

# Lake-Sumter State College Course Syllabus

## Course Information:

Course Prefix and Number: CGS 1100

Course Title: Business Computer Applications

CRN: 30105

Credit Hours: 3

Semester: Summer 2020

Class Days, Location, Time: Summer 2020 Fully-online in Canvas

Course Description: This course develops professional skills in the use of microcomputer business software. Students will survey and use application programs including word processing, spreadsheets, databases, presentation software and web browsers. Additional activities will include the understanding of basic computer concepts, how to use computers in today's business and academic world and how to access information on the World Wide Web.

## Instructor Information:

Name: Mr. Christopher Sargent

E-Mail: Use Canvas Inbox (See below)

Office Location: Leesburg Campus, Lake Hall 105

Phone: 352-323-3635

Office Hours: TBA

## Vital Communication Information:

For course communications, please note that all students are required to use CANVAS INBOX. Messages become part of the course archive for auditing purposes and conform to FERPA privacy rules.

Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor. \*\*Please do not use LakeHawk email to discuss anything course-specific with your instructor.

## Prerequisites/Co-requisites:

Prerequisites: None

Co-requisites: None

## Textbook & Other Course Materials:

Students **MUST** purchase **ONLY ONE** of the following:

(For E-Textbook, buy) Cirrus for Guidelines 2019 Access Card Only

ISBN: 978-0-76388-842-8

-or-

(For a printed textbook, buy) Cirrus for Guidelines 2019 Access Card + Printed Text

ISBN: 978-0-76388-846-6

## Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to visit the HELP/SUPPORT page located in the START HERE module in the course. This area includes the Canvas Student Quick Guide as well as access to many how-to video tutorials.

Students must have access to a computer with the newest Google Chrome Browser installed. Paradigm Cirrus™ content is platform independent, ensuring that students experience the same learning environment whether they are using PCs, Macs, or Chromebook computers with Google Chrome.

Some assignments (PowerPoint Group Project, Unit Hands-on Assignments, and the Final Exams) will require that the student download and install Microsoft Office 365 for Windows. Please see the LSSC [Student Technology Help Desk](#) Page for information on how to obtain a free copy of Microsoft Office 365 as an LSSC Student. Using Office 365 for Macintosh or ChromeOS for these assignments is at your own risk, as these platforms may not contain all of the required features of the Windows version and may lead to point deductions on assignments. Furthermore, using the online web-based versions of Office 365 may not contain the required components, so you use these at your own risk.

If you do not have a computer that meets these requirements, LSSC's computer labs in our campus Libraries and Learning Centers provide all the necessary programs needed to complete the work for this course.

It is the student's responsibility to have an alternate plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). **Computer hardware, software and Internet problems are not acceptable excuses for incomplete or late assignments.**

## Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will:

CGS1100.1: Demonstrate word processing skills appropriate for academic assignment and/or career needs.

CGS1100.2: Demonstrate spreadsheet skills appropriate for academic assignment and/or career needs.

CGS1100.3: Demonstrate understanding of data, how to access data, and how to use data, appropriate for academic assignment and/or career needs.

CGS1100.4 Demonstrate presentation software skills appropriate for academic assignment and/or career needs.

CGS1100.5: Perform file management skills necessary for academic assignment and/or career needs.

## Course Objectives:

Objectives are defined as what the course will do &/or what the students will do as part of the course.

CO 1: Students will be able to describe and demonstrate safe computing practice.

CO 2: Students will utilize and demonstrate appropriate terminology as it relates to basic computer concepts.

CO 3: Students will use an operating system to perform basic tasks including file management, desktop experiences and customization.

CO 4: Students will be able to describe academic and social implications of the Internet and other electronic resources regarding social, ethical and legal issues.

CO 5: Students will create a variety of word-processing documents including memos, letters and multipage reports.

CO 6: Students will create a variety of spreadsheets containing formulas, and functions, and will appropriately format spreadsheets and charts.

CO 7: Students will perform database structure tasks, including designing and creating tables, forms, queries, and reports.

CO 8: Students will create a presentation to deliver information to an audience.

## Institutional Policies & Procedures:

### Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently created, thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See the [college catalog](#) for complete statement.

### Cheating:

If you cheat, the following actions will be taken:

1. The first instance will result in a zero for the grade(s) involved and may result in a failing grade for the course, to be determined by the instructor.
2. The second instance will result in a failing grade for the course.
3. A report will be forwarded to Student Affairs for all instances of cheating. They will file the report in your permanent record and/or take further disciplinary action. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs.

**Warning: sharing a friend's personal computer and/or files can cause integrity violations. Sharing your files with another student will also result in the actions listed above.**

Refer to the college catalog for full statement on Academic Integrity.

### Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact Student Accessibility Services immediately to discuss eligibility. Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](#).

### Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student's education records. For your information to be released, a form must be signed and placed in your records located in the Admissions/Registrar's Office.

### Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

### LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, dial 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352)516-3795 Leesburg  
(352) 536-2143 South Lake  
(352)303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit <https://www.lssc.edu/safety/>.

### Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as “not-attending” and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see the [college catalog](#) for more details).

### Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

### Withdrawal Deadline:

Thursday, July 9, 2020 by 4:30 PM

### Instructor Policies:

All graded/evaluated items must be completed by the due dates posted on the Course Calendar document associated with this course. **All late work will receive a zero (0).** Work schedules and “I forgot” are not valid excuses for late work. Do not wait until the last minute to complete assignments. It is the student’s responsibility to have an alternate plan if their main computer system fails (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). Computer hardware, software and/or Internet problems are not acceptable excuses for incomplete assignments.

### Late Work/Extensions:

Completing homework assignments in a timely manner is an important part of the learning process. Students are expected to complete and submit all assignments by the due date and time listed on the course calendar. Instructors are not required to accept nor grade any assignment submitted late. Extensions are not possible.

There is no make up for quizzes, exams, or tests, except under documented circumstances such as hospital stay, doctor excuse, police report, or military assignment. Students are expected to contact their instructor prior to class if they must be absent for any reason. Each situation will be determined on a case-by-case basis by your instructor. Instructors are not required to accept nor grade any quiz, test, or exam submitted late. Extensions are not possible. Quiz, exam, or test make up will be administered on campus by a proctor and are not eligible for “at home” completion. Failure to submit timed tests or exams before the timer runs out will result in a zero for that assignment and no extension or late submission will be possible.

### Classroom Etiquette:

Be respectful of your instructor and fellow classmates always.

Food and beverages are forbidden in the on-campus computer classrooms and computer labs. Please respect the college’s rules in this regard if you use one of the computer classrooms or labs.

## Grading Information:

### Grading Scale:

90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

### Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

## Assignment Overview & Grade Breakdown:

Category	Description	Points or %
Homework assignments	Most assignments are completed using Paradigm Cirrus unless otherwise specified.	50%
Tests	Word End-of-Unit Project Exams, Excel End-of-Unit Project Exams, PowerPoint Project Statement of Intent, PowerPoint Group Project Topic Assignment, PowerPoint Group Project, and the Final Exams.	50%
	Total Points	100%

### Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.

CGS 1100 Business Computer Applications Course Calendar:

Week	Reading Assignments	Items Due	Notes & Hints
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<p>Week 1:</p> <p>May 4-10</p> <p>Orientation</p> <p>Use Cirrus</p> <p>Computing Essentials</p> <p>Office Application Basics</p>	<p>Unit 1 Chapter 1 “Computing Essentials” pp. 1-9</p> <p>Unit 2 “Office Application Basics” pp. 25-62</p>	<ul style="list-style-type: none"> <li>• Read the first screen that comes up in Canvas and familiarize yourself with the information</li> <li>• Go to the <b>Modules</b> link in Canvas and do all “Start Here” assignments (lots of information on how this course works) <ul style="list-style-type: none"> <li>○ Student Orientation (in Canvas)</li> <li>○ Discussion: <i>Introduce Yourself</i> (in Canvas) with Two Peer Replies</li> </ul> </li> <li>• “Compressed Folder” Exercise (in Canvas) (Required)</li> </ul>	<p><b>Hint:</b> Assignments are always located in the weekly modules in Canvas. All work is due by <b>Sunday</b> 11:59 PM unless otherwise posted.</p>
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Week	Reading Assignments	Items Due	Notes & Hints
Week 2: May 11-17  Word Part 1	Unit 4 Word Ch. 1 Creating Documents (pp. 86-119)  Unit 4 Word Ch. 2 Formatting Documents and Citing Sources (pp. 120-149)	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Word Chapter 1 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Word Chapter 1 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Word Chapter 1 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Word Chapter 1 Skills Check (Required)</li> </ul> <ul style="list-style-type: none"> <li>• Complete (Cirrus) Word Chapter 2 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Word Chapter 2 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Word Chapter 2 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Word Chapter 2 Skills Check (Required)</li> </ul>	

Week	Reading Assignments	Items Due	Notes & Hints
Week 3: May 18-24  Word Part 2	Unit 4 Word Ch. 3 – Working with Tables and Objects (pp. 150-183)  Unit 4 Word Ch. 4 – Finalizing and Sharing Documents (pp. 184-204)	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Word Chapter 3 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Word Chapter 3 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Word Chapter 3 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Word Chapter 3 Skills Check (Required)</li> <li>• Complete (Cirrus) Word Chapter 4 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Word Chapter 4 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Word Chapter 4 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Word Chapter 4 Skills Check (Required)</li> <li>• Complete (Canvas) Word Hands-On Assignment (Required)</li> </ul>	
Week 4: May 25-31  Word End-of-Unit Project Exams		<ul style="list-style-type: none"> <li>• Word End-of-Unit Project Exam 1 (Cirrus)</li> <li>• Word End-of-Unit Project Exam 2 (Cirrus)</li> <li>• How to join a group (in Canvas)</li> <li>• PowerPoint Group Project “Statement of Intent to Participate” Individual Assignment (in Canvas) (Required)</li> <li>• Students must join a group as part of the “Statement of Intent” assignment above. See this week’s module for details.</li> </ul>	<b>The Word End-of-Unit Project Exams are each timed separately. The timer starts when you begin.</b>

Week	Reading Assignments	Items Due	Notes & Hints
<p>Week 5: June 1-7</p> <p>PowerPoint, Part 1</p>	<p>Unit 7 PowerPoint Ch. 1 – Creating a Presentation (pp. 388-407)</p> <p>Unit 7 PowerPoint Ch. 2 – Adding Media Elements and Effects (pp. 408-435)</p>	<ul style="list-style-type: none"> <li>• Complete (Cirrus) PowerPoint Chapter 1 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) PowerPoint Chapter 1 Assignment 1 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 1 Assignment 2 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 1 Skills Check (Required)</li>   <li>• Complete (Cirrus) PowerPoint Chapter 2 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) PowerPoint Chapter 2 Assignment 1 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 2 Assignment 2 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 2 Skills Check (Required)</li> </ul>	

Week	Reading Assignments	Items Due	Notes & Hints
<p>Week 6: June 8-14</p> <p>PowerPoint, Part 2</p>	<p>Unit 7 PowerPoint Ch. 3 – Customizing a Slide Show (pp. 436-453)</p> <p>Unit 7 PowerPoint Ch. 4 – Completing, Running, and Sharing Your Show (pp. 454-480)</p>	<ul style="list-style-type: none"> <li>• Complete (Cirrus) PowerPoint Chapter 3 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) PowerPoint Chapter 3 Assignment 1 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 3 Assignment 2 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 3 Skills Check (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 4 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) PowerPoint Chapter 4 Assignment 1 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 4 Assignment 2 (Required)</li> <li>• Complete (Cirrus) PowerPoint Chapter 4 Skills Check (Required)</li> <li>• Complete (Canvas) PowerPoint Group Project Topic (Required)</li> <li>• Complete (Canvas) PowerPoint Hands-On Assignment (Required)</li> </ul>	<p>Look ahead—Your PowerPoint project is a group project in Week 9.</p> <p>You must submit your team's chosen topic this week in Canvas. This step is part of your test grade and required by all group members. All group members must submit the same topic, indicating group communication is occurring.</p>
<p>Week 7: June 15-21</p> <p>Excel, Part 1</p>	<p>Unit 5 Excel Ch. 1 – Creating an Excel Workbook (pp. 208-243)</p>	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Excel Chapter 1 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Excel Chapter 1 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 1 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 1 Skills Check (Required)</li> </ul>	

Week	Reading Assignments	Items Due	Notes & Hints
Week 8: June 22-28  Excel, Part 2	Unit 5 Excel Ch. 2 – Working with Formulas and Functions (pp. 244-277)	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Excel Chapter 2 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Excel Chapter 2 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 2 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 2 Skills Check (Required)</li> </ul>	
Week 9: June 29-July 5 PowerPoint Project		Complete the PowerPoint Presentation Group Project (Canvas)  <b>It is a Group Project</b>	PowerPoint Presentation to be posted in the provided area in Canvas. Only one member of your team needs to post it.
Week 10: July 6-12 Excel, Part 3	Unit 5 Excel Ch. 3 – Formatting Cells (pp. 278-303)	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Excel Chapter 3 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Excel Chapter 3 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 3 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 3 Skills Check (Required)</li> </ul>	
Week 11: July 13-19 Excel, Part 4	Unit 5 Excel Ch. 4 – Working with Charts (pp. 304-322)	<ul style="list-style-type: none"> <li>• Complete (Cirrus) Excel Chapter 4 Tutorials (Optional but recommended)</li> <li>• Complete (Cirrus) Excel Chapter 4 Assignment 1 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 4 Assignment 2 (Required)</li> <li>• Complete (Cirrus) Excel Chapter 4 Skills Check (Required)</li> <li>• Complete (Canvas) Excel Hands-On Assignment (Required)</li> </ul>	

Week	Reading Assignments	Items Due	Notes & Hints
Week 12: July 20-26 Excel End-of-Unit Project Exams		<ul style="list-style-type: none"> <li>Excel End-of-Unit Project Exam 1 (Cirrus)</li> <li>Excel End-of-Unit Project Exam 2 (Cirrus)</li> </ul>	<b>The Excel End-of-Unit Project Exams are each timed separately. The timer starts when you begin.</b>
Week 13: July 27-30 (short week) Databases and Data Final Exam Review	See the module in Canvas for this week's materials.	<ul style="list-style-type: none"> <li>Assignment: <i>Research Your Name</i> (Canvas)</li> <li>Study for the Final exam</li> </ul>	
Final Exam Week: August 3-6 Final Exam Specific dates and times to be provided by your instructor.		Final Exam Includes: <ul style="list-style-type: none"> <li>Hands-on Word Project</li> <li>Hands-on Excel Project</li> <li>Hands-on PowerPoint Project</li> </ul>	<b>The Final Exam contains three parts. The hands-on parts are timed separately. The timer starts when you begin.</b>