

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
Technology Department
CGS 1000 Computer Information Systems
Spring 2023

Instructor's Name: Professor Floyd Jay Winters

Office Hours: Monday Through Friday by appointment through **Canvas email**.

Email Address: Please use **Canvas email** - click the Canvas **Inbox** link.

Use winterf@scf.edu only if absolutely necessary

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.

Student Learning Outcomes:

Identify various computer types and their functions

Identify the parts of a computer and their function

Identify the different types of networks, how they work and ways to secure them

Identify the different types of application software and their uses

Describe the importance of the Internet and how to use it

Describe cloud computing and social networking

Demonstrate the use of Microsoft Windows and how to manage files and folders

Create and format Microsoft Word Documents

Create, format and use formulas in a worksheet in Microsoft Excel

Create a database, relationships, queries and reports using Microsoft Access

Create, edit and format a presentation using Microsoft PowerPoint

Text and Materials:

CGS 1000 Computer Information Systems is participating in SCF's EZ Access Program. This means all students enrolled in the course have access to their required course materials in Canvas. SCF has negotiated the cheapest price possible for the required course materials and this charge can be seen on your SCF Account after Add/Drop.

Students may 'Opt-Out' of the program through the link emailed but will lose the discount by doing so. If you opted out in error, you may opt back in before the add/drop date. If you are a dual enrolled student do NOT 'opt-out' as this could result in student out of pocket expense.

Required Materials: Questions pertaining to EZ Access can be directed to: ezaccessstore@follett.com

Technical Support Information:

Canvas

For technical issues with Canvas, contact Canvas technical support by clicking the question mark icon in the lower left-hand corner of the Canvas window and choosing "Report a Problem" or "Chat with Canvas Support." Also, Canvas support can be contacted via phone at 844-920-2764.

SCF

For technical issues with My SCF, contact SCF technical support.

- *Call: (941) 752-5357*
- *Email: helprequest@scf.edu.*

Pearson MyLabs IT

For technical issues with the MyLabs IT site, contact their technical support by contacting Pearson Support at <https://support.pearson.com/getsupport/s/>

Policies

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.

If you are enrolled in an online class, at least 1 assignment must be done within a two week period. Failure to submit 1 assignment every two weeks may result in being withdrawn from the class.

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. This drop may have financial aid implications for the student who is dropped.

Grading Policy:

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

MOS Certification Test.....	10% of Total Grade
Discussion Boards.....	10% of Total Grade
Capstone Grader Projects.....	10% of Total Grade
IT Simulations.....	15% of Total Grade
Application Simulations.....	15% of Total Grade
Chapter Grader Projects.....	20% of Total Grade
Multiple Choice Test.....	20% of Total Grade
	100% Total Grade

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

Recording Policy:

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the student code of conduct.

Recording in Go Live with SCF Online Course Teams Sessions:

If this course is a Go Live with SCF Online course, the instructor may record live class discussions and instructor presentations. Therefore, as a student in this class, your participation in live class discussions may be recorded by the instructor. These recordings will be made available only to students enrolled in the class to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented.

Where recordings are made, a notice that recording has started is presented to students in the class using the Teams session.

Email:

As an online course, students are required to communicate with their instructor using the Canvas Inbox, located on the left-hand side under the Calendar icon. Please use the Inbox if communicating about class materials, assignments, or other course-related questions. Any administrative, enrollment or other questions should be sent to the instructor's official SCF email address.

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.

Copyright: The unauthorized copying, sharing, or distribution of copyrighted material is prohibited. It is a violation of the Copyright Act, Academic Ethics, and the Code of Student Conduct. Students who violate copyright are subject to discipline.

Standards of Conduct:

Students are expected to abide by all SCF Student Handbook guidelines.

Course Netiquette (etiquette for the net)

How we communicate online needs to be even more mindful than our in-person communications. Please review the following Do's and Don'ts to consider when writing emails, discussion post or other electronic forms of communication.

Do's

1. Do use correct grammar and spelling.
2. Do read the prompt, reflect on what you would like to say, and review what you've written before posting!
3. Do respect the privacy, beliefs, and opinions of your classmates.
4. Do challenge each other's ideas but not each other personally.
5. Do remember to treat others as you would want to be treated.
6. Do stick to the discussion prompt at hand when posting to a forum.
7. Do use humor and sarcasm carefully. Students cannot see your facial expressions or hear any voice inflections.

Don'ts

1. Don't type in ALL CAPS. This is regarded as shouting.

2. Don't rant or flame. This is not the place to vent your anger or start a fight.
3. Don't make inappropriate comments. Objectionable, sexist, or racist language will not be tolerated.

In the discussion forums, you will post assignments and discuss your work with others in the class. These are public forums, so whatever is posted can be seen by everyone in the course, including the instructors. If you want to send a private message, use individual email.

Withdrawal Policies:

Students should consult the College Catalog for a complete listing of withdrawal policies.

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. No refunds are permitted for withdrawn courses.

Withdrawing from a course(s) - Course withdrawal is defined as withdrawal from one or more classes for a term but not complete withdrawal from the college. **Failure to completely process a drop form or drop a class online may result in the student being assigned a grade of "F".**

Financial Aid Impact:

Withdrawing from one or more courses during the semester, without complete withdrawal from the college, may have an impact on both the amount of aid received for the semester and a student's academic eligibility to continue receiving financial aid for future enrollment. Students should contact the Office of Financial Aid for further information regarding the impact of withdrawing from one or more courses.

Faculty Withdrawal:

Before the course withdrawal deadline and upon approval of the Department Chair, Assistant Dean, or other appropriate academic administrator, a faculty member may withdraw a student when the student has stopped attending or engaging in the class for an extended period of time as defined in the course syllabus, and has not formally withdrawn from the course, resulting in their inability to successfully pass the class.

If a student's absences, tardiness, or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdraw is appropriate.

In the event of an approved faculty withdrawal, a grade of W will be recorded. The grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses.

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 Phone: 941-752-5295 Website: <http://scf.edu/StudentServices/DisabilityResourceCenterLinks to an external site.>

COVID-19

Like all institutions of higher education, SCF has been impacted by COVID-19. In response, SCF considers the current recommendations of the Centers for Disease Control (CDC), Department of Health (DOH), Florida Department of Education (FLDOE), Florida College System (FCS), local and state officials. The latest SCF plan and protocols can be found linked from the College's Coronavirus website listed below. The website includes useful information for students regarding precautions, operations, monitoring, and instruction.

<https://www.scf.edu/Administration/PublicSafety/Coronavirus.aspLinks to an external site.>

Statement of Nondiscrimination:

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

[Human Resources Equal Opportunity websiteLinks to an external site.](#)

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 Bill Culver, Technology Department Chair by email, culverw@scf.edu