and Optional

SimNet.

Helpful Websites

<https://valencia.simnetonline.com/sp/?v=2> (Links to an external site) – SimNet

<http://frontdoor.valenciacollege.edu/?ekelley> (Links to an external site) – Faculty FrontDoor

ASSESSMENT METHODS AND EVALUATION:

2019 Computer Concepts Lesson	Due 09/07/2024	2.00%
2019 Computer Concepts Exam	Due 09/07/2024	2.00%
Microsoft Windows 10 & File Management – Lesson	Due 09/07/2024	2.00%
Microsoft Windows 10 & File Management – Exam	Due 09/07/2024	2.00%
Microsoft 2019 - Word Lesson	Due 10/05/2024	8.00%
Microsoft 2019 - Word Exam	Due 10/05/2024	15.00%
Microsoft 2019 - Excel Lesson	Due 10/26/2024	8.00%
Microsoft 2019 - Excel Exam	Due 10/26/2024	5.00%
CGS Assessment 2024: Financial Statements	Due 10/26/2024	
Microsoft 2019 - Access Lesson	Due 11/18/2024	8.00%

Microsoft 2019 - Access Exam	Due 11/18/2024	15.00%
Microsoft 2019 - PowerPoint Lesson	Due 12/07/2024	8.00%
Microsoft 2019 - PowerPoint Exam	Due 12/07/2024	15.00%
		100.00%

Grade Scale: No “+” or “-” grades are recorded on Valencia transcripts.

A - 100% - 90%

B - 89% - 80%

C - 79% - 70%

D - 69% - 60%

F - 59% and below

NO-SHOW PROCEDURE:

Any student who does not attend class by the drop/refund deadline for this part of term will be withdrawn by the professor as a no-show.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 drop yourself through your Atlas account by the drop deadline.

IMPORTANT CALENDAR DATES:

	Full Term
Classes Begin	Aug 19, 2024 (Monday)
<i>Drop/Refund Deadline by 11:59PM ET</i>	Aug. 26, 2024
No Show Reporting Period	Aug. 28 - Sept. 6, 2024
Graduation Application Deadline	Oct. 25, 2024
<i>Withdrawal Deadline by 11:59PM ET</i>	Oct. 25, 2024
Day/Evening Classes End	Dec. 8, 2024
Final Exams	Last Class Meeting
Term Ends	Dec. 8, 2024
<i>Grades Due by 9:00 AM ET</i>	Dec. 9, 2024
<i>College Closed (Credit classes do not meet)</i>	Nov. 11, 2024 Nov. 27 – Dec. 1, 2024

CLASSROOM POLICIES ATTENDANCE:

Any student who does not attend class by the drop/refund deadline for this part of term will be withdrawn by the professor 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 drop yourself through your Atlas account by the drop deadline.

CLASSROOM POLICIES ON RECORDING LECTURES:

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

WITHDRAWAL:

If you are considering withdrawing from this course, please contact me to discuss your circumstances, and how I can support your academic progress. To better understand the implications of how withdrawal will impact you academically and financially, I recommend that you contact your advisor (student success coach), as you consider withdrawal.

It is important to note that only you can withdraw yourself from this course; per college policy, professors and deans cannot withdraw students from a course. The deadline for student-initiated withdrawal is <https://valenciacollege.edu/academics/calendar/documents/2024-2025-important-dates-calendar.pdf>. Students failing to withdraw by this deadline will receive the grade earned, which will be calculated according to the grading criteria outlined in the course. Students must consult the academic calendar and adhere strictly to these deadlines.

Please keep in mind that I am responsible to report no-show attendance, at the beginning of each term, if students fail to attend during the no-show reporting period. The no-show reporting deadline for this term is <https://valenciacollege.edu/academics/calendar/documents/2024-2025-important-dates-calendar.pdf>.

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 POLICY:

Make every effort to take the Assessments/Assignments when it is offered. I will not permit a Assessments/Assignments to be made up after a subsequent class. Any exception to this policy will only be made in a case where there are extreme circumstances surrounding the situation. I will make the decision as to whether the test will be given.

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. [College Policies](#)

As a registered student in this class, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community as described in the Student Code of Conduct. My role as an instructor is to facilitate academic discussions and promote critical thinking about sometimes challenging and uncomfortable facts and ideas. Your peers and instructor may share diverse ideas and viewpoints, or we may differ in our ideas and viewpoints, but we will always be respectful of other opinions as provided by the law and as expected in an academic environment. No lesson is intended to espouse, promote, advance, inculcate, compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts as presented are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed,

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.

COLLEGE POLICIES:

A full description of all College policies can be found in [College Catalog](#) and at [College Policies](#) .

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.

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the Advising Center for information about resources that may be available from the college or community.

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. 5-216	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. 1-140A	Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
Winter Park Campus Bldg. 1-212	Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

DISCLAIMER:

This syllabus is an agreement between the student and the instructor. By enrolling in and then attending this course, the student agrees to and accepts the terms and conditions of this agreement. It is the responsibility of the student to carefully read this syllabus/agreement in its entirety and to adhere to all policies and procedures within the syllabus. Please retain a copy of this syllabus for your records.

Changes may be made at the discretion of the instructor.