

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

<b>General Information</b>			
<b>Course Number/CRN</b>	CGS 1100 / CRN 11049		
<b>Course Title</b>	Computer Software & Technology		
<b>Semester/Year</b>	Spring 2020		
<b>Offering College/Department</b>	Lutgert College of Business (LCOB)/Information Systems & Operations Management (ISOM)		
<b>Credit Hours</b>	3		
<b>Meeting Times/Location</b>	Class online– note assignment due dates Final Exam will be available in Canvas from noon 4/28/20 through noon 4/30/20.		
<b>Method of Delivery</b>  <b>Student-Student/Faculty-Student Interaction Strategy</b>	<ul style="list-style-type: none"> <li>• Use of Canvas, MINDTAP and Office 365 or Office 2019 for all assignments is required.</li> <li>• This CGS 1100 course is delivered in asynchronous mode using the Canvas system at URL <a href="http://canvas.fgcu.edu/">http://canvas.fgcu.edu/</a> &amp; the Cengage Learning Inc. MINDTAP website which is integrated with Canvas. Therefore, review the MINDTAP <b>student tutorials</b> on Canvas before starting the course.</li> <li>• To guide the learning process, the instructor will send <b>e-mails</b> from Canvas containing tasks/assignments. These tasks usually include textbook readings; MINDTAP assignments; simulations; projects; videos; &amp; discussions.</li> <li>• The e-mails will contain the deadline to complete the tasks/assignments, although a tentative schedule will also be posted on Canvas.</li> <li>• A mandatory confirmation of attendance assignment must be completed within the first week of class on Canvas. This assignment is required of all students &amp; is counted as a grade toward participation.</li> <li>• <u>With the exception of finals week</u>, virtually all assignments and exams are <b>due Thursday and Monday</b> nights. It is your responsibility to note when an assignment is due.</li> </ul>		
<b>Course URL</b>	<a href="http://canvas.fgcu.edu">http://canvas.fgcu.edu</a> (select the “CGS 1100” course)		
<b>Course Information</b>			
<b>Instructor</b>	Judy Wynekoop		
<b>Office Location</b>	Lutgert Hall 2321		
<b>Phone Number</b>	239-590-7387		
<b>E-Mail Address</b>	<a href="mailto:jwynekoo@fgcu.edu">jwynekoo@fgcu.edu</a> (include “CGS1100” in the subject line)		
<b>Office Hours for CGS 1100</b>	TR 2:00 – 4:00 & by appointment		
<b>Course Information</b>	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 <b>Office 2019</b> products. Proficiency in <b>EXCEL 2019</b> is emphasized, since proficiency will be needed in Economics, Accounting, Operations Management, & Finance.		
<b>Catalog Description</b>	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.		
<b>Student Learning Outcomes</b>	<b>LCOB Learning Goal</b>	<b>Learning Outcome</b>	<b>Assessment</b>
	<b>EFFECTIVE</b> 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 & discussion boards

		Define and use computer hardware and software terminology.	Computer Concepts exams
	Solve business problems using <b>ANALYTICAL</b> tools.	Use EXCEL to frame & solve common business problems.	MINDTAP EXCEL projects & final exam
	Consider <b>GLOBAL</b> 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 <b>ETHICAL</b> issues in business	Recognize how & why to protect sensitive personal information	Computer Concepts exams on MINDTAP
	Explain the importance or <b>ENVIRONMENTAL</b> responsibility	Explain how to appropriately reuse/recycle old hardware.	Computer Concepts exams & discussion board
		Explain the environmental impact of computer technology.	Computer Concepts exams & discussion board
<b>Required Materials</b>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>The required materials for this course are electronic &amp; required to complete course. You may purchase the bundle at the University Bookstore or you may purchase the bundle online through Canvas from Cengage.</li> <li>Single access for: ISBN: 978133739133 LMS Integrated MindTap Computing 1 term (4 months) access for The Shelly Cashman Series® Collection, Microsoft Office 365 &amp; Office 2019 1E.</li> </ul> <p>Students can access any course that uses CENGAGE for \$119.00 the entire semester. 9780357016237 PAC CENGAGE UNLIMITED 4 MONTH</p> <p><b>Note: You will need access for MINDTAP that comes with the bundle. Login is based per student &amp; cannot be shared.</b></p> <ul style="list-style-type: none"> <li>Microsoft Office 365 or Office 2019. (All University lab computers have Office 365/Office 2019 &amp; students can download Office 365 from Eagle Mail for free; Access is available in the FGCU Virtual CIS lab. Mac users can access all office products in the FGCU Virtual Lab)</li> <li>Reliable Internet access.</li> </ul>		
<b>Grading Policy</b>	<p><b>Grading Policy:</b></p> <p>A: 93% – 100% A-: 90% - 93% B+: 87% – 90% B: 80% – 87% C: 70% – 80% D: 60% – 70% F: 60% – 0%</p> <p>The instructor may use additional +/- grading if appropriate.</p> <p><b>Percentage Distribution:</b></p> <ul style="list-style-type: none"> <li>15% MINDTAP Technology for Success: Computer Concepts Exams</li> <li>5% Participation/Discussions</li> <li>15% MINDTAP ACCESS/EXCEL/POWERPOINT/WORD Trainings</li> <li>30% MINDTAP ACCESS/EXCEL/POWERPOINT/WORD Projects</li> <li>35% MINDTAP Final Exam</li> </ul> <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><u>For each credit hour of a class, you should expect to spend one hour in class &amp; an average of 2 hours preparing outside of class each week. Therefore, since this is a 3-credit online class, you should plan to devote an average of nine hours a week to this class.</u></p>
<p><b>Course Contents</b></p> <p>For Detailed Course Schedule &amp; Assignments click on Modules in the course in Canvas.</p>	<p><b>Introduction to Computer Software &amp; Technology</b></p> <p>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 &amp; Office 2019 1E Technology for Success: Computer Concepts.</p> <ol style="list-style-type: none"> <li>1. Impact of Digital Technology</li> <li>2. The Web</li> <li>3. Computer Hardware</li> <li>4. Operating Systems &amp; File Management</li> <li>5. Software &amp; Apps</li> <li>6. Security &amp; Safety</li> <li>7. Digital Media</li> </ol> <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"> <li>• Collection, Microsoft Office 365 &amp; Office 2019 1E ACCESS</li> <li>• Collection, Microsoft Office 365 &amp; Office 2019 1E EXCEL</li> <li>• Collection, Microsoft Office 365 &amp; Office 2019 1E WORD</li> </ul>
<p><b>Technology Note</b></p>	<p><u>It is your responsibility to be sure you have reliable hardware, software and network connections.</u> If you have problems accessing Canvas or FGCU resources, contact the FGCU Helpdesk at 590-1188.</p> <p>When doing Cengage/Mindtap exams, always do the “Check System” test to be sure everything is set up correctly. If you have problems accessing the publisher’s resources (Cengage/Mindtap), <u>generally</u> the problem isn’t with the website, but is local, often related to your network or Internet connection. Here are some things you can do:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://techcheck.cengage.com">https://techcheck.cengage.com</a> (Links to an external site./). Click on "Mindtap" and you can see if there are any Mindtap problems. You can also check SAM and Cengage Unlimited. If there are no yellow or red indicators, the website is working.</li> <li>2. Try a different browser. For example, if you are using Internet Explorer, switch to Chrome. If you are using Chrome, switch to Internet Explorer. If that doesn't work...</li> <li>3. Power down your computer, wait a few seconds, then restart. If that doesn't work...</li> <li>4. If you are on a wireless network and there is an available computer physically connected to the network, try it or</li> <li>5. If you are on a home network, reboot your access point. If that doesn't work, the provider (e.g. Comcast) may be having problems or may be overloaded.</li> <li>6. If you are in the FGCU residence halls, go to the computer lab in the library - when the residence halls network gets busy, bandwidth is limited.</li> </ol> <p>Keep in mind: using a computer connected to the network with a cable is more reliable than using one on a wireless network; FGCU housing may have bandwidth issues; campus student wireless connections can be slow; &amp; Internet carriers have unpredictable overloads and outages. Therefore, don’t wait until the due date to start something and have a “plan B” in case something goes wrong.</p> <p>If you do have problems on the Cengage/Mindtap site and all the above fails, take a screenshot of the problem or error message and contact me <u>before</u> the due date. I will consider an emergency such as unavailability of or inaccessibility to CANVAS due to network problems on a case by case basis. Students must submit documentation (such as a screenshot of error messages) to me before the assignment is due.</p>

<p><b>Teaching Philosophy</b></p>	<p>Teaching is providing opportunities for students to learn &amp; supporting them in the learning process. That means both the teacher (me) &amp; students (you) must stay continually engaged &amp; work to ensure you understand the material &amp; can apply the knowledge &amp; 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"> <li>• Providing engaging learning opportunities for the students</li> <li>• Assigning readings &amp; challenging projects</li> <li>• Assessing students' work &amp; providing feedback</li> <li>• Clarifying complicated concepts</li> </ul>
<p><b>Student Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Check Canvas daily for Emails/Updates/Announcements.</li> <li>• Submit assignments in Canvas (by due date).</li> <li>• 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.</li> <li>• Make sure the assignment shows as submitted on MINDTAP &amp; you have received a grade prior to the close date for credit. <u>No exceptions!</u></li> <li>• Contact me with issues or questions as soon as they arise &amp; prior to due date.</li> <li>• Complete knowledge assessments for Technology for Success: Computer Concepts along with ACCESS, EXCEL, &amp; WORD on time.</li> <li>• All trainings &amp; 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.</li> <li>• Final will be given online in MINDTAP per schedule. Please notify those responsible for purchasing your travel at the end of the semester to avoid conflicts during finals week.</li> </ul>
<p><b>Policy regarding missed tests or assignments</b></p>	<ul style="list-style-type: none"> <li>• Participation is necessary for successful completion of an online course.</li> <li>• Per policy, no make-ups for missed exams are administered (except for authorized &amp; 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.</li> <li>• No late assignments will be accepted for any reasons except the authorized &amp; 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.</li> <li>• Unfortunately, "dropped by the University for not paying the full tuition" is not an authorized &amp; excused absence as specified in the university catalog.</li> <li>• 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.</li> <li>• Final will be given online in MINDTAP per schedule. Ensure you are available during that time.</li> </ul>
<p><b>Academic Integrity</b></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 <b><i>Student Code of Conduct &amp; Policies &amp; Procedures</i></b> sections. All students are expected to study this document which outlines their responsibilities &amp; consequences for violations of the policy. The FGCU Student Guidebook is available online at <a href="http://studentservices.fgcu.edu/judicialaffairs/new.html">http://studentservices.fgcu.edu/judicialaffairs/new.html</a>.</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 &amp; submitting it as your own work.</p> <p>Some examples of what is <b>NOT</b> acceptable:</p> <ul style="list-style-type: none"> <li>• Working with another student &amp; turning in the MINDTAP's work (e.g. tests, papers, spreadsheet, database, etc.).</li> <li>• Emailing or posting your work to let someone else "just see how you did it".</li> <li>• Copying someone's assignment or copying something from a book or the Internet.</li> <li>• Giving or receiving help from someone (in person, on line or on the phone) during an online</li> </ul>

	<p>test.</p> <ul style="list-style-type: none"> <li>• Telling someone else what is on a test.</li> <li>• Collaborating on the final exam</li> </ul> <p>Examples of what is acceptable:</p> <ul style="list-style-type: none"> <li>• Discussing how to approach an assignment with another student.</li> <li>• Showing someone where they might have made a mistake on an assignment.</li> <li>• Asking the professor for assistance.</li> </ul> <p>MINDTAP has a Projects Cheating System Detection. The University expects that all students will be evaluated &amp; graded on their own work. If you give your assignment to another student to use &amp; they submit it as their assignment both of you will receive a zero &amp; both of you will be referred to academic dishonesty.</p>
<p><b>Statement on e-mail usage in Eagle mail and/or CANVAS email</b></p>	<p>You must use either Eagle e-mail or Canvas messaging to communicate with the instructor &amp; other students.</p>
<p><b>Last day to drop/withdraw without academic penalty</b></p>	<p>March 27 (<a href="http://www.fgcu.edu/Registrar/academiccalendar.asp">http://www.fgcu.edu/Registrar/academiccalendar.asp</a> )</p>
<p><b>University Statements</b></p>	
<p><b>University Nondiscrimination Statement</b>  Florida Gulf Coast University is committed to ensuring equity &amp; fairness for all University employees, students, visitors, vendors, contractors &amp; 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 &amp; Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is <a href="mailto:OIEC@fgcu.edu">OIEC@fgcu.edu</a>.</p> <p><b>Counseling &amp; Psychological Services (CAPS)</b>  Counseling &amp; Psychological Services (CAPS) provides free counseling &amp; therapy services (including psychiatry) to all FGCU students. Please walk in to the second floor Howard Hall office any week day between 8:30 &amp; 4:30 to schedule an initial contact appointment. Visit the CAPS website at <a href="http://www.fgcu.edu/caps">www.fgcu.edu/caps</a> for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).</p> <p><b>Disability Accommodations Services</b>  Florida Gulf Coast University, in accordance with the Americans with Disabilities Act &amp; the university's guiding principles, will provide classroom &amp; 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 &amp; campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan &amp; FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits &amp; Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health &amp; Safety &amp; 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 &amp; information.</p> <p><b>Observance of Religious Holidays</b>  All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, &amp; 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, &amp; 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.</p> <p><b>Library Information</b>  Main page: <a href="http://library.fgcu.edu/">http://library.fgcu.edu/</a>  Tutorials &amp; Handouts: <a href="http://library.fgcu.edu/RSD/Instruction/tutorials.htm">http://library.fgcu.edu/RSD/Instruction/tutorials.htm</a>  Research Guides: <a href="http://fgcu.libguides.com/">http://fgcu.libguides.com/</a></p>	

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