Business and Technology
CGS-1000 Computer Information Systems

Sample Syllabus

Class Meets: As Scheduled, Face-to-Face, Angel and Blended
Instructor’s Name: Frank T. Clements, Jr.
Phone: 941.752.5487 (Prefer Angel Email)
Office Hours: Office hours are posted in the Business & Technology office (building 19-128)
Email Address: Clemenf@SCF.EDU
Instructor’s Web Page: http://faculty.SCF.edu/Clemenf
Department Web Page: http://www.SCF.edu/pages/2137.asp
Academic Resource Center: http://www.SCF.edu/pages/144.asp
Student Services: http://www.SCF.edu/pages/242.asp
Course Evaluation: http://www.SCF.edu/DLEval/validate.cfm
Course Web Site: http://SCF.angellearning.com/

COURSE DESCRIPTION:
Prerequisite: None. This course will consist of 3 hours of lecture and computer lab work each week, plus laboratory assignments as assigned by the instructor. This course meets Area V requirements for the A.A.S./A.S. general education requirements. This course surveys the computing field. The student is introduced to computer hardware, software, storage concepts, local area networks, data communications, data security, privacy issues, the copyright law, file management techniques, e-mail, the Internet, and productivity software using an integrated software package. Additional special fees are required. This Class will use ANGEL, online CBT (see ANGEL Student Guide at the end of the Syllabus.

Course Performance Standards: Students may access course performance standards at the following web address: http://www.SCF.edu/Academ/Academ.cfm. A hard copy may be obtained from the CET Department Office.

Text and Materials (required): (Note: Older text books may be used)
Discovering Computers 2010: Complete by Gary Shelly, Thomas Cashman and Misty Vermaat,


Required: Flash/Jump-Drive, any capacity will do. You will need this for the student files that accompany the text. (All student files, Grades, and Lecture material are located on the Instructors Course Web site above, accessed via ANGEL). Students are responsible for keeping and maintaining copies of all
assignments. **NOTE:** Loss of assignments due to computer, network or storage issues are NOT considered acceptable.

This course is designed around Microsoft’s Office 2007 product suite and must be used to complete all assignments. Students are responsible for all course reading and assignments.

This course is a Web/Blended Format course. It will consist of daily lectures and utilization of the Angel system for testing and assignment drop boxes. There will be limited class time for lab work. Assignments must be placed in the correct drop box to be graded. Absolutely NO assignments will be accepted by e-mail.

**Attendance Policy:** Attendance is mandatory for all scheduled class periods during the semester. If you miss a class, it is the students’ responsibility to make arrangements to determine what they missed. Students may be withdrawn by the Instructor after 4 hours of missed classes. **Any student that has not completed Chapter #1 End of Chapter (EOC) quiz during the first week of the course will be dropped as a no show.** You will not be re-instated. No Exceptions.

**Grading Policy:** Grades will be based on the following activities:

- 13 End of Chapter Quiz (13*20 points, the last 2 EOC’s are extra credit) = 260
- Office 2007 assignments (9 *20 points) = 180
- Final Exam (100 points, required to pass course) = 100
- Attendance & Participation (answer questions and no more than 2 Absences) = 60

**Total Points Possible** = 600

**Note:** Extra credit points will only be counted after all core assignments are completed.

Points Earned = Letter Grade

540-600 = A
480-539 = B
420-479 = C
360-419 = D
>419 = F

Check the ANGEL web site for office assignments, End of Chapter and final points earned, the instructor **cannot** post or e-mail letter grades.

Papers and test grades will be posted on the web site weekly. Papers should be submitted via ANGEL drop box and will NOT be returned. It is your responsibility to bring discrepancies to the Instructors attention in a timely manner.

**Email:** Students are required to communicate with their instructor using their official MCC email address or internal ANGEL email system as directed.

**Withdrawal Policy:** In accordance with the Manatee Community College policy as stated in the college catalog, students may withdraw from any course or all courses without academic penalty of a WF by the withdrawal deadline as listed in the Manatee Community College academic calendar. The student must take responsibility for
initiating the withdrawal procedure. Students are strongly encouraged to talk with their instructors first before taking any withdrawal action.

**Statement of Plagiarism:** Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer professional or student without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

**Standards of Conduct:** Students are expected to abide by all *Lancer Student Handbook* guidelines.

**Assignments:** Assignments may be completed outside of class. Credit will be given to each person who participated in the assignment. **LATE ASSIGNMENTS May BE penalized -5 points for not being on time or in the correct format. Assignments will NOT be returned, check the online grades for proper crediting of assignments.**

**Make up Test:** There will be no make up tests. Students **MUST** make arrangements **BEFORE** a test is given if they will not be able to attend class on the day of the test. There will be NO exceptions for the Final Exam.

**Labs:** Students will have access to the MCC Bradenton and Venice campus computer labs to use Microsoft Office 2007 and the Internet for assignments. These labs may be used out side of class times or when class is dismissed to allow for lab time.

**Guaranteed “C”:** You have a guaranteed “C” in this class if you abide by the following conditions: (This requires instructor conference)

**Do this:**
- attend all class sessions
- be prompt
- pay attention
- turn in all End of Chapter quizzes and Office assignments on time
- and take the final exam

**DON’T do this:**
- talk
- sleep
- leave the room once class has begun
- answer or “play” with cell phones or other devices
- be inconsiderate of others

Three infractions of the above may result in you being removed from this program, receiving a lower grade, or being withdrawn from the class. To participate in this program you must notify me in writing by end of the Drop/Add period.

**Disclaimer:** The published policies and regulations of MCC take precedence over this syllabus.
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<th>Topics And Assignments</th>
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<td>8-24 to 28</td>
<td>Introduction to course, Syllabus review, ANGEL, Student files Flash Drives and Texts book review</td>
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<td>2</td>
<td>8-31 to 9-4</td>
<td>Discussion: Chapter 1, Introduction to Computers Assignment: <em>Discovering</em> – ANGEL End of Chapter 1 Quiz*</td>
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<td>9-7 to 9-11</td>
<td>Discussion: Chapter 2, Internet and WWW Assignment: <em>Discovering</em> - ANGEL End of Chapter 2 Quiz* Assignment: <em>Office 2007</em> – Word Project 1 - Create a Thank you letter, see Online instructions.*</td>
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<td>9-14 to 9-18</td>
<td>Discussion: Chapter 3 Application Software Assignment: <em>Discovering</em> - ANGEL End of Chapter 3 Quiz* Assignment: <em>Office 2007</em> - Apply Your Knowledge - Word Chapter 2 page WD133-WD135*</td>
<td>Word Project 1</td>
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<td>9-21 to 9-25</td>
<td>Discussion: Chapter 4, The Components of the System Unit Assignment: <em>Discovering</em> - ANGEL End of Chapter 4 Quiz* Assignment: <em>Office 2007</em> - Apply Your Knowledge - Word Chapter 3 page WD205-WD206*</td>
<td>Word Project 2</td>
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<td>10-5 to 10-9</td>
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<td>Discussion: Chapter 7, Storage</td>
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| 9    | 10-19 to 10-23 | **Discussion:** Chapter 8, Operating Systems And Utility Programs  
**Assignment:** *Discovering* - ANGEL End of Chapter 8 Quiz* | Excel Project 2         |
| 10   | 10-26 to 10-30 | **Discussion:** Chapter 9, Communications and Networks  
**Assignment:** *Discovering* - ANGEL End of Chapter 9 Quiz*  
**Assignments:** *Office 2007* - Apply Your Knowledge- Excel #3 Part #1 only, page EX 229 (see ANGEL for “Do it Yourself” hints, submit via drop box)* | Excel Project 3         |
| 11   | 11-2 to 11-6 | **Discussion:** Chapter 10, Databases & Information Mgt. Demo – MS Access  
**Assignment:** *Discovering* - ANGEL End of Chapter 10 Quiz*  
**Assignments:** *Office 2007* - Apply Your Knowledge- Access Chapter 1 page AC65 (In ANGEL, submit via drop box report from item #6 only)* | Excel Project 3         |
| 12   | 11-9 to 11-13 | **Discussion:** Chapter 11, Computers & Society: Security & Privacy & Ethics  
**Assignment:** *Discovering* - ANGEL End of Chapter 11 Quiz* | Access Project 1        |
| 13   | 11-16 to 11-20 | **Discussion:** Chapter 12, System Development Cycle Demo – MS PowerPoint  
**Assignment:** *Discovering* - ANGEL End of Chapter 12 Quiz* |                        |
| 14   | 11-23 to 11-25 | **Discussion:** Chapter 13, Programming Languages  
**Assignment:** *Discovering* - ANGEL End of Chapter 13 Quiz* |                        |
| 15   | 11-30 to 12-4 | **Extra Credit-Discussion:** Chapter 14, Enterprise Computing  
**Assignment:** *Discovering* - ANGEL End of Chapter 14 Quiz*  
**Assignments:** *Office 2007* - Apply Your Knowledge- Power Point Chapter 1 pages PPT66 & PPT67* |                        |
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<th>Assignments</th>
<th>Extra Credit Discussion: Chapter 15, Computer Careers and Certification</th>
<th>Power Point Project 1&amp;2 and Extra credit project due. All course Work Due.</th>
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<td>Office 2007 - Apply Your Knowledge - Power Point Chapter 2 pages PPT 132 &amp; PPT 133*</td>
<td>Assignment: <em>Discovering</em> - ANGEL End of Chapter 15 Quiz*</td>
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<td><strong>16</strong></td>
<td>12-7 to 12-11</td>
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<td><strong>17</strong></td>
<td>12-14 or 12-16</td>
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**Note 1:** *Discovering Computers 2010* Textbook, End of Chapter quizzes - Answer and submit via ANGEL.

*For summer B classes only, all quizzes and drop boxes will remain open for the course duration. 13 End of Chapter quizzes are required, 2 are extra credit.

**Note 2:** Microsoft *Office 2007* Textbook, do projects for Word, Excel, Access, and PowerPoint, submit via the proper ANGEL assignment drop boxes, DO NOT e-mail them to the instructor they will not be graded. No work is accepted after 12:00 (noon) of the last day of classes.
ANGEL System Student Guide

Student Questions and Answers:

What if I am not familiar with the Angel system?
On the introductory window, take the angel quick tour. These short programs will guide you through the basics of the angel system navigation. Read the syllabus closely for guidance on the use of Assignment drop boxes and quizzes.

How do I login?
Use your MCC EMAIL username (JUST the username, not the "@student.SCF.edu") as your ANGEL username and your MCC PIN as the password.

I can't remember my password?
Remember that your password is the SAME as the PIN# you use for MySCF. Your PIN should only have 6 digits in it. If it is longer than 6, only use the FIRST 6 digits as your ANGEL password.

How do I get an MCC Email account?
You will need to establish your MCC Email account, as this is the official communication used by MCC. You can establish it by going to: student.mccfl.edu/. You can also click on the "Student Email" button on the main MCC website page.

What browser should I use with ANGEL?
With PCs running Windows OS: Internet Explorer and Firefox
With Macs running OS X: Firefox, ANGEL is not certified to run on Safari at this time
You can download Mozilla (for both PC and Mac) at www.mozilla.com

Do NOT use AOL as a browser; minimize AOL and change to one of the browsers listed above.

See the "Browser requirements" check list below the log-in area to make sure you are using the correct browser. You can also test to see if you have enabled cookies and if your pop-up blockers have been disabled for ANGEL.

What else do I need to run ANGEL?
Make sure that any pop-up blockers are disabled for the ANGEL site. You can use the Pop-up checker directly underneath the log-in on this page to check.
Ensure that your browser is Java-enabled.
Do NOT use a web-accelerator program

Where can I find HELP in ANGEL?
On the left side of the screen is a row of buttons. The button with a “?” is the HELP button. You will find both an on-line help and, under the Guides link, several manuals in PDF format. If you need further help, contact the 24/7 HelpDesk at 866-506-1188.