

**Course Syllabus**  
**CGS1100 - Computer Software & Technology - 3 Credits**  
**Spring 2018**

<b>General Information</b>			
<b>Course Number/CRN</b>	CGS 1100 / CRN 11043		
<b>Course Title</b>	Computer Software & Technology		
<b>Semester/Year</b>	Spring 2018 Monday, January 8th, 2018 – May 4th, 2018		
<b>Offering College/Department</b>	Lutgert College of Business (LCOB)/Information Systems and Operations Management (ISOM)		
<b>Credit Hours</b>	3		
<b>Meeting Times/Location</b>	<b>M -- 09:30am - 10:20am -- Lutgert Hall 2210</b>		
<b>Method of Delivery</b>	<ul style="list-style-type: none"> <li>• Welcome to CGS 1100.</li> <li>• Class attendance and use of Canvas and MINDTAP SAM for all assignments is required.</li> <li>• 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> and the Cengage Learning Inc. MINDTAP SAM website which is integrated with Canvas. Therefore, please review the Canvas and MINDTAP SAM <b>student tutorials</b> on Canvas.</li> <li>• To guide the learning process, the instructor will be sending <b>e-mails*</b> from Canvas containing detailed tasks (assignments). These tasks usually include textbook readings; MINDTAP SAM assignments; simulations; projects; videos; and interactive discussion forums, among other learning strategies.</li> <li>• The e-mails will contain the latest-time (deadline) to complete the tasks (assignments), although a tentative schedule will also be posted on Canvas.</li> <li>• Students work will be assessed and evaluated based on the assignments, and exams.</li> <li>• A mandatory confirmation of attendance assignment will need to be completed within the first week of class on Canvas. This assignment will be required for all students, not only those receiving financial aid.</li> </ul>		
<b>Student-Student/Faculty-Student Interaction Strategy</b>			
<b>Course URL</b>	<a href="http://canvas.fgcu.edu">http://canvas.fgcu.edu</a> (select the “CGS 1100” course)		
<b>Prerequisites</b>	None		
<b>Instructor Information</b>			
<b>Instructor</b>	Zhao Fan		
<b>Office Location</b>	Lutgert Hall 3357		
<b>Phone Number</b>	239-590-7326 or Please email me through Canvas or FGCU email.		
<b>E-Mail Address</b>	fzhao@fgcu.edu		
<b>Office Hours for CGS 1100</b>	Mon. 10:30-1:30PM & Tuesday. 9:45-11:45PM OR by appointment Office: LH 3357		
<b>Course Information</b>	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 <b>Office 2016</b> products (specific learning outcomes for each chapter are provided in the Course Guide). Proficiency in <b>EXCEL 2016</b> is emphasized, since proficiency will be needed in Economics, Operations Management (TRA 3151), and Finance.		
<b>Catalog Description</b>	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.		
<b>Student Learning Outcomes</b>	<b>LCOB Learning Goal (EAGLES)</b>	<b>Learning Outcome</b>	<b>Assessment</b>
	EFFECTIVE communication	Demonstrate competency in the use of personal productivity applications	Trainings in WORD, EXCEL, & ACCESS along with Application Tests on the MINDTAP SAM site
		Share information and knowledge through collaborative software tools.	Discovering Computers 2018 and Issues training’s and exams on

			MINDTAP SAM
		Work successfully in a virtual team.	N/A
		Competently use technology vocabulary.	Discovering Computers 2018 training's on MINDTAP SAM and Individual written assignment on Canvas
	<b>ANALYTICAL</b> & critical thinking	Use Excel to frame & solve common business problems.	MINDTAP SAM Excel trainings/projects/exams on MINDTAP SAM
	Consider the integrated <b>GLOBAL</b> business environment & its challenges & opportunities.	Describe how to act as a responsible, ethical user in a globally networked computer community.	Discovering Computers 2018 training's on MINDTAP SAM
	Value the significance of <b>ETHICAL</b> & <b>LEGAL</b> issues in business	Recognize how and why to protect sensitive personal information	Internet Basics and Information Literacy training's on MINDTAP SAM
	Understand the <b>ENVIRONMENTAL</b> impact of business.	Explain how to appropriately reuse/recycle old hardware.	Discovering Computers 2018 training's on MINDTAP SAM
		Explain the environmental impact of computer technology.	Discovering Computers 2018 training's on MINDTAP SAM and Individual written assignment on Canvas
	Possess necessary <b>SKILLS</b> across business disciplines.	Define and use computer hardware and software terminology.	Discovering Computers 2018 training's on MINDTAP SAM
<b>Required Materials</b>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>The required materials for this course are electronic and 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 (6 months) Printed Access Card for The Shelly Cashman Series® Collection</li> <li><b>Note: You will need access for MINDTAP SAM that comes with the bundle. Login is based per student and cannot be shared.</b></li> </ul> <p><b>Required Software:</b></p> <ul style="list-style-type: none"> <li>Microsoft Office Professional 2016 or newer. (All University lab computers have Office Professional 2016 so you do not have to purchase the software unless you want it on your personal computers. Other Office suites will not be accepted.)</li> <li>Certain assignments may not properly function with Apple products. Please make sure your Apple product works with the assignments prior to due dates of assignments. Please make sure the assignment shows as submitted on MINDTAP SAM and you have received a grade prior to the close date for credit. No exceptions!</li> <li>Internet access</li> </ul>		
<b>Course Contents*</b>  For Detailed Course Schedule and Assignments (click on Canvas Lessons, after login on the course in Canvas.	<p><b>Introduction to Computer Software &amp; Technology</b></p> <p>An overview on the topics covered in this class. You will be exposed to a general overview of the following topics through readings/paper assignment/trainings on Canvas.</p> <ul style="list-style-type: none"> <li>The Shelly Cashman Series® Collection Discovering Computers 2018</li> </ul>		

	<p>As well as learning those topics, you will get hands-on experience in Microsoft Office 2016 Applications through MINDTAP SAM trainings/projects.</p> <ul style="list-style-type: none"> <li>• The Shelly Cashman Series® Collection ACCESS</li> <li>• The Shelly Cashman Series® Collection EXCEL</li> <li>• The Shelly Cashman Series® Collection POWERPOINT</li> <li>• The Shelly Cashman Series® Collection WORD</li> </ul>
<p><b>Teaching Philosophy</b></p>	<p><u>Instructor's Role</u> - The instructor serves as facilitator in the learning process:</p> <ul style="list-style-type: none"> <li>• Creating exciting learning opportunities for the students</li> <li>• Assigning readings &amp; challenging projects</li> <li>• Assessing students' work</li> </ul> <p><u>Student's Role</u> - Students (you!) should be active participants in the learning process:</p> <ul style="list-style-type: none"> <li>• Checking Canvas daily for updates</li> <li>• Submitting assignments in Canvas (by due date)</li> <li>• Contacting the Instructor of issues or questions as soon as they arise.</li> </ul>
<p><b>Grading Policy</b></p>	<p><b>Grading Policy:</b>  A: 90% – 100%  B: 80% – 90%  C: 70% – 80%  D: 60% – 70%  F: 60% – 0%</p> <p><b>Percentage Distribution:</b></p> <p><b>0% Confirmation of attendance assignment</b></p> <p><b>20% MINDTAP SAM Discovering Computers 2018 and WORD/EXCEL/ACCESS Training's</b></p> <p><b>20% MINDTAP SAM Discovering Computers 2018 Module Exams</b></p> <p><b>20% MINDTAP SAM ACCESS/EXCEL/WORD Projects</b></p> <p><b>10% Canvas Individual Writing Assignment</b></p> <p><b>30% MINDTAP SAM Final Exam</b></p> <p>1. All homework assignments and exams are expected to be received on the date and time specified per schedule.  2. <b>Late assignments will not be accepted.</b>  3. If you have a valid excuse per university guidelines for missing a deadline, it is your responsibility to notify the instructor (via email) prior to the deadline. Please see the <b>Policy regarding missed tests or assignments section listed below for valid excuses.</b>  5. There will be no individual extra credit assignments or projects.</p> <p>Things to do the first week!</p> <ul style="list-style-type: none"> <li>• Read the Syllabus – look at the schedule on Canvas for assignments and due dates</li> <li>• Log onto Canvas, read what is posted and check your email (check this daily)</li> <li>• Read all posted Assignments on Canvas (check this often – homework and exam instructions are posted there)</li> <li>• Buy the eBook access for course content and make sure you have the proper software (if using your own computer) – note that we are using Office version 2016 (<b>ACCESS, EXCEL, POWERPOINT, and WORD</b>). The university provides Office 365 for free through your email.</li> </ul>

	<p>MINDTAP 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.</p> <p><b>Validation:</b> 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.</p>
<p><b>COURSE EVALUATION</b></p> <p><b>Attendance-Participation</b></p> <p><b>Grading Criteria for assignments and tests.</b></p>	<ul style="list-style-type: none"> <li>• Knowledge Assessments will be given for EXCEL and WORD during the semester.</li> <li>• All trainings and projects on MINDTAP SAM must be completed as scheduled. It is the student's responsibility to ensure assignments are completed properly by checking the reports section on MINDTAP SAM. 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.</li> <li>• Individual writing assignment is located on Canvas and along with the due date.</li> <li>• Final will be given online in MINDTAP SAM 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>• Please see the university catalog for information.</li> <li>• 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.</li> <li>• To be excused for deaths in the family, you must provide information pertaining to your travel to and from campus.</li> <li>• Please be aware that being "dropped by the University for not paying the full tuition" is NOT a reason for an authorized and excused absence specified in the university catalog.</li> <li>• An emergency such as unavailability of CANVAS or MINDTAP SAM (due to network problems) will be considered by the instructor on a case by case basis.</li> </ul>
<p><b>Statement on e-mail usage in Eagle mail and/or CANVAS email</b></p>	<p>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.</p>
<p><b>Last day to drop/withdraw without academic penalty</b></p>	<p>Please find the information at <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>Academic Behavior Standards and Academic Dishonesty</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 <i>Student Code of Conduct</i> and <i>Policies and Procedures</i> 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 <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 SAME 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 test.</li> <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><b>University Nondiscrimination Statement</b></p>	

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

### **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 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 and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and 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 and information.

### **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.

### **Library Information**

Online research guides:

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](http://library.fgcu.edu/faculty_index.html)

Contact for Librarian

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

### **Service-Learning**

Information on integrating service-learning into the course and course syllabus is available online at <http://www.fgcu.edu/Connect/>

### **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>

Canvas Learning Management System and Demonstration Site Information on Canvas is available online at <http://canvas.fgcu.edu/> and <https://fgcu.instructure.com/courses/7692>

### **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

*"The first rule of any technology used in a business is that automation applied to an efficient operation will magnify the efficiency. The second is that automation applied to an inefficient operation will magnify the inefficiency." Bill Gates*