Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: CGS 1100

Course Title: Business Computer Applications

CRN: 30097

Credit Hours: 3

Semester: Summer 2021 B7

Class Days, Location, Time: 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: Dr. Christopher Sargent

E-Mail: Use Canvas Inbox (See Vital Communication Information section below)

Office Location: Lake Hall Room 105

Phone: 352-323-3635

Virtual Office Hours: Wednesdays 1:00pm – 5:00pm**

**Your instructor will actively monitor Canvas Inbox during the times posted above and will respond quickly. If a student wishes to meet via Zoom or phone, they must make the request via Canvas Inbox at least 24 hours in advance. Zoom / phone requests will be scheduled Monday – Friday between 9:00 AM and 7:00 PM only, as my schedule permits. No weekend, holiday, or immediately on-demand Zoom / phone meetings will be scheduled.

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

If you have previously attempted this course, you must immediately alert your instructor so that they may reset your Cirrus account. Previous work and grades will not carry over to future course attempts but will interfere with your ability to complete assignments and exams.

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 the Google Chrome browser. **Do not attempt this course on a cell phone**.

Some assignments (PowerPoint 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 and/or what the students will do as part of the course.

CO 1: Students will use an operating system to perform basic tasks including file management, software installation, file compression, and web browser usage.

CO 2: Students will format a variety of word processing documents.

CO 3: Students will create a variety of spreadsheets containing formulas and functions and will appropriately format sheets and charts.

CO 4: Students will perform database structure tasks, including designing and creating tables, forms, queries, and reports.

CO 5: Students will create a presentation to deliver information to an audience.

CO 6: Students will work in a team environment to complete a project.

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 Part99) 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 the Campus Safety web page.

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 29, 2021 by 4:30 PM

Instructor Policies:

Late Work/Extensions:

Homework: All homework items must be completed and properly submitted by the published due dates and times posted on the Course Calendar. **All late or incomplete homework 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. Starting early will allow students to get timely assistance from their instructor and still meet deadlines.
- 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.
- 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.

Tests/Quizzes/Exams: There is no make up for quizzes, exams, or tests, except under documented circumstances such as hospital stay, doctor's excuse, police report, or military assignment.

- Students are expected to contact their instructor prior to any test/exam/quiz due date if they cannot meet the deadline. **Each situation will be analyzed on a case-by-case basis by your instructor**.
- Instructors are not required to accept nor grade any quiz, test, or exam submitted late or incomplete.
- Failure to submit timed tests/exams/quizzes before the timer runs out will result in a failing grade for that assessment and no extension or late submission will be possible.

- Failure to attach files before submitting an assessment will result in a zero for that assignment and no redo will be allowed.

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 Project Topic Assignment, PowerPoint Project, Final Exam Rules Statement of Understanding, and the Final Exams.	50%
	Total Points	100%

CGS 1100 Business Computer Applications Course Calendar:

Week	Reading Assignments	Items Due	Notes & Hints

Week 1:
 	
June 28-July 4
 	
Orientation
 	
Use Cirrus
 	
Computing Essentials
 	
Office Application Basics
 	
Word Part 1
	Unit 1 Chapter 1 "Computing Essentials" pp. 1-9
	
	Unit 2 "Office Application Basics" pp. 25-62
	
	Unit 4 Word Ch. 1 Creating Documents (pp. 86-119)
	
	Unit 4 Word Ch. 2 Formatting Documents and Citing Sources (pp. 120-149)
		• Read the first screen that comes up in Canvas and familiarize yourself with the information
		• Go to the **Modules** link in Canvas and do all "Start Here" assignments (lots of information on how this course works)
		  ○ Student Orientation (in Canvas)
		  ○ Discussion: *Introduce Yourself* (in Canvas) with Two Peer Replies
		
		• "Compressed Folder" Exercise (in Canvas) (Required)
		
		• Complete (Cirrus) Word Chapter 1 Tutorial (Optional but recommended)
		• Complete (Cirrus) Word Chapter 1 Assignment 1 (Required)
		• Complete (Cirrus) Word Chapter 1 Assignment 2 (Required)
		• Complete (Cirrus) Word Chapter 1 Skills Check (Required)
		
		• Complete (Cirrus) Word Chapter 2 Tutorial (Optional but recommended)
		• Complete (Cirrus) Word Chapter 2 Assignment 1 (Required)
		• Complete (Cirrus) Word Chapter 2 Assignment 2 (Required)
		• Complete (Cirrus) Word Chapter 2 Skills Check (Required)
			Hint: Assignments are always located in the weekly modules in Canvas. All work is due by Sunday 11:59 PM unless otherwise posted.

Week	Reading Assignments	Items Due	Notes & Hints
Week 2: July 5-11 Word Part 2 Word End-of-Unit Project Exams	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)	• Complete (Cirrus) Word Chapter 3 Tutorial (Optional but recommended) • Complete (Cirrus) Word Chapter 3 Assignment 1 (Required) • Complete (Cirrus) Word Chapter 3 Assignment 2 (Required) • Complete (Cirrus) Word Chapter 3 Skills Check (Required) • Complete (Cirrus) Word Chapter 4 Tutorial (Optional but recommended) • Complete (Cirrus) Word Chapter 4 Assignment 1 (Required) • Complete (Cirrus) Word Chapter 4 Assignment 2 (Required) • Complete (Cirrus) Word Chapter 4 Skills Check (Required) • Complete (Canvas) Word Hands-On Assignment (Required) • Word End-of-Unit Project Exam 1 (Cirrus) • Word End-of-Unit Project Exam 2 (Cirrus)	**The Word End-of-Unit Project Exams are each timed separately. The timer starts when you begin.**

Week 3: July 12-18 PowerPoint	Unit 7 PowerPoint Ch. 1 – Creating a Presentation (pp. 388-407) Unit 7 PowerPoint Ch. 2 – Adding Media Elements and Effects (pp. 408-435) Unit 7 PowerPoint Ch. 3 – Customizing a Slide Show (pp. 436-453) Unit 7 PowerPoint Ch. 4 – Completing, Running, and Sharing Your Show (pp. 454-480)	• Complete (Cirrus) PowerPoint Chapter 1 Tutorial (Optional but recommended) • Complete (Cirrus) PowerPoint Chapter 1 Assignment 1 (Required) • Complete (Cirrus) PowerPoint Chapter 1 Assignment 2 (Required) • Complete (Cirrus) PowerPoint Chapter 1 Skills Check (Required) • Complete (Cirrus) PowerPoint Chapter 2 Tutorial (Optional but recommended) • Complete (Cirrus) PowerPoint Chapter 2 Assignment 1 (Required) • Complete (Cirrus) PowerPoint Chapter 2 Assignment 2 (Required) • Complete (Cirrus) PowerPoint Chapter 2 Skills Check (Required) • Complete (Cirrus) PowerPoint Chapter 3 Tutorial (Optional but recommended) • Complete (Cirrus) PowerPoint Chapter 3 Assignment 1 (Required) • Complete (Cirrus) PowerPoint Chapter 3 Assignment 2 (Required) • Complete (Cirrus) PowerPoint Chapter 3 Skills Check (Required) • Complete (Cirrus) PowerPoint Chapter 4 Tutorial (Optional but recommended) • Complete (Cirrus) PowerPoint Chapter 4 Assignment 1 (Required) • Complete (Cirrus) PowerPoint Chapter 4 Assignment 2 (Required) • Complete (Cirrus) PowerPoint Chapter 4 Skills Check (Required) • Complete (Canvas) PowerPoint Project Topic (Required)	Look ahead—Your PowerPoint project is due in Week 5. You must submit your chosen topic this week in Canvas. This step is part of your test grade.

Week	Reading Assignments	Items Due	Notes & Hints
		• Complete (Canvas) PowerPoint Hands-On Assignment (Required)	
Week 4: July 19-25 Excel, Part 1	Unit 5 Excel Ch. 1 – Creating an Excel Workbook (pp. 208-243) Unit 5 Excel Ch. 2 – Working with Formulas and Functions (pp. 244-277)	• Complete (Cirrus) Excel Chapter 1 Tutorial (Optional but recommended) • Complete (Cirrus) Excel Chapter 1 Assignment 1 (Required) • Complete (Cirrus) Excel Chapter 1 Assignment 2 (Required) • Complete (Cirrus) Excel Chapter 1 Skills Check (Required) • Complete (Cirrus) Excel Chapter 2 Tutorial (Optional but recommended) • Complete (Cirrus) Excel Chapter 2 Assignment 1 (Required) • Complete (Cirrus) Excel Chapter 2 Assignment 2 (Required) • Complete (Cirrus) Excel Chapter 2 Skills Check (Required)	
Week 5: July 26-August 1 Excel, Part 2 PowerPoint Project	Unit 5 Excel Ch. 3 – Formatting Cells (pp. 278-303) Unit 5 Excel Ch. 4 – Working with Charts (pp. 304-322)	• Complete (Cirrus) Excel Chapter 3 Tutorial (Optional but recommended) • Complete (Cirrus) Excel Chapter 3 Assignment 1 (Required) • Complete (Cirrus) Excel Chapter 3 Assignment 2 (Required) • Complete (Cirrus) Excel Chapter 3 Skills Check (Required) • Complete (Cirrus) Excel Chapter 4 Tutorial (Optional but recommended) • Complete (Cirrus) Excel Chapter 4 Assignment 1 (Required) • Complete (Cirrus) Excel Chapter 4 Assignment 2 (Required) • Complete (Cirrus) Excel Chapter 4 Skills Check (Required) • Complete (Canvas) Excel Hands-On Assignment (Required) • Complete the PowerPoint Presentation Project (Canvas)	PowerPoint Presentation to be posted in the provided area in Canvas.

Week	Reading Assignments	Items Due	Notes & Hints
Week 6: August 2-8 Excel End-of-Unit Project Exams Access Databases and Data	Unit 6 Access Ch. 1 – Working with Databases (pp. 323-343) See the module in Canvas for additional materials on databases and data	• Excel End-of-Unit Project Exam 1 (Cirrus) • Excel End-of-Unit Project Exam 2 (Cirrus) • Complete (Cirrus) Access Chapter 1 Tutorial (Optional but recommended) • Complete (Cirrus) Access Chapter 1 Assignment 1 (Required) • Complete (Cirrus) Access Chapter 1 Assignment 2 (Required) • Complete (Cirrus) Access Chapter 1 Skills Check (Required) • Assignment: *Research Your Name* (Canvas) • Assignment: *Internet Scavenger Hunt* (Canvas)	**The Excel End-of-Unit Project Exams are each timed separately. The timer starts when you begin.**
Week 7: August 9-10 (Short Week)	Final Exam Review	• Study for the Final exam • Assignment: Final Exam Rules Statement of Understanding	
Final Exams: August 11-12 **Final Exams must be completed no later than Thursday, August 12 by 11:59 PM.**		Final Exam Includes: • Hands-on Word Project • Hands-on Excel Project • Hands-on PowerPoint Project	**The Final Exam contains three parts. The hands-on parts are timed separately. Each exam is allotted 45 minutes. The timer starts when you begin each exam.** **Final Exams must be completed no later than Thursday, August 12 by 11:59 PM.**

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

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 with notification to the students.