# Course Syllabus

**CGS1100 - Computer Software & Technology - 3 Credits**  
**Fall 2014**  
**Rev. 08-19-2014**

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td><strong>Course Number/CRN</strong></td>
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<tr>
<td>CGS 1100 / CRN 81699</td>
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<tr>
<td><strong>Course Title</strong></td>
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<tr>
<td>Computer Software &amp; Technology</td>
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<tr>
<td><strong>Semester/Year</strong></td>
</tr>
<tr>
<td>Fall 2014</td>
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<tr>
<td><strong>Offering College/Department</strong></td>
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<tr>
<td>Lutgert College of Business (LCOB)/Information Systems and Operations Management (ISOM)</td>
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<tr>
<td><strong>Credit Hours</strong></td>
</tr>
<tr>
<td>3</td>
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<tr>
<td><strong>Meeting Times/Location</strong></td>
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<tr>
<td>Hybrid - Class: W -- 08:00am - 09:15am -- Lutgert Hall 2210. Also online activities are required. Exam: Exam : M -- 07:30am - 10:15am -- Holmes Engineering 202. Final must be completed in class per Gulfline date no exceptions. Please do not schedule trips home on a final date.</td>
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<thead>
<tr>
<th>Method of Delivery</th>
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<tbody>
<tr>
<td>Welcome to CGS 1100! This will be an exciting course that moves quickly and includes a lot of material, so be sure to not fall behind. Since this is a Hybrid course we will meet in class and complete assignments online through Canvas and SAM.</td>
</tr>
<tr>
<td>This CGS 1100 course is delivered in asynchronous (anytime/anywhere) mode using the Canvas system at URL <a href="http://canvas.fgcu.edu/">http://canvas.fgcu.edu/</a>. Therefore, please review the Canvas student tutorials at the same URL.</td>
</tr>
<tr>
<td>This CGS 1100 course will be using the SAM website as well as the Canvas system. SAM’s website URL is <a href="http://sam.cengage.com/Login.aspx">http://sam.cengage.com/Login.aspx</a></td>
</tr>
<tr>
<td>To guide the learning process, the instructor will be sending e-mails* containing detailed tasks (assignments). These tasks usually include textbook readings; SAM assignments; simulations; videos; and interactive discussion forums, among other learning strategies</td>
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<tr>
<td>The e-mails will contain the latest-time (deadline) to complete the tasks (assignments), although a tentative schedule will also be posted on Canvas.</td>
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<tr>
<td>Students work will be assessed and evaluated based on the assignments, and exams.</td>
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**Course URL**  
[http://canvas.fgcu.edu](http://canvas.fgcu.edu) (select the “CGS 1100” course)

**Prerequisites**  
None

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<tr>
<th>Instructor Information</th>
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<tbody>
<tr>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td>Bill Sandifer</td>
</tr>
<tr>
<td><strong>Office Location</strong></td>
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<tr>
<td>Please email me through Canvas or Eagle mail.</td>
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<tr>
<td><strong>Phone Number</strong></td>
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<tr>
<td>Please email me through Canvas or Eagle mail.</td>
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<tr>
<td><strong>E-Mail Address</strong></td>
</tr>
<tr>
<td><a href="mailto:wsandifer@fgcu.edu">wsandifer@fgcu.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours for CGS 1100</strong></td>
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<tr>
<td>By Appointment Only</td>
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**Course Information**  
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 2013 products (specific learning outcomes for each chapter are provided in the Course Guide). Proficiency in EXCEL 2013 is emphasized, since proficiency will be needed in Economics, Operations Management (MAN 3504), and Finance.

**Catalog 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.

**Student Learning Outcomes**

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<thead>
<tr>
<th>LCOB Learning Goal (EAGLES)</th>
<th>Learning Outcome</th>
<th>Assessment</th>
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**EFFECTIVE communication**

- Demonstrate competency in the use of personal productivity applications
  - Homework on Word, Excel, & Access; Application Tests
- Share information and knowledge through collaborative software tools.
  - Emerge discussion questions on Canvas
- Work successfully in a virtual team.
  - N/A
- Competently use technology vocabulary.
  - Quiz & Test questions;

**ANALYTICAL & critical thinking**

- Use Excel to frame & solve common business problems.
  - Excel Homework; SAM Tests
- Consider the integrated GLOBAL business environment & its challenges & opportunities.
  - Describe how to act as a responsible, ethical user in a globally networked computer community.
  - Test questions and individual assignment
- Value the significance of ETHICAL & LEGAL issues in business
  - Recognize how and why to protect sensitive personal information
  - Test questions

**GLOBAL implications**

- Understand the ENVIRONMENTAL impact of business.
  - Explain how to appropriately reuse/recycle old hardware.
  - Test questions;
  - Explain the environmental impact of computer technology.
  - Test questions;

**SKILLS**

- Possess necessary SKILLS across business disciplines.
  - Define and use computer hardware and software terminology.
  - Test questions;

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**Required Materials**

**Required**
- The required materials for this course are electronic. You may purchase the bundle at the University Bookstore. You may also purchase the bundle online from Cengage at [http://www.cengagebrain.com/micro/FGCU_CGS1100](http://www.cengagebrain.com/micro/FGCU_CGS1100)
- Bundle: Two Printed Access codes
- ISBN: 130551775X (9781305517752) SAM 2013 Assessment, Training, and Projects w/TWO MindTap Reader eBooks (Emerge with Computers 5.0 + New Perspectives Office 2013 First Course)
- **Note:** You will need an access code for SAM that comes with the bundle. *Login is based per student and cannot be shared.* The SAM Institution Key for FGCU is **T2030704.**

**Required Software:**
- Microsoft Office 2013 or newer. *(All University lab computers have Office 2013 so you do not have to purchase the software unless you want it on your personal computers. Other Office suites will not be accepted.)*
- Internet access

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**Course Contents**

**Introduction to Computer Software & Technology**

An overview on the topics covered in this class. You will be exposed to a general overview of the following topics through readings/trainings in SAM.
- Digital Technology
- Hardware
- Software
- Internet
- Telecommunications
- Information Security

**For Detailed Course Schedule and Assignments (click on Canvas Lessons, after login on the course in Canvas.**
Digital Issues

As well as learning those topics, you will get hands-on experience in Microsoft 2013 Applications through trainings/projects.

- ACCESS
- EXCEL
- WORD

Teaching Philosophy

**Instructor's Role** - The instructor serves as facilitator in the learning process:

- Creating exciting learning opportunities for the students
- Assigning readings & challenging projects
- Assessing students' work

**Student's Role** - Students (you!) should be active participants in the learning process:

- Reading assigned chapters, articles and cases (by due date)
- Submitting assignments in Canvas or the SAM website (by due date)

Grading Policy

**Grading Policy:**

A: 90 points or above.
B+: Less than 90 – 87 points.
B: Less than 87 – 80 points.
C+: Less than 80 – 77 points.
C: Less than 77 – 70 points.
D+: Less than 70 – 67 points.
D: Less than 67 – 60 points.
F: Less than 60 points.

**Percentage Distribution:**

- 10% SAM Emerge Discussions
- 10% SAM Emerge Trainings
- 10% SAM ACCESS/EXCEL/WORD Trainings
- 10% SAM ACCESS/EXCEL/WORD Projects
- 20% SAM Application Exams (ACCESS/EXCEL/WORD)
- 15% Individual Writing Assignment
- 25% SAM Final Exam

1. All homework assignments and exams are expected to be received on the date and time specified per schedule.
2. Late homework will not be accepted.
3. Late exams will not be accepted.
4. If you have a valid excuse for missing a deadline, it is your responsibility to notify the instructor (via email) prior to the deadline.
5. There will be no individual extra credit assignments or projects.
6. Class attendance is mandatory.
Things to do the first week!

- Read the Syllabus – look at the schedule on Canvas for assignments and due dates
- Log onto Canvas, read what is posted and check your email (check this often)
- Read all posted Assignments on Canvas – listed under Assignments (check this often – homework and exam instructions are posted here)
- Buy the textbook and make sure you have the proper software – note that we are using Office version 2013 (Word, Excel, and Access)

http://sam.cengage.com/Login.aspx

SAM has a Projects Cheating System Detection. The University expects that all students will be evaluated and graded on their own work. If you give your assignment to another student to use and they submit it as their assignment both of you will receive a zero and both of you will be referred to academic dishonesty.

Validation: Students may be contacted by the instructor via email or Canvas. In some cases, the instructor may ask a student to visit his office in order to validate the student’s performance in online tests, assignments, and quizzes.

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<thead>
<tr>
<th>COURSE EVALUATION</th>
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<td><strong>Attendance-Participation</strong></td>
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<tr>
<td>Knowledge Assessments will be given after each application section (i.e. ACCESS/EXCEL/WORD).</td>
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<tr>
<td>All trainings and projects on SAM must be completed as scheduled.</td>
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<tr>
<td>Individual writing assignment is located on Canvas and is due per schedule.</td>
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<td>Final will be given in class per schedule.</td>
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<tr>
<th>Policy regarding missed tests or assignments</th>
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<tr>
<td>Please see the university catalog for information.</td>
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<tr>
<td>Students have a full-week to complete the tasks; therefore, no late assignments or examinations will be accepted—except for the authorized and excused absence 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.</td>
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<tr>
<td>Please be aware that being &quot;dropped by the university for not paying the full tuition&quot; is NOT a reason for an authorized and excused absence specified in the university catalog.</td>
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<td>An emergency situation such as unavailability of CANVAS or SAM (due to network problems) will be considered by the instructor on a case by case basis.</td>
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<tr>
<th>Statement on e-mail usage in Eagle mail and/or CANVAS email</th>
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<tbody>
<tr>
<td>To assure that your e-mails are delivered, you must use either Eagle e-mail or Canvas messaging to communicate with the instructor and other students.</td>
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<tr>
<th>Last day to drop/withdraw without academic penalty</th>
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<tr>
<td>Please find the information at <a href="http://www.fgcu.edu/Registrar/academiccalendar.asp">http://www.fgcu.edu/Registrar/academiccalendar.asp</a></td>
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**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.

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.

Some examples of what is NOT acceptable:

- Working with another student & turning in the same 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, on line 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.

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.

How To Log Into the Course in CANVAS

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

"History has demonstrated that the most notable winners usually encountered heartbreaking obstacles before they triumphed. They won because they refused to become discouraged by their defeats."