COURSE DESCRIPTION
This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today’s business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and Web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today’s business world, and how to access information on the World Wide Web.

COURSE OUTCOMES
At the conclusion of this course each student will be able to
• Explain the purpose and functions of computer hardware and software in business.
• Effectively use off-the-shelf software applications used for business to solve quantitative and analytical problems.
• Use Web browsers and Internet search engines to retrieve information and communicate with others via email.
• Will understand the importance and use of information systems in business today.

PREREQUISITES
None.

ATTENDANCE POLICY
Attendance in class is required every day. If you miss a class, you will need to make up any work that you missed. Attendance is mandatory and if you cannot attend class for any reason it is your job to contact a classmate to determine what material you missed.

Attendance will be taken at the beginning of class. If you arrive after attendance is taken, you may still participate in the class for the day, but you will be marked as absent for purposes of counting days of attendance. After three (3) absences by this standard, you will be warned. After a fourth absence without acceptable excuse, you will be subject to withdrawal from the class and will receive a grade of W.

WITHDRAWAL POLICY
If you choose to withdraw from this class, you must fill out a withdrawal form by the withdrawal deadline in which case you will receive a grade of W. Students may not withdraw after the withdrawal deadline and the instructor will not withdraw students after the withdrawal deadline, except for violations of the attendance policy.

Students who stop turning in work or taking exams will not be withdrawn and will receive the grade that they have earned including zeros for all missed assignments and exams. If you no longer wish to remain in the class, you must withdraw yourself.
REQUIRED TEXT/MATERIALS

_CGS2100 Microsoft Office, New Perspectives Series - Windows 7 Edition_, by Shaffer, Carey, and Finnegan

SimNet Testing Software – Publisher: McGraw Hill
ISBN 0-07-721864-7

Flash Drive

FINAL GRADING SCALE

<table>
<thead>
<tr>
<th>%</th>
<th>Tests:</th>
<th>General Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Word</td>
<td>A = 90 - 100</td>
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<tr>
<td></td>
<td>Excel</td>
<td>B = 80 - 89</td>
</tr>
<tr>
<td></td>
<td>Access</td>
<td>C = 70 - 79</td>
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<tr>
<td></td>
<td>PowerPoint</td>
<td>D = 60 - 69</td>
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<tr>
<td></td>
<td>SimNet Assignments</td>
<td>F = 0 - 59</td>
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<tr>
<td></td>
<td>Final Exam</td>
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<tr>
<td>20%</td>
<td>Group Work</td>
<td></td>
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<tr>
<td>100%</td>
<td>TOTAL</td>
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COURSE REQUIREMENTS

**Tests:** Tests will be administered after completion of each application using SimNet software. *Only one makeup test will be allowed, if the professor has given permission, has been provided documentation and has been contacted prior to the test being given. The resulting makeup test will be lowered one letter grade. The Final Exam may not be made up.*

**SimNet Assignments:** SimNet Assignments will be assigned for each Application and for the Computer Concepts. *Prior to coming to class, each student must complete the SimNet Assignment, which will be the subject of the lecture for that day. Each completed SimNet Assignment will be assigned 100 points. No late SimNet Assignments will be accepted. In order to receive credit for the SimNet Assignments, you must complete each step under the Teach Me tab, the Show Me tab, and the Let Me Try tab. Failure to complete these steps will result in zero (0) points for the SimNet Assignment. Once class has begun, SimNet Assignments are no longer accepted. Incomplete or missed SimNet Assignments cannot be made up and will receive zero (0) credit.*

*Class time may not be provided for the completion of the SimNet Assignments; therefore, out-of-class time is required.*

The total number of points received on the SimNet Assignments will count as a test grade.

**Group Work:** Group work will be assigned at the end of each Tutorial. Group work will be completed during class time. Absence during any group work class will result in a zero (0) for that assignment. Students must be present during the completion of the entire group work project in order to receive credit for that project. Absence during any portion of a group work project will result in a zero (0) for that entire project.
CLAST COMPETENCIES:
Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, Act) that prepare students to succeed in the world community. These competencies are outlined in the Course Catalog. In this course, through classroom lecture and discussions, group lab work, and other learning activities, you will further develop mastery of these core competencies.

VALENCIA STUDENT COMPETENCIES:
The following Valencia Student Competencies will be reinforced throughout the entire course:

- **THINK**
  - Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
  - To think, what must you do?
  - Analyze data, ideas, patterns, principles, and perspectives.
  - Employ the facts, formulas, and procedures of the disciplines.
  - Integrate ideas and values from different disciplines.
  - Draw well-supported conclusions.
  - Revise conclusions consistently with new observations, interpretations, or reasons.

- **VALUE**
  - Make reasoned value judgments and responsible commitments.
  - To value, what must you do?
  - Recognize the values expressed in attitudes, choices, and commitments.
  - Distinguish among personal, ethical, aesthetic, cultural, and scientific values.
  - Employ values and standards of judgment from different disciplines.
  - Evaluate your own and others' values from individual, cultural, and global perspectives.
  - Articulate a considered and self-determined set of values.
  - How and where must you value?
    - With empathy and fair-mindedness
    - Individually and in groups

- **COMMUNICATE**
  - To communicate, what must you do?
  - Identify your own strengths and need for improvement as communicator.
  - Employ methods of communication appropriate to your audience and purpose.
  - Evaluate the effectiveness of your own and other's communication.
  - How and where must you communicate?
    - By speaking, listening, reading and writing
    - Verbally, non-verbally, and visually
    - With honesty and civility

- **ACT**
  - Act purposefully, respectfully, and responsibly.
  - To act, what must you do?
  - Apply disciplinary knowledge, skills, and values to educational and career goals.
  - Implement effective problem-solving, decision-making, and goal setting strategies.
  - Act effectively and appropriately in various personal and professional settings.
  - Assess the effectiveness of personal behavior and choices.
  - Respond appropriately to changing circumstances.
  - How and where must you act?
    - With courage and perseverance
    - Individually and in groups
    - In your personal, professional, and community life
COMMUNICATION
I will communicate with you mainly during our contact in class. All communication outside of class should be conducted using the messaging component of the Blackboard system. Please reserve phone calls and emails for extraordinary circumstances only.

COURSE POLICIES
We will use the Blackboard system as the principal means for communicating and for delivering documents. It is your responsibility to check your Blackboard dashboard frequently for important announcements, syllabus updates, documents for download, and for messages from the instructor and fellow students.

COURSE CONDUCT
Please note that students are expected to be courteous and respectful of one another both in the classroom as well as in their posts to the course bulletin board. We will be polite and helpful to one another. Students who violate this rule will be immediately disciplined in the manner deemed appropriate by the course instructor.

LEARNING COMMUNITY
The learning community consists of 4 elements: Professor, Student, Course Content and the Physical Environment. As your professor I serve to introduce you to the material, give examples and explanations, and serve as a helpful resource. It is my job to empower you to become a successful learner. As the student you must explore all resources available that are needed to help you be successful. You must realize that the learning is ultimately your responsibility through attending class lectures, reading the book, attempting homework and using any other tools you feel might individually help you. Whether or not you feel the course content is exciting or boring should not govern the amount of time and energy that you put into learning the content. Keeping a positive attitude always helps, and thinking negatively will affect you mentally by making you less motivated. The physical environment refers to the classroom in which the content is presented. If you are respectful of your fellow students and keep the classroom as a proper learning environment (without any unnecessary interruptions) then the maximum amount of learning will take place in the environment.

ONLINE STUDENT ASSESSMENT OF INSTRUCTION
As part of our continuing goal to provide the best possible instruction for Valencia College students, the student evaluation of instructor form is now available online. When the online evaluation becomes available for this semester, you will receive a link via your Atlas email, so be sure to check it often towards the end of the semester.

ACADEMIC DISHONESTY POLICY
Plagiarism and cheating are serious offenses and may be punished by failure on the exam, paper, or project; failure in the course; and or expulsion from the College. For more information, refer to the “Academic Dishonesty” policy in the Course Catalog.

SOFTWARE PIRACY
Software piracy (the illegal procurement of copyrighted software) is not tolerated at Valencia Community College and will not be permitted in this course. Any student who is caught pirating software or even DISCUSSING techniques for pirating software in this class will receive an automatic F in the course and will be reported to the administration. Please note that software piracy is a crime and may lead to up to 15 years imprisonment if convicted.

STUDENTS WITH DISABILITIES
Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor during the first
two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523). The needs of students with appropriate documentation will always be supported in class.

**CELL PHONE POLICY**
Before entering my classroom, all cell phones **must** be silenced. Ringing phones are not permitted and may result in your **ejection from class**.

**DISCLAIMER**
Changes to the syllabus and/or schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.
## COMPUTER FUNDAMENTALS AND APPLICATIONS  
**CGS 2100**  
**ASSIGNMENT SHEET (Tentative)**

**Class Days and Times:** Monday and Wednesday, 11:30 am to 12:45 pm

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<tr>
<th>Lesson</th>
<th>Homework</th>
<th>Due Date</th>
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<tr>
<td><strong>Introduction</strong></td>
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<tr>
<td><strong>Computer Concepts</strong></td>
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<td><strong>POWERPOINT EXAM – 4/18/2012</strong></td>
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**FINAL EXAM – 4/25/2012 (10:00 am – 12:30 pm)**  
Comprehensive Final Exam covering Word, Excel, Access, and PowerPoint