

Course Syllabus
CGS1100 - Computer Software & Technology - 3 Credits
Spring 2020

General Information			
Course Number/CRN	CGS 1100 / CRN 11048		
Course Title	Computer Software & Technology		
Semester/Year	Spring 2020		
Offering College/Department	Lutgert College of Business (LCOB)/Information Systems & Operations Management (ISOM)		
Credit Hours	3		
Meeting Times/Location	Class Friday 9:30 – 10:20 am -- Lutgert Hall 2210 Final Exam May 1, 2020		
Method of Delivery	<ul style="list-style-type: none"> • Use of Canvas & MINDTAP 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/ & the Cengage Learning Inc. MINDTAP website which is integrated with Canvas. Therefore, please review the MINDTAP student tutorials on Canvas. • To guide the learning process, the instructor will send e-mails from Canvas containing tasks/assignments. These tasks usually include textbook readings; MINDTAP assignments; simulations; projects; videos; among other learning strategies. • The e-mails will contain the deadline to complete the tasks/assignments, although a tentative schedule will also be posted on Canvas. • A mandatory confirmation of attendance assignment must be completed within the first week of class on Canvas. This assignment is required of all students & is counted as a grade toward Technology for Success trainings & tests. • Except for finals week, all assignments and exams are due per the schedule. 		
Student-Student/Faculty-Student Interaction Strategy			
Course URL	http://canvas.fgcu.edu (select the “CGS 1100” course)		
Prerequisites	None		
Course Information			
Instructor	Linda Hanwacker		
Office Location	N/A		
Phone Number	N/A		
E-Mail Address	lhawacker@fgcu.edu (include “CGS1100” in the subject line)		
Office Hours for CGS 1100	By Appointment Only		
Course Information	CGS 1100 covers technology, terminology & concepts, as well as the use of productivity software. These skills & knowledge are necessary for your understanding of business subjects, as well as many courses outside the Lutgert College of Business. After completing this course, you should have a general knowledge of information technology & be able to use Office 2019 products. Proficiency in EXCEL 2019 is emphasized, since proficiency will be needed in Economics, Accounting, Operations Management, & Finance.		
Catalog Description	An introduction to computer hardware & software tools for knowledge workers. Software tools include spreadsheets, WORD processing, two- & three-dimensional presentation graphics, electronic mail, & network browsers. In addition, the course explores computer information systems in organizations & the use of computers to enhance productivity.		
Student Learning Outcomes	LCOB Learning Goal	Learning Outcome	Assessment
	EFFECTIVE communication	Demonstrate competency in the use of personal productivity applications	Final exam & projects on the MINDTAP site
		Share information & knowledge through collaborative software tools.	Computer Concepts exams on MINDTAP
	Competently use technology vocabulary.	Computer Concepts exams on MINDTAP & discussion boards	

		Define and use computer hardware and software terminology.	Computer Concepts exams
	Solve business problems using ANALYTICAL tools.	Use EXCEL to frame & solve common business problems.	MINDTAP EXCEL projects & final exam
	Consider GLOBAL factors in business.	Describe how to act as a responsible, ethical user in a globally networked computer community.	Computer Concepts exams on MINDTAP & discussion boards
	Value the significance of ETHICAL issues in business	Recognize how & why to protect sensitive personal information	Computer Concepts exams on MINDTAP
	Explain the importance or ENVIRONMENTAL responsibility	Explain how to appropriately reuse/recycle old hardware.	Computer Concepts exams on MINDTAP & discussion board
		Explain the environmental impact of computer technology.	Computer Concepts exams on MINDTAP & discussion board
Required Materials	<p>Required</p> <ul style="list-style-type: none"> The required materials for this course are electronic & 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: ISBN: 978133739133 LMS Integrated MindTap Computing 1 term (4 months) access for The Shelly Cashman Series® Collection, Microsoft Office 365 & Office 2019 1E. Note: You will need access for MINDTAP that comes with the bundle. Login is based per student & cannot be shared. <p>Students can access any course that uses CENGAGE for \$119.00 the entire semester. 9780357016237 PAC CENGAGE UNLIMITED 4 MONTH</p> <ul style="list-style-type: none"> Microsoft Office 365 or Office 2019. (All University lab computers have Office 365/Office 2019 & students can download Office 365 from Eagle Mail for free; Access is available in the FGCU Virtual CIS lab) Internet access 		
Grading Policy	<p>Grading Policy:</p> <p>A: 94% – 100% A-: 90% - 93% B+: 88% – 89% B: 80% – 87% C: 70% – 79% D: 60% – 69% F: 59% – 0%</p> <p>The instructor may use additional +/- grading if appropriate.</p> <p>Percentage Distribution:</p> <ul style="list-style-type: none"> 10% MINDTAP Technology for Success: Computer Concepts Exams 10% Participation/Discussions (this category includes a grade for the Mandatory Attendance Confirmation) 15% MINDTAP ACCESS/EXCEL/POWERPOINT/WORD Trainings 30% MINDTAP ACCESS/EXCEL/POWERPOINT/WORD Projects 35% MINDTAP Final Exam <p>No extra credit or additional assignments:</p>		

	<p>Please be aware that FINAL GRADES FOR THIS COURSE ARE FINAL. No extra credit or additional assignments are available at the end of the course.</p> <p>For each credit of a class, you should expect to spend one hour in class & an average of 2 hours preparing outside of class each week. Therefore, since this is a 3-credit class, you should plan to devote an average of nine hours a week to this class.</p> <p>Academic Integrity: Students who take this class must prepare electronic copies of some or all assignments to submit them to Turnitin.com for the detection of plagiarism. The University expects that all students will be evaluated & graded on their own work. If you use language, data or ideas from other sources, published or unpublished, you must take care to acknowledge & properly cite those sources. Failure to do so constitutes plagiarism. Papers that are submitted to Turnitin.com become part of the Turnitin.com student paper database solely for detecting plagiarism.</p> <p>Submitting assignments that you already completed in another CGS 1100 course is not permitted & will be considered plagiarized. Any assignment that has already been previously graded cannot be submitted as a new instance in another course.</p> <p>MINDTAP has a Projects Cheating System Detection. The University expects that all students will be evaluated & graded on their own work. If you give your assignment to another student to use & they submit it as their assignment both of you will receive a zero & both of you will be referred to academic dishonesty.</p> <p>If you talk or look at another students Final Exam while you are working on yours, you could be asked to close your exam and be reported to the dishonesty board for cheating. No exceptions!</p>
<p>Course Contents</p> <p>For Detailed Course Schedule & Assignments click on Modules in the course in Canvas.</p>	<p>Introduction to Computer Software & Technology An overview on the topics covered in this class. You will learn all the following topics through readings/paper assignment/trainings/exams on Canvas/MINDTAP.</p> <p>The Shelly Cashman Series® Collection, Microsoft Office 365 & Office 2019 1E Technology for Success: Computer Concepts.</p> <ol style="list-style-type: none"> 1. Impact of Digital Technology 2. The Web 3. Computer Hardware 4. Operating Systems & File Management 5. Software & Apps 6. Security & Safety 7. Digital Media <p>As well as learning those topics, you will get hands-on experience in Microsoft Office 365/2019 Applications through MINDTAP trainings/projects.</p> <ul style="list-style-type: none"> • Collection, Microsoft Office 365 & Office 2019 1E ACCESS • Collection, Microsoft Office 365 & Office 2019 1E EXCEL • Collection, Microsoft Office 365 & Office 2019 1E WORD
<p>Teaching Philosophy</p>	<p>Teaching is providing opportunities for students to learn & supporting them in the learning process. That means both the teacher (me) & students (you) must stay continually engaged & work to ensure you understand the material & can apply the knowledge & skills in a variety of situations. You must be an active participant on the learning process.</p> <p><u>Instructor's Role</u> - The instructor serves as facilitator in the learning process:</p> <ul style="list-style-type: none"> • Providing engaging learning opportunities for the students • Assigning readings & challenging projects • Assessing students' work & providing feedback • Clarifying complicated concepts
	<ul style="list-style-type: none"> • Check Canvas daily for Emails/Updates/Announcements.

Student Responsibilities	<ul style="list-style-type: none"> • Submit assignments in Canvas (by due date). • Certain projects may not properly function with Apple products. Please make sure your Apple product works with the assignments prior to due dates of assignments otherwise use the FGCU virtual lab to complete the assignment. Some assignments may indicate that a MAC will not work – you will need to use the FGCU Virtual lab. • Make sure the assignment shows as submitted on MINDTAP & you have received a grade prior to the close date for credit. <u>No exceptions!</u> • Contact me with issues or questions as soon as they arise & prior to due date. • Knowledge assessments will be given for Technology for Success: Computer Concepts along with ACCESS, EXCEL, & WORD. • All trainings & projects on MINDTAP must be completed as scheduled. It is the student’s responsibility to ensure assignments are completed properly by checking the reports section on MINDTAP. 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. • Final will be given online in class on MINDTAP per schedule. Please notify those responsible for purchasing your travel at the end of the semester to avoid conflicts during finals week.
Policy regarding missed tests or assignments	<ul style="list-style-type: none"> • Attendance is mandatory for successful completion of a hybrid course & participation is necessary for successful completion of an online course. • Per policy, no make-ups for missed exams are administered (except for authorized & excused absences 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 in a timely manner. See the university catalog for more information. • Assignments missed must be made up within the first week back. No assignments will be made up afterwards unless documentation states clearly the dates affected per university guidelines. • No late assignments will be accepted for any reasons except the authorized & excused absences specified in the university catalog. • Unfortunately, "dropped by the University for not paying the full tuition" is not an authorized & excused absence as specified in the university catalog. • An emergency such as unavailability of or inaccessibility to CANVAS due to network problems will be considered by the instructor on a case by case basis. Students must submit documentation (such as a screenshot of error messages) to the instructor in a timely manner. • Final will be given online on class on MINDTAP per schedule. Please notify those responsible for purchasing your travel at the end of the semester to avoid conflicts during finals week.
Statement on e-mail usage in Eagle mail and/or CANVAS email	<p>You must use either Eagle e-mail or Canvas messaging to communicate with the instructor & other students.</p>
Last day to drop/withdraw without academic penalty	<p>November 1 (http://www.fgcu.edu/Registrar/academiccalendar.asp)</p>
University Statements	
<p>Academic Behavior Standards & 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 & Policies & Procedures</i> sections. All students are expected to study this document which outlines their responsibilities & 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 MINDTAP’s 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, online or on the phone) during an online test. • Telling someone else what is on a test. • Collaborating on the final exam 	

Examples of what is acceptable:

- 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.

University Nondiscrimination Statement

Florida Gulf Coast University is committed to ensuring equity & fairness for all University employees, students, visitors, vendors, contractors & 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 & Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is OIEC@fgcu.edu.

Counseling & Psychological Services (CAPS)

Counseling & Psychological Services (CAPS) provides free counseling & therapy services (including psychiatry) to all FGCU students. Please walk into the Student and Community Counseling Center building on the 3rd floor office any weekday between 8:30 & 4:30 to schedule an initial contact appointment. Visit the CAPS website at www.fgcu.edu/caps for more information. CAPS offer a 24/7 Helpline at (239) 745-3277 (EARS). If you feel like you may be in danger of hurting yourself or others, call 911 or go to the nearest hospital. If you are an FGCU student in immediate distress outside of normal business hours (evenings, weekends, and holidays) who would like to speak with a mental health professional can call the CAPS help line: 239-745-EARS (3277).

Disability Accommodations Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act & the university's guiding principles, will provide classroom & 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 & campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan & FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits & Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health & Safety & 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 & information.

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, & 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, & 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

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

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

Research Guides: <http://fgcu.libguides.com/>

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

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>

How to Log Into the Course in CANVAS

- Activate your FGCU Eagle Mail Account (if you have not done this yet). Your FGCU Eagle Mail account MUST be activated to log in to Canvas. If you are a first-time student, you will need your PIN & 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 Eagle Mail account & password to log in; expand, if not displayed; Click CGS1100