Division of Arts & Sciences
Department of Computer Science
Course Syllabus

Course Title: Introduction to Computer Applications
Credit Hours: 3.0
Course Number: CGS 1100 - 10475
Contact Hours: 45.0
Prerequisites: None

Class Method

Meeting times: Monday-Wednesday 9:30-10:45am

This hybrid course utilizes traditional campus classroom for lecture and lab meetings and internet based quizzes, projects and discussions. A student’s attendance is measured by the presence of the student at these times. Additional materials for the course can be accessed on the first day of class through an Internet browser at http://online.fkcc.edu. Should there be difficulty in logging in to the course or the course does not appear on your course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail with D2lhelp@fkcc.edu for assistance.

Announcements: Weekly announcements from the instructor may be shared in the classroom and also be posted on the “News” section on the Course Home page in Desire to Learn (D2L.)

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" on the Course Home Page.

Instructor

Jim De Keyrel
james.dekeyrel@fkcc.edu (preferred contact method)

Office Hours

Office hours are immediately after class. The D2L email system should be used to communicate with the instructor.

Course Description

This course is an introduction to computers and their applications. The major emphasis will be on the functions and practical use of the Microsoft Office 2010 application suite under the Windows platform. This world standard for productivity software includes: Word (word processing), Excel (spreadsheet), Access (database management), and PowerPoint (presentation and graphics).

Course Objectives

For completion of this course, you will be able to demonstrate knowledge—by successfully answering questions on an objective examination and delivering projects using the applications on the following topics:


Achieve passing grades on:
   a. 12 projects
   b. 17 quizzes
   c. Attend/participate in at least 70% online and/or classroom discussions.
REQUIRED TEXTBOOK OPTIONS

SAM 2010 Assessment, Training, and Projects with MindTap Reader, digital book and Printed Access Card
Publisher: Course Technology Author: Cashman
Option 1, NO eBook: Online Training, Assessment, Projects ISBN: 1-1116-6936-8

Click here for the Cengage Store link to buy NO eBook option, you will need to buy a paper book.

Click here for the Cengage Store link to buy with the eBook option

Code for access to this course through the SAM system: IKey:T2065297

ADDITIONAL MATERIALS REQUIRED

1. Your myFKCC and Desire2Learn (D2L) account login information
2. Consistent access to the following software:
   b. Apple/MAC users will need to have access to the Windows Version of Microsoft Office 2010. Points will be deducted and not reversed because you cannot meet this requirement.
   c. Internet browser
   d. Windows 7
   e. A reliable Internet access point outside of FKCC supplied access

2. Course Requirements: To achieve a passing grade
   a. 12 projects
   b. 17 quizzes
   c. Participate in online discussions with:
      i. Substantive discussion posts (75 word min.)
      ii. Post one response to discussion topics presented and responses to two students per discussion.
   d. Participate in classroom discussions

HOW MUCH STUDY TIME YOU SHOULD EXPECT TO DEVOTE TO THIS COURSE

A standard recommendation for students to 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 hybrid 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 for this course 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 necessary adjustments.

Learning computer applications can take much more time. BE PREPARED to spend up to double these suggested times to thoroughly comprehend these applications and complete these projects.
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 or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

GENERAL COMMENT

1. This syllabus is your primary guide for the course.
   a. Read it thoroughly, as all of the content is your responsibility.
   b. The first week of class is the time to ask questions and raise concerns about any of the requirements listed here.
   c. With a complete understanding of the syllabus you have the road map to make the grade you desire.

2. Like an online courses our hybrid structure will utilize discussion forums and online training:
   a. Everything you post in a discussion group is kept for future reference.
   b. The only factors the instructor has to evaluate your grade is:
      i. the quality of the content presented in your posts.
      ii. your ability to meet due dates for assignments, homework, labs and discussions.
      iii. the quality of work submitted.
      iv. how attention is given to these details.

3. The student should log on to D2L at least 3-4 times each week to check for time-sensitive messages.

4. The following are good practice for tips studying:
   a. Read each chapter once to get an idea of its contents.
   b. Read the chapter carefully, ensuring you understand each concepts by applying them to the example used in the chapter.
   c. Use the chapter notes available in the online classroom to supplement the textbook.
   d. Use the interactive training. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

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 D2LHelp@fkcc.edu.

SAM Technical Support will be supplied with your registration email.

COURSE SCHEDULE

A weekly schedule can be found in a PDF in the Content section for this course in D2L.
Please note: The course schedule is subject to change to meet the needs of the course and its students. Our week starts at 12:00AM on Mondays and ends at 11:59PM on Sundays.
1. All quizzes/exams will be due at 11:59AM on the Sunday of the week assigned. This quiz will address the elements in the training for this week. The 25 point quiz/exams must be completed within 30 minutes from start.

2. Posting etiquette:
   a. Proper grammar is expected in the discussion post.
   b. Texting semantics are disrespectful to your classmates and will affect your posting grade.

3. Students are expected to familiarize themselves with the FKCC Policies, which can be found in the current Student Handbook.

4. Assignments are to be completed by the registered student. Assignment submissions are to be independent creations typed from the registered student’s fingertips. Digital forensic techniques are used to determine if the assignment submission is an independent/original creation. Submitting assignments not created by you, the registered student is considered academic dishonesty.

5. Academic dishonesty (as described by the FKCC Student Handbook) will not be tolerated and will result in no credit for the assignment/exam in which it occurs, and possible notification to the Dean of Affairs and Accreditation.

6. This class puts a premium on classroom communications, so come prepared. The prime responsibility for timely communications rests with you - the student. This course utilizes the following communication methods:
   a. Discussion Forums: There are discussion forums which the students are to post a response during the week. The student must click on the “respond” button immediately after the question. Posting an initial discussion response after noon on Thursday will result in a 20% point penalty.
   b. 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. Utilize the D2L editor DO NOT post with an uploaded document.
   c. Ask the Instructor Forum: Questions regarding class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the News section, such as changes in due dates, exam information, etc. The student is responsible for all information published here. The student should log on to D2L 3-4 times each week to check for time-sensitive messages.

Before posting a question, look through the Ask the Instructor Board. Your question may have already been asked and answered. If your question is sensitive or personal in nature, use the Email feature provided within D2L to contact the instructor.
   d. 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.
   e. D2L EMAIL: The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class.

7. Substantive Post: To earn 100% on the discussion portion of the class participation grade, the student must do the following by the dates published in the Course Calendar:
a. Post one substantive message in each discussion forum by Thursday noon, during the week in which that forum is scheduled to avoid a 20% point penalty for that weekly post.

b. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.

c. Be factually correct. The post should help your classmates, and yourself, learn the material.

b. Be at least 75 words in length. Messages that do not meet this length requirement will earn only a small amount of partial credit.

d. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check feature in D2L. Texting style messages will be graded zero.

8. Do your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in the student’s own words. Make certain to cite and document references. Other key points:

a. Messages that do not meet the above requirements will earn a small amount of partial credit.

b. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.

c. Please use the discussion forums to ask all of the questions you have about the class material. The instructor wants students to ask a lot of questions, and these questions will contribute to the class participation grade.

d. Off-topic messages will not count toward the participation grade.

e. If the final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to the student’s advantage as the instructor decides which of the two letter grades the student has earned.

f. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.

g. These participation points are the easiest part of the grade to earn, and also the easiest to forget to do. Don't forget!

h. Copying and pasting your complete response from any source, even if the student cites the source, is not acceptable. The student should study the source document and paraphrase what they learned when typing a message and then cite the appropriate source.

i. Collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, use the discussion forums to share your concerns, challenges, and ask questions about the topic.
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**

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 or SAM. 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 in the course schedule and syllabus 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. Attempts can be reset to allow you to complete it.

At faculty discretion, a makeup quiz maybe substituted since the original exam environment has been compromised. A makeup mid-term exam 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.

**ACADEMIC HONESTY & PLAGIARISM**

Students are expected to respect and uphold the standards of honesty in submitting written work. 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.

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 plagiarism, even if you were presented can collaborated on the submitted work.

Any form of academic dishonesty will receive a grade of zero for that assignment. A second time, you will earn a failing grade for this class and be reported to the Dean of Student Affairs.

**LATE WORK**

1. 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.

2. A 20% penalty will be assessed for late assignments for the first week. No assignments will be accepted after the first late week and a grade of zero will be assigned for that assignment.

3. 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 or SAM.
4. Internet connection problems are to be expected and are *not* an acceptable excuse for late work. You should have a backup plan in place for internet access in case your primary method is unavailable. You may even consider recommending submitting assignments at least one full day early to allow time to recover from technical problems.

5. The course exams will be offered through Desire2Learn and SAM and can be taken from any computer that has internet access 24 hours a day. Do not let poor planning or unexpected life occurrences affect your grade.

6. If there is a problem with the D2L or SAM server that prevents completing an exam or quiz or assignment, the following guidelines apply:
   a. Reasonable accommodations will be provided as soon as technically possible to complete the task interrupted.
   b. For an assignment, send me an internet email before the assignment is due and attach the assignment to the email if applicable.

7. No exceptions will be made to the above policies unless you can provide documentation of the EXTREME situation that is considered adequate.

**ATTENDANCE POLICY**

Student attendance and participation in educational activities are monitored on a weekly basis. Students are required to participate in this hybrid course each week as verified by classroom participation.

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. Attendance each week will be 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 D2L online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes. Students who do not regularly present themselves in classroom are considered absent and may be dropped by the instructor.

**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. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

**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.
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.

SYLLABUS CONFIRMATION

The Syllabus Conformation assignment is my method of ensuring you know what you should expect from this course, and what is expected from you. By completing the Syllabus Conformation to assignment, you are acknowledging that you:

1. Understand the policies detailed in this Syllabus.
2. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
3. Understand that you will be held accountable to the standards published in this document.

Place a confirmation statement in the appropriate drop box.