

**STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA**

Business and Technology  
CGS 1000 Syllabus, Introduction to Information Systems  
Spring 2018

Instructor's Name: Floyd Jay Winters

Office Number: 941-752-5281 (Dept. Secretary)

Office Hours: After class

Email Address: winterf@scf.edu

Course Description: This course surveys the computing field. The student is introduced to 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.

Text and Materials: MyITLab access code available from the SCF bookstore

The eBook is available online after you buy a MyITLab Access Code from the SCF bookstore and are INCLUDED in the purchase of the MyITLab access code. To access the eBooks, logon to MyITLab and click on the Course Content tab.

Attendance Policy: Attendance is mandatory for all scheduled class periods during the semester. If you miss a class, it is **your** responsibility to make arrangements to determine what you missed.

During week 1 an introduction post must be made in the Introduction Discussion Board by the due date or you will be dropped from the class as a No Show. Also, you must be registered in MyITLab by the end of the first week.

Grading Policy: NO LATE WORK ACCEPTED. There are four categories of assignments. Grades are weighted based on these categories as follows:

Discussion Boards .....	10% of Total Grade
Application Simulations .....	20% of Total Grade
Grader Projects .....	25% of Total Grade
IT Simulations.....	15% of Total Grade
Multiple Choice Test .....	30% of Total Grade
	100% Total Grade

Grade Scale: A: 90 – 100, B: 80 – 89, C: 70 – 79, D: 60 – 69, F: Below 60

Prohibiting Recording Device: The use of recording devices during class is prohibited, except when the use of such devices is approved as an accommodation through the college Disability Resource Center. In such cases the student must provide a copy of their Memo of Accommodation and meet with the instructor to discuss how best to provide the approved accommodation.

Email: Students are required to communicate with their instructor using their official SCF email address through Canvas.

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 SCF Student Handbook guidelines.*

Classroom Etiquette:

Cell phones will be turned off or set to vibrate mode during class. Please show courtesy to the class by restricting conversation to in-class topics, and raise your hand to gain attention when asking a question or raising a point of discussion.

Withdrawal Policy: *In accordance with the State College of Florida policy as stated in the college catalog, a student may withdraw from any or all courses without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the academic calendar, Catalog or on the SCF website. A student in an accelerated or short-term course may withdraw without the academic penalty of a "WF" grade any time before the withdrawal deadline specific for the course. When a "WF" is entered, it is recorded in the student's permanent record and calculated as an "F" in the grade point average. SCF encourages the student to discuss a withdrawal with the instructor prior to withdrawing. A student who withdraws from any or all courses can withdraw online. Students should consult with the Financial Aid Services office prior to any course withdrawal.*

*Course withdrawals, after the deadline for the term or accelerated or short term course as published in the academic calendar, will result in a grade of "WF" which is computed in the term and cumulative GPA. Appeal request forms, accompanied by an explanation and documentation detailing major*

*extenuating and documented circumstances, should be directed to the Vice President of Academic Affairs, who has the final approval/dis-approval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences. Forms can be obtained from the respective campus advising centers.*

*Effective Fall 1997, the state mandates a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period.*

*A student must take responsibility for initiating the withdrawal procedure. If this procedure is not followed, a grade of "WF" may be recorded for the student and "F" calculated in the grade point average.*

*If a "WF" is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.*

*All withdrawal policy statements apply to part-time as well as full-time degree credit and developmental credit students.*

*In accordance with the State College of Florida 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 State College of Florida 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.*

*In addition, students should note that faculty may also withdraw students for violating policies, procedures, or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.*

**Late Coursework:**

All assignments are to be turned in by the due date.

**Disability Resource Center:**

State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students are responsible for registering with the Disability Resource Center (DRC) in order to receive academic accommodations. Reasonable notice must be given to the DRC office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. DRC Contact Information: Email: [drc@scf.edu](mailto:drc@scf.edu) Phone: 941-752-5295 Website: <http://scf.edu/StudentServices/DisabilityResourceCenter>

**Statement of Nondiscrimination:**

State College of Florida, Manatee-Sarasota (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor

prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment.

Religious Observances:

Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the second week of classes. At that time, the instructor and student will agree upon a reasonable time and method to make up any work or tests missed.

Department Chair information:

If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact Amy Santos Chair Business and Technology by email, [santosa@scf.edu](mailto:santosa@scf.edu)

*Revised 8/24/17*

*VPAA*