General Course Information

Course No. CGS 1100
Course Title Computer Software & Technology
Semester Summer 2012
CRN 50413
Description An introduction to computer hardware and software tools for knowledge workers. Software tools include spreadsheets, word processing, two- and three-dimensional presentation graphics, electronic mail, and network browsers. In addition, the course explores computer information systems in organizations and the use of computers to enhance productivity. HYBRID - Additional online lectures required.
Prerequisites None
College Business
Department Computer Information Systems
Subject Area CGS - Computers General Studies
Level Undergraduate
Credit Hours 3

Meeting Information
Start Date End Date Days Time Room
May 07, 2012 Jul 16, 2012 W 05:30 pm - 07:30 pm HE 202

Final Exam Jul 16, 2012 Jul 16,2012 W 05:30 pm - 07:30 pm HE 202

Course URL https://elearning.fgcu.edu

Distance Learning/Off Campus Course Information

Is this a DL No, it is a hybrid on-campus course with outside reading and web-based hands-on
Course Information

Course Objectives

• Impart a basic understanding of computers and computer-based information systems (i.e., Computer Technology Fundamentals).

• Develop individual computer literacy and skills, including productivity with Microsoft Office 2010 software (Word, Excel, & Access).

Course Summary

CGS 1100 covers technology, terminology & concepts, as well as the use of productivity software. These skills and knowledge are necessary for your understanding of information systems (ISM 3011), operations management (MAN 3504) and accounting, as well as many courses outside the Lutgert College of Business. After completing this course you should have a general knowledge of information technology and be able to use Office 2010 products (specific learning outcomes for each chapter are provided in the Course Guide). Proficiency in Excel 2010 is emphasized, since proficiency will be needed in Economics, operations management (MAN 3504), and Finance.

This course has two parts. The first part consists of classroom instruction including hands-on labs. The second part is distance learning. It includes a knowledge segment and a web based skills reinforcement segment.

The purpose of the knowledge segment is to impart a basic understanding of computers and encourage thinking about computers and computer-based information systems (i.e., Computer Technology Fundamentals). It will consist of weekly reading assignments from Emerge with Computer Concepts, which is available online through Angel, followed by a short quiz to verify your understanding of the material.

Labs performed in class will help develop individual computer literacy and skills, including productivity with Microsoft Office 2010 (Word, Excel, & Access). Outside of class, you will be assigned reading about MS Office 2010 in the New Perspectives

Instructor Information

Instructor Charlie Weaver, MBA, M.S.

E-Mail cweaver@fgcu.edu

Phone Number 239-590-1184

Office Location Griffin Hall 140

Office Hours By appointment.
eBook, web based software skills development using SAM, and homework to reinforce the skills covered during the in-class labs. There will also be a group project, and a brief paper about an IT Presentation that you must attend.

ASSIGNMENTS, SCHEDULES & DUE DATES, INSTRUCTIONS, AND OTHER COURSE INFORMATION PRESENTED IN ANGEL ARE INTEGRAL COMPONENTS OF THE COURSE MATERIAL AND ARE HEREBY INCORPORATED AS PART OF THIS SYLLABUS.

### Student Learning Outcomes

After successfully completing this course, students will be able to:

<table>
<thead>
<tr>
<th>LCOB Learning Goal (EAGLES)</th>
<th>Learning Outcome</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EFFECTIVE</strong> communication</td>
<td>Demonstrate competency in the use of personal productivity applications</td>
<td>Homework on Word, Excel, &amp; Access; Application Tests</td>
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<td></td>
<td>Competently use technology vocabulary.</td>
<td>Quiz &amp; Test questions, written assignments</td>
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<td></td>
<td>Use Excel to frame &amp; solve common business problems.</td>
<td>Excel Homework; SAM Tests</td>
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<td></td>
<td>Describe how to act as a responsible, ethical user in a globally networked computer community.</td>
<td>Quiz &amp; Test questions</td>
</tr>
<tr>
<td><strong>ANALYTICAL</strong> &amp; critical thinking</td>
<td>Recognize how and why to protect sensitive personal information</td>
<td>Quiz &amp; Test questions</td>
</tr>
<tr>
<td>Consider the integrated <strong>GLOBAL</strong> business environment &amp; its challenges &amp; opportunities.</td>
<td>Explain how to appropriately reuse/recycle old hardware.</td>
<td>Quiz &amp; Test questions;</td>
</tr>
<tr>
<td>Value the significance of <strong>ETHICAL &amp; LEGAL</strong> issues in business</td>
<td>Explain the environmental impact of computer technology.</td>
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<tr>
<td>Understand the <strong>ENVIRONMENTAL</strong> impact of business.</td>
<td>Define and use computer hardware and software terminology.</td>
<td>Test questions; paper</td>
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<tr>
<td>Possess necessary <strong>SKILLS</strong> across business disciplines.</td>
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</table>
Course Outline

Class attendance is mandatory. The in-class labs will provide the skills and knowledge needed to successfully complete this course and the final exam. Attendance at the final exam is mandatory.

Lab exercises are due immediately following class (in general). Students will not be allowed to turn in labs late. All labs are to be submitted to the Angel E-learning site that has been created for this class. You will not have the opportunity to make up any of the labs. I understand that a variety of events can and do occur in students’ lives. With that in mind, I will drop one in-class labs. No other assignments will be dropped.

Quizzes / Knowledge Assessments will be given each week following the assigned reading on Emerge. They are due Monday night the following week (in general) at 11:55 p.m. Check the course schedule for due dates of all assignments.

You will typically have weekly SAM exercises to complete at home. You will generally have one week to complete the SAM exercises. Completing the labs weekly will greatly help you pass the Final Exam.

After each skill segment, Word, Excel, and Access, a comprehensive Application Exam will be assigned. These are to be done on your own, and they will help you evaluate your retention of key skills as the class progresses.

You will have homework assignments. These include individual assignments, and a collaborative group project. The homework assignment, or projects, will need to be done in office 2010 for Windows. No other version of the software, 2007 or Mac, will be allowed.

Assignments are not accepted late. Assignments are not accepted late.

Do not wait until the last minute to complete your assignments. Your internet connection being down, computer malfunction, power outage, etc., is not an excuse. Adequate time is provided to complete each assignment before the due date. There are a number of computer labs available for you to use on campus if you need access to a reliable computer with reliable power and internet access.
Course Materials

Required Course Materials  
The required materials for this course are completely electronic. You may purchase them from the University Bookstore.

CSG 1100: Digital Bundle  
ISBN: 9780495966913

Note: You will need the access codes for Emerge and SAM that come with the bundle. These logins are per student, and they cannot be shared. The SAM Institution Key for FGCU is: T2030704.

Course Policies

Grading, Attendance, and Other Policies  
All work is to be performed by each student on an individual basis, except for the group project. Cheating will not be tolerated. If you need help, ask the instructor. Anyone caught cheating will fail the course and be turned over to the Judicial Review Board.

Class participation is highly recommended. If you have a question, please ask. There is no grade for participation. However, it will benefit you and the class if everyone participates.

Grading System

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>In-class SAM Labs</td>
<td>20%</td>
</tr>
<tr>
<td>SAM Training</td>
<td>20%</td>
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<tr>
<td>SAM Projects</td>
<td>15%</td>
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<tr>
<td>Angel Quizzes</td>
<td>15%</td>
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<tr>
<td>SAM Comprehensive Exams</td>
<td>15%</td>
</tr>
</tbody>
</table>

| Total                      | 100%       |

Grading Scale:
93.00 – 100.00 A
<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.00 - 92.99</td>
<td>A-</td>
</tr>
<tr>
<td>87.00 - 89.99</td>
<td>B+</td>
</tr>
<tr>
<td>83.00 - 86.99</td>
<td>B</td>
</tr>
<tr>
<td>80.00 - 82.99</td>
<td>B-</td>
</tr>
<tr>
<td>77.00 - 79.99</td>
<td>C+</td>
</tr>
<tr>
<td>73.00 - 76.99</td>
<td>C</td>
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<tr>
<td>70.00 - 72.99</td>
<td>C-</td>
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<tr>
<td>67.00 - 69.99</td>
<td>D+</td>
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<tr>
<td>63.00 - 66.99</td>
<td>D</td>
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<tr>
<td>60.00 - 62.99</td>
<td>D-</td>
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<tr>
<td>00.00 - 59.99</td>
<td>F</td>
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</tbody>
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Note: It is impossible to pass this course without attending class.

**Additional Information**

Cell phone use is not permitted in the classroom.

Students MUST have access to a computer, the Internet, and Office 2010 software (including Word, Excel & Access) throughout the semester. These are available in campus labs. Assignments must be completed in Office 2010 products and will not be accepted in other versions or Office for Mac.

Prior to the first day of class, your FGCU computer account MUST be activated. If you are a first time student, you will need your PIN and Student ID, both of which are assigned at registration. If you do not know your PIN, you will need to go to the Registrar's office to retrieve it. To activate your account, navigate to [http://eagle.fgcu.edu](http://eagle.fgcu.edu) in your web browser and view the section for First Time Users.

The ANGEL e-learning application will be used for submitting lab exercises, for course announcements, additional reference material and links, and for other purposes. Your enrollment in the course automatically enrolls you in Angel. Quizzes, tests, labs, and assignments MUST be submitted in Angel or SAM as appropriate unless otherwise instructed.

Additional course information will be distributed via FGCU Eagle student e-mail. Make sure you know how to retrieve your Eagle mail, and check it frequently.

**Disclaimer**

I only use the university e-mail system for course communication. My e-mail address is cweaver@fgcu.edu. Only use your FGCU student Eagle e-mail account to send e-mails to me regarding this course. I do not respond to non-FGCU e-mail accounts. I do not use any of the messaging features available in Angel. DO NOT USE Angel messaging to contact me or ask questions. Use your FGCU student Eagle e-mail account ([http://eagle.fgcu.edu](http://eagle.fgcu.edu)).

The instructor reserves the right to change, modify, alter, or transform any part of this syllabus, provided only that notice thereof is given to or at any party or parties that are thereby affected, subject to the rules and regulations of Florida Gulf Coast
University Statements:

Center for Academic Achievement
The Center for Academic Achievement (CAA) provides academic support services to all FGCU students. Students can take advantage of our free peer tutoring and Supplemental Instruction sessions for lower-level math and science courses, as well as workshops to facilitate the development of skills necessary for college success. If you would like to participate in any of our programs, learn about tutoring services, or meet with an Academic Retention Coordinator, please visit the CAA in Library 103 or call us at (239) 590-7906. Our website is www.fgcu.edu/caa.

Academic Behavior Standards and Academic Dishonesty
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 Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at http://studentservices.fgcu.edu/judicialaffairs/new.html

Disability Accommodations Services
Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university’s guiding principles, will provide classroom and 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 contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

Student 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, and 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, and 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.

FGCU General Counsel Policies:
http://www.fgcu.edu/generalcounsel/policies-view.asp

Distance-Learning
Information on distance learning courses is available online at http://itech.fgcu.edu/distance/
Online Tutorials
Information on online tutorials to assist students is available online at http://www.fgcu.edu/support/

ANGEL Learning Management System and Demonstration Site
Information on ANGEL is available online at https://elearning.fgcu.edu/frames.aspx and https://elearning.fgcu.edu/section/default.asp?id=xxxDemoonlinecoursestudent

Library Resources
Main page: http://library.fgcu.edu/
Tutorials & Handouts: http://library.fgcu.edu/RSD/Instruction/tutorials.htm
Research Guides: http://fgcu.libguides.com/
Faculty Support: http://library.fgcu.edu/faculty_index.html
Contact: http://library.fgcu.edu/LBS/about/contactus.htm