

VALENCIA COLLEGE

CGS2100 COMPUTER FUNDAMENTALS AND APPLICATIONS

Summer 2024, CRN 33125

Saturday | 10:00 AM - 11:15 AM | WC-007 RM: 122

Instructor: Edward "Pat" Kelley

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Student Engagement Hours: On Request

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. Materials: Required and Optional

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 05/18/2024	2.00%
2019 Computer Concepts Exam	Due 05/18/2024	2.00%
Microsoft Windows 10 & File Management – Lesson	Due 05/18/2024	2.00%
Microsoft Windows 10 & File Management – Exam	Due 05/18/2024	2.00%
Microsoft 2019 - Word Lesson	Due .06/08/2024	8.00%
Microsoft 2019 - Word Exam	Due 06/08/2024	15.00%
Microsoft 2019 - Excel Lesson	Due 06/29/2024	8.00%

Microsoft 2019 - Excel Exam	Due 06/29/2024	5.00%
CGS Assessment 2024: Financial Statements	Due 07/27/2024	
Microsoft 2019 - Access Lesson	Due 07/13/2024	8.00%
Microsoft 2019 - Access Exam	Due 07/13/2024	15.00%
Microsoft 2019 - PowerPoint Lesson	Due 07/27/2024	8.00%
Microsoft 2019 - Powerpoint Exam	Due 07/27/2024	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

IMPORTANT CALENDAR DATES:

	Full Term
Classes Begin	May 6, 2024 (Monday)
<i>Drop/Refund Deadline by 11:59PM ET</i>	May 13, 2024
No Show/Reporting Period	May 15-24, 2024
Graduation Application Deadline	June 28, 2024
<i>Withdrawal Deadline by 11:59PM ET</i>	June 28, 2024
Day/Evening Classes End	July 30, 2024
Final Exams	Last Class Meeting
Term Ends	July 30, 2024
<i>Grades Due by 9:00 AM ET</i>	August 1, 2024
<i>College Closed (Credit classes do not meet)</i>	May 27 (Memorial Day) July 4 (Independence Day)

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.

CLASSROOM POLICIES ATTENDANCE:

1. Require students to submit an online assignment.
2. Require students to take an online assessment.
3. Require students to participate in an online discussion about academic matters.
4. Require students to complete an online interactive tutorial or computer-assisted instruction that is trackable.
5. Require students to initiate contact with the faculty member to ask a question about the academic subject studied in the course.]

CLASSROOM POLICIES ON RECORDING LECTURES:

[Due to Florida House Bill 233, Intellectual Freedom, and Viewpoint Diversity, which took effect of Thursday July 1, 2021, the following language may be added to your syllabus]

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:

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: [College Policies](#).

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.

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](#)

**[Due to FLORIDA HOUSE BILL 7 the following language needs to be added to your syllabus]
*Below are three samples that can be used for this section. Please choose one from the following.***

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, please contact the instructor for further conversation.

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, 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

SCHEDULE OF CLASSES AND/OR LABS:

See Assessment Methods and Evaluation section

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.