Division of Engineering, Computer Programming, and Technology

COURSE INFORMATION

Course Name: COMPUTER FUNDAMENTALS AND APPLICATIONS

Course ID/Section: CGS2100C / CRN 14055

Term/Year: Fall 2024

Length of Term: 16 weeks

Modality: On campus; face-to-face

Date/Time: Tuesdays / 10:00 AM - 11:15 AM

Credit Hours: 3

Location: DPAC RM: 348

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Garry Blackstock

Email: gblackstock@valenciacollege.udu

Phone: 407-493-3081

Office Location: Please contact me to either schedule a ZOOM meeting or meet face to face on campus Mondays OR Tuesday from 07:30 to 08:30.

Faculty FrontDoor: Front Door - Valencia College

Student Engagement Hours can also be found on Faculty FrontDoor

IMPORTANT DATES

Start Date: 8/19/2024

End Date: 12/8/2024

Drop/Refund Deadline (11:59 p.m. ET): August 26th, 2024

Student Initiated Withdrawal Deadline "W" Grade (11:59 p.m. ET): October 25th, 2024

Faculty Initiated Withdrawal Deadline "W" Grade (11:59 p.m. ET): September 6st, 2024

Sept. 2 (Labor Day), Nov. 27 – Dec. 1 (Thanksgiving)

For more information, please review the College Calendar:

https://valenciacollege.edu/academics/calendar/documents/2023-2024-important-dates-calendar.pdf

COURSE DESCRIPTION

Catalog Description

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.

Prerequisites

COURSE OUTCOMES

- Identify the specifications & configurations of computer hardware.
- Identify the role of an operating system.
- Identify security threats and solutions.
- Identify the ethical and social standards of conduct regarding the use of information and technology.
- Use the Internet to find information & determine its credibility.
- Use word processing software to create, edit, and produce professional documents.
- Create spreadsheets and charts for problem-solving.
- Utilize a database.
- Use presentation software to create, edit, and produce professional presentations.

TEXTBOOK & REQUIRED MATERIALS

Product: CGS 2100C: ECOMM SIMNET 365/2021 - STANDALONE - OFFICE SUITE – OLA

ISBN: 9781264649457

COMPUTER/EQUIPMENT REQUIREMENTS

Lessons, discussion postings, quizzes, exams, projects, presentation, and other required coursework will be delivered online via Canvas, the software platform Valencia uses to deliver the online portions of its courses. Chrome is the recommended browser for Canvas.

You are required to have access to a computer that allows you to access email, Canvas, and any other applications that are required for this course. **Technology issues are not an acceptable excuse for missing due dates.** Start early on your assignments so that this is not an issue.

Do you need to borrow a Valencia laptop? Email laptops@valenciacollege.edu.

TECHNOLOGY ACCESS/SKILLS

Canvas will be utilized for email, announcements, and weekly module assignments and submissions. <mark>You are responsible for any information and assignments posted on Canvas.</mark>

To access the Canvas login page directly, go to online.valenciacollege.edu and log in using the same user name and password that you use to log into Atlas.

If you experience technical difficulties with Canvas, contact the Online Courses Help Desk at (407) 582-5600 or email onlinehelp@valenciacollege.edu.

COURSE COMPETENCIES

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think**, **Value**, *Communicate*, and **Act**.

Learning Support Statement

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: www.valenciacollege.edu/tutoring

Please note: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

COLLEGE POLICIES

COVID-19 Wellness, Reporting, and Support - If you find yourself feeling unwell and suspect you might be experiencing symptoms of COVID-19, test positive for COVID-19, or have been in close contact with someone who has the COVID-19 virus, please stay home. Please also report this to Valencia's COVID-19 case manager Tanya Mahan, at COVIDillness@valenciacollege.edu, so the College can determine how to best support you.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan for the best course of action. In the case of a prolonged absence of one week or more, you and I will meet to discuss options and determine your ability to continue in the course.

No Show Policy

<mark>Students who do not participate in the class during the first week will be withdrawn from the course as a "no show."</mark>

These are the ways that you can participate in the first week of class:

- Submit an online assignment
- Take an online assessment
- Participate in an online discussion about academic matters
- Complete an online interactive tutorial or computer-assisted instruction that is trackable
- Initiate contact with the professor to ask a question about the academic subject in the course

If you have not done at least one of these things by the end of the first week, you will be withdrawn from the course as a "no show." If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

Attendance Policy

Attendance is required for classes. Please stay active and engaged with the coursework. A minimum of 45 contact hours (in class hours) is needed to be counted as present in this class.

Withdrawal Policy

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.

Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. The source material must also be extended to include students' original ideas and work.

If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment. A second offense will result a class grade of F.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities (OSD)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-1523.

BayCare Student Assistance Services

Valencia College strives to ensure 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Additional Student Assistance

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.

 COLLEGE LINKS

College Catalog

Valencia Policy Manual

Student Handbook

Microsoft Office Instructions for free software

Course Support: onsite, online tutoring, writing help, etc.

COURSE POLICIES

Late Work/Makeup Policy

Students are adult learners responsible for both their actions and inaction. As such, tardiness regarding completing assignments is considered unprofessional and is generally not condoned.

Weekly discussion board posts are not accepted late for academic credit since feedback is given to the class, which would give the student who submits late an unfair advantage.

Contact the instructor to make up other late assignments. However, be advised that no late submissions will be considered without prior arrangements with your instructor **by at least 48hours before relevant assignment due dates.**

ALL LATE SUBMISSIONS WILL RECEIVE A 20% PENALTY. NO EXCEPTIONS.

 Grading Scale

>= 89.5%	A
>= 79.5% and < 89.5	B
>= 69.5% and < 79.5	C
>= 59.5% and < 69.5%	D
< 59.5%	F

No additional rounding will be applied to any grades.

Grading Breakdown

Assignments are weighted by group:

Group	Weight
Discussions	20%
Lesson Assignments	25%
Exams	25%
Presentation	10%
Final Exam	20%
Practice Exams	0%
Total	**100%**

Classroom Policy

The primary responsibility for managing the classroom environment (physical or virtual) rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

Communication Policy

You may communicate with me by phone, via Canvas Inbox, or email. You may expect me to respond to your communications within 48 business hours. Student engagement hours (office hours) are noted on my Faculty FrontDoor page (link provided in the syllabus). I try to always be available during office hours, but sometimes meetings / training / etc. overlap. I encourage you to let me know that you are planning on reaching out during office hours so that I can be sure to be around. If none of my office hours work for you, let me know and we will do our best to schedule something that works for both of us.

DISCLAIMER STATEMENT

At the discretion of the instructor, the schedule, procedures, and assignments are subject to change in the event of extenuating circumstances OR students' collective assignment completion behaviors. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.