Lake Sumter State College · Business and Technologies · Computer Science

Business Computer Applications

CGS-1100

Summer Full Term 2023   CRN 30073   3 Credits   05/08/2023 to 08/10/2023   Modified 05/04/2023

Instructor: Ms. Mary Heikkinen (Ms. H)

- **Email:** heikkinm@lssc.edu (but students should contact me through Canvas Inbox)

Office Hours

As an adjunct instructor, I do not hold office hours. I am, however, available for Zoom meetings by appointment. Please send a message to me through the Canvas Inbox.

🕐 Class days, Location, Time

COURSE INFO
Instructional Method: Traditional Online
Start and End Dates: Monday, May 08, 2023 to Thursday, August 10, 2023

CLASS DETAIL
Lead Instructor: Heikkinen, Mary
Class Location: Online (Textbooks: Leesburg Bookstore)

💻 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.

Requisites

Prerequisites: None

Corequisites: None

◎ 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.

📊 Student Learning Outcomes

Lake-Sumter State College (LSSC) aims to provide students with a broad foundation of knowledge and skills across the various academic disciplines and programs. A "learning outcome" is defined as the knowledge, skills, attitudes, or habits of mind that students take with them beyond the learning experience.

The following learning outcomes will be assessed in this course:

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.

 INSTITUTIONAL

Achievement of Institutional Student Learning Outcomes (ISLOs) contributes to your success as a citizen and member of the workforce. The ISLOs include Analytical Thinking, Communication, Information Fluency, and Social Responsibility. In this course, we will address:

- Information Fluency: Evaluate information by selecting, using, and documenting college-level resources, and apply current technology appropriate for academic assignments and/or career goals.

This course and section participates in the campus-wide assessment process. Existing assignment(s) for this course were chosen for this purpose. This assignment/assessment will be graded by your instructor as explained in the syllabus. The separate reporting/scoring of the assignment/assessment for the purposes of LSSC's assessment efforts WILL NOT affect your grade in the course, or any other course work at the College. It will, however, help the College support the advancement and improvement of student learning in general. Your confidentiality will be maintained during the assessment processes.

📙 Textbooks & Other Course Materials

Click the link below for information about your course textbook:

You will need the campus location, and either your XID or the class information (ex. Spring 2022, ENC 1101, CRN 10111) to find the textbook for your class.

https://www.lssc.edu/current-students/bookstore/ (https://www.lssc.edu/current-students/bookstore/)

📋 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.**

✔ Methods of Evaluation

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

✱ 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.

Cheating Policy

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.

🏛️ 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 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 (https://lssc.smartcatalogiq.com/2019-2020/Catalog-and-Student-Handbook/College-Policies-Procedures/Academic-Integrity) for complete statement.

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 (mailto:deanofstudents@lssc.edu). The deans will then be able to share any resources at their disposal.

Course Content

- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas.
- LSSC course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically. Courses will not be modified to accommodate variations in student age and/or maturity.
- This course will be presented objectively and is not presented to espouse, promote, advance, inculcate, or compel any individual to adopt as a belief any of the subjects of the discussion that may be construed as concepts constituting discrimination based on race, color, sex, or national origin as provided by Florida law. Please note that I do not endorse such concepts but present them for academic discussion and consideration. The law does not prohibit discussion of such concepts in an objective manner and without endorsement. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

Important Information for Students with Disabilities

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The 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 (https://www.lssc.edu/current-students/student-accessibility-services/).

Initial Attendance

Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain in the class (PRO 3-05).

LSSC Safety Statement

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 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 (https://www.lssc.edu/safety/) web page.

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. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

Syllabus Disclaimer

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. 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 students.

Syllabus Statement

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, private conversations between students in the class or between a student and the faculty member, and invited guest speakers 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 LSSC Student Code of Conduct.

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.

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.

Student Assessment

Students will be evaluated using methods such as essays, tests, quizzes, assignments, discussions, oral presentations, and projects.

▤ Withdrawal Deadline

Thursday, July 13, 2023

📅 Class Calendar

Week	Reading Assignments	Items Due	Notes & Hints
Week 1: May 8-14 Orientation Use Cirrus Computing Essentials Office Application Basics	Unit 1 Chapter 1 "Computing Essentials" pp. 1-9 Unit 2 "Office Application Basics" pp. 25-62	• 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) 　o Student Orientation (in Canvas) 　o Discussion: *Introduce Yourself* (in Canvas) with Two Peer Replies • "Compressed Folder" Exercise (in Canvas) (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 2: May 15-21 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)	• 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)	

Week	Reading Assignments	Items Due	Notes & Hints
Week 3: May 22-28 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)	• 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)	
Week 4: May 29-June 4 Word End-of-Unit Project Exams		• 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 5: June 5-11 PowerPoint, Part 1	Unit 7 PowerPoint Ch. 1 – Creating a Presentation (pp. 388-407) Unit 7 PowerPoint Ch. 2 – Adding Media Elements and Effects (pp. 408-435)	• 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)	

Week	Reading Assignments	Items Due	Notes & Hints
Week 6: June 12-18 PowerPoint, Part 2	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 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) • Complete (Canvas) PowerPoint Hands-On Assignment (Required)	Look ahead—Your PowerPoint project is due in Week 9. You must submit your chosen topic this week in Canvas. This step is part of your test grade.
Week 7: June 19-25 Excel, Part 1	Unit 5 Excel Ch. 1 – Creating an Excel Workbook (pp. 208-243)	• 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)	
Week 8: June 26-July 2 Excel, Part 2	Unit 5 Excel Ch. 2 – Working with Formulas and Functions (pp. 244-277)	• 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 9: July 3-9 PowerPoint Project		• Complete the PowerPoint Presentation Project (Canvas)	PowerPoint Project to be posted in the provided area in Canvas.
Week 10: July 10-16 Excel, Part 3	Unit 5 Excel Ch. 3 – Formatting Cells (pp. 278-303)	• 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)	

Week	Reading Assignments	Items Due	Notes & Hints
Week 11: July 17-23 Excel, Part 4	Unit 5 Excel Ch. 4 – Working with Charts (pp. 304-322)	• 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)	
Week 12: July 24-30 Excel End-of-Unit Project Exams		• Excel End-of-Unit Project Exam 1 (Cirrus) • Excel End-of-Unit Project Exam 2 (Cirrus)	**The Excel End-of-Unit Project Exams are each timed separately. The timer starts when you begin.**
Week 13: July 31-August 6 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	• 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) • Assignment: Final Exam Rules Statement of Understanding	
Final Exams: August 7-10 **Final Exams must be completed no later than Thursday, August 10**		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 10**