



**Introduction to Computer Applications**  
**CGS1100C**  
**Fall 2011**

**I. Course Information**

CGS1100: Introduction to Computer Applications

Credit Hours: 3.0

Contact Hours: 45.0

Prerequisites: None

**II. Course Method**

This course is designed as an online course and therefore there are no on-campus meeting dates required. You may access the course on the first day of class at <http://online.fkcc.edu>. If you have difficulty in logging in to the course or you do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 for assistance.

**Synchronous Office Hours:** Check the Announcement section of the course for synchronous office hour times. To access office hours click on “Chat” under Course Tools.

**Announcements:** Any course announcements will be posted on the announcements page. To access the Announcements section, click on “Announcements” under Course Tools.

**Classroom Email:** All classroom email between students and faculty members should occur within the internal D2L email system. To access the email system, click on "Mail" under Course Tools.

**III. Instructor Information**

**Instructor:** Lawrence Meyer

**Email:** [lmeyerjr@mdc.edu](mailto:lmeyerjr@mdc.edu) (note D2L has an online email system which is the preferred method of email contact for this course.)

**Office Hours:** TBA

**Phone:** 1-305-237-2087

**IV. Description**

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means for communications; and to use application software packages including word processing, spreadsheet, database management, and presentation graphics programs.

**V. College-level Competencies**

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication

2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values
4. **Technology:** Utilize technology effectively

## VI. Course Calendar

The Course Calendar lists the learning activities and assessment measures that comprise this course on a modular basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 1100 points that can be achieved during this 15-week course. Assignments and quizzes are worth 50 points each, and exams are valued at 100 points each. There will be several assignments/quizzes, a mid-term exam and a final exam. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.

**Students are responsible for following the course calendar.** Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text.) If you ever have a question that begins with “When is \_\_\_\_\_”, the answer is probably already published in the Course Calendar. Looking here first will probably get you a quick answer to your question.

Competency	Module/Week	Learning Outcomes	Learning Activities	Student Assessments	Points
4	Module I. (Introduction to Computers)	List the components of a computer system.  Classify the components of a computer system.  Understand the differences between system and application software.  Discuss safety issues concerning malware and the importance of antivirus software.	Reading: Essential Introduction to Computers (Pages COM1 – COM 40)	Discussion: Malware and antivirus software <b>Due Date: 8/29/11</b>  Quiz <b>Due Date: 8/29/11</b>	50          50
4	Module II. (Windows 7)	Proficient use of a Windows operating	Reading: Office 2010 and Windows 7: Essential	Windows 7 – Make it Right (Page OFF 77)	50

		system.	Concepts and Skills (Pages OFF1 – OFF80)	<b>Due Date:</b> <b>09/06/2011</b>	50
				Windows 7 – Lab 1 (Page OFF 78) <b>Due Date:</b> <b>09/06/2011</b>	50
				Quiz <b>Due Date:</b> <b>09/06/11</b>	
4	Module III. (Powerpoint)	Use basic features of office productivity software.	Reading Powerpoint Chapters 1-3 (PPT2 – PPT200)	PowerPoint Lab 2: Creating a Presentation with a Shape and with WordArt (Page PPT132- PPT133) <b>Due Date:</b> <b>09/19/2011</b>	50
				PowerPoint Lab 3: Applying Artistic Effects to and Recoloring Pictures, Inserting Audio, and Trimming Video (Page PPT198 – PPT199) <b>Due Date:</b> <b>09/26/2011</b>	50
				Quiz <b>Due Date:</b> <b>09/26/2011</b>	
4	Module IV. (Word)	Use basic features of office productivity software.  Describe the	Reading: Word Chapter 1 – 2 (Pages WD1 – WD136)	Lab 2: Creating a Flyer with a Resized Picture (Page WD60-WD61) <b>Due Date:</b> <b>10/03/2011</b>	50

		primary features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, email, browsers, etc.).		Lab 3: Composing a Research Paper From Notes (Pages WD134 – WD135) <b>Due Date:</b> <b>10/10/2011</b>	50
				Quiz <b>Due Date:</b> <b>10/10/2011</b>	50
4			Review for Midterm	Midterm Exam <b>Due Date:</b> <b>10/14/2011</b>	100
4	Module V. (Excel)	Use office productivity or other applications.  Describe the primary features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, email, browsers, etc.).	Reading: Excel Chapters 1-3 (Pages EX1 – EX223)	Lab 2: Semiannual Sales Analysis Worksheet (Pages EX59 – EX61) <b>Due Date:</b> <b>10/24/2011</b>	50
				Lab 2: Sales Summary Worksheet (Page EX129-EX131) <b>Due Date:</b> <b>10/31/2011</b>	50
				Lab 2: Analysis of Indirect Expense Allocation (Pages EX214 – EX217) <b>Due Date:</b> <b>11/07/2011</b>	50
				Quiz <b>Due Date:</b> <b>11/07/2011</b>	
4	Module VI. (Access)	Use office productivity or	Reading: Access Chapter 1-2 (Pages AC2 – AC136)	Lab 2: Creating the Walburg	50

		other applications. Describe the primary features and functions of the major categories of applications software (word processing, database, spreadsheet, presentation, email, browsers, etc.).		Energy Alternatives Database (Pages AC68 – AC69) <b>Due Date:</b> 11/14/2011	50
				Lab 2: Querying the Walburg Energy Alternatives Database (Pages AC134 – AC135) <b>Due Date:</b> 11/28/2011	
				<b>Lab 2:</b> Maintaining the Walburg Energy Alternatives Database (Pages AC202- AC203) <b>Due Date:</b> 12/05/2011	50
				Quiz <b>Due Date:</b> 12/05/2011	50
			Review for Final Exam	Final Exam <b>Due Date:</b> 12/09/2011	100

## VII. Materials

**Required Textbook:** Microsoft Office 2010, Introductory Concepts and Techniques (Premium Video Edition)

**Publisher:** Course Technology

**ISBN-13:** 978-1-4390-7838-9

## VIII. Grading Scale (This is Standard Through Out the College)

The following grade scale will apply to this class:

**1100 possible points**

A: 990 points and higher

B: 989 – 880 points

- C: 879 – 770 points
- D: 769 – 660 points
- F: 659 and below

## **IX. Class Policies**

**Communications:** All class communications should be conducted via D2L. The prime responsibility for timely communications rests with you - the student. We will use the following communication methods:

**DISCUSSION FORUMS:** There are only two discussion forums in which you must participate: the introduction forum and the discussion forum associated with Module 1. The other discussion forum, class questions, can be used for questions you may have regarding software usage or any question that pertains to the class. Questions regarding class policies and subject matter should be posted in the discussion forum as well. This allows the entire class to benefit from the question and the answer. Before you post a question, look through the Discussion Board. That same question may have already been asked and answered. If your question is sensitive in nature, use the Email feature provided within D2L.

**NEWS:** At times important information such as changes in due dates, exam information, etc. will be published via the News tab on the home page. You are responsible for all information published here.

You should log in to D2L before each class meeting to check for time-sensitive messages.

**D2L EMAIL:** The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class.

### **What you can expect from me:**

I normally log into D2L and check for messages at least once per day, as well as at least once over the weekend. If you have an urgent message for me, do not post the same message both on a Discussion Forum and in an email. Doing both will waste your time and will not result in my getting the message any faster. If I expect to be out of contact for more than a couple of days, I will inform the class via the Discussion Forum.

### **Logging Off From D2L**

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student's time logged into the online course.

### **Late Work**

Any assignment not submitted by the date and time specified in the Course Calendar is considered late, unless you have contacted me and I have approved an extension in advance.

Assignments will be accepted up to 2 class sessions late unless you have contacted me and we have mutually agreed on an alternate submission date before the day that the assignment is due. Late work will be assessed a late penalty equal to 25% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted. ***Assignments will not be accepted as an attachment to an email; assignments will only be accepted through***

***the drop box associated with the assignment. It is your responsibility to email me to ask that I open the drop box if you are submitting late work. Any assignment over a week late will not be accepted unless arrangements have been made in advance.***

The above policy does not apply to exams or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time. ***There will be no make-up exams or quizzes you must take exams and quizzes when they are available on D2L.***

Internet connection problems are not an acceptable excuse for late work. You should have a plan in place for internet access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems.

If you are unable to access the online classroom due to a College server outage on the date that an assignment is due, the following guidelines apply. If I have not heard from you before the deadline I will not waive the late penalty described above. Send me an internet email before the assignment is due and attach the assignment to the email if applicable. If you don't have access to the internet, leave a message at the phone number listed at the top of the syllabus. If there is a problem with the D2L server that prevents completing an exam or quiz, I will make a reasonable accommodation and publish the information in the online classroom as soon as I am able to log on myself.

***No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.***

### **Withdrawal Policy**

Students may withdraw without academic penalty from any course by the established deadline published in the College's calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.

Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

### **Exams and Quizzes**

I recommend the following general process for studying each chapter:

1. Read each chapter once to get an idea of its contents.
2. Read the chapter carefully, ensuring you understand each concepts by applying them to the example used in the chapter.
3. Use the chapter notes available in the online classroom to supplement the textbook.
4. Use the interactive review games. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

Post any questions you have in the appropriate discussion forum. Myself or a classmate will be sure to help you.

Exams and quizzes may be taken any time during the period listed in the Course Calendar. All exams and quizzes will be given online via D2L. There is no requirement to take tests on campus. All exams and quizzes are open book and open notes. Calculators may be used if you feel the need. All exams and quizzes will have a time limit. My goal is to test what you have learned, not what you can look up. Every test should automatically submit itself at the end of the scheduled time, but it is your responsibility to track the time you have spent and how much time you have remaining. Exams not submitted by the end of the scheduled time will be penalized:

The questions will be challenging. You should study as if the exams and quizzes were closed book, because you won't have time to look up every answer. If you have to look up more than a few answers, you will run out of time.

Question types will be a combination of multiple choice, matching, and true/false.

On occasion, computer problems will occur during an exam or quiz. If I have to reset your attempt to allow you to complete it, then I have lost control over the time allowed for the assignment. I may, at my discretion, have you take a makeup exam since the original exam environment will have been compromised. If I have to create a makeup exam, be advised that it will be more difficult than the original exam and will likely consist entirely of essay questions. So, you need to be very careful that you don't inadvertently cause any problems during the exam. If your regular internet access method is not reliable, you need to find a reliable access method for exams. The College has computer labs available for your use.

I generally do not reset final exams. If a problem occurs during a final exam, I will create a makeup exam for you as described in the previous paragraph. Be extra careful that you do not inadvertently cause any problems during the exam.

### **How Much Study Time You Should Expect To Devote To This Course**

Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.

This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect the study time you will need in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.

### **Academic Honesty & Plagiarism**

Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of

the offense. It is the student's responsibility to review the College's policy on Academic Honesty.

Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. Using quoted text to support your answer will not usually be necessary in this class. Submitting another student's work as your own is also plagiarism.

**If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.**

### **Attendance Policy**

I will monitor student attendance and participation in educational activities on a weekly basis. Students are required to participate in their online course each week as verified by activity within the D2L Learning Management System.

There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include discussion forum posts for class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each week based on your submission of the assignments that are due that week, so it is important that you submit every assignment on time. If you submit all of the week's assignments late, you will be marked as absent from class for that week. If at least one assignment is submitted on time each week, you will be marked as present.

Simply logging into the online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes. Students who do not regularly participate in class by submitting the assignments that are due each week are considered absent from the class.

### **Delays in Getting the Textbook**

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for doing no work at all in this class.

The FKCC library has reserve copies of the textbook available for student use. These textbook copies cannot be removed from the library.

During the first week of the semester, complete all of the administrative items. This includes printing the Syllabus and the Course Calendar and Assessment Measures, and returning the Class Contract. The text is not needed for any of these tasks.

Use any resources that are available in the online classroom. This includes links to web sites, review activities, handouts, PowerPoint slide shows, and anything else that may be available. Reading all messages posted in the discussion forums may be the best way to keep up until you have the book in hand.

Look at the publisher's web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.

Please let me know if you don't have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don't have the text.

The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

### **Sources of Technical Assistance**

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to [FKCC.helpdesk@online.fkcc.edu](mailto:FKCC.helpdesk@online.fkcc.edu).

### **Special Needs**

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: [karla.malsheimer@fkcc.edu](mailto:karla.malsheimer@fkcc.edu) or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

### **Community Decorum**

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.

### **Sexual Predators**

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators). If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

### **Copyright Notice**

The materials and content provided on this password-protected instructional website is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

## Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

- a. Understand the policies detailed in this Syllabus.
- b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
- c. Understand that you will be held accountable to the standards published in this document.
- d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_