



# **CGS1060 Introduction to Information Technology Hybrid Fall A16 Reference #443949**

## **Welcome!**

Welcome and thank you for enrolling in this course! This hybrid CGS1060 course runs from Monday morning (12:01AM) and ends Sunday midnight (12:00PM) for 16 weeks.

In some weeks, you are required to attend class on **Tuesdays from 6:00PM to 8:00PM**. You **MUST** participate not only in in-class activities, but also be responsible for completing all online assignments in Blackboard. Questions and/or concerns about the online assignments may be discussed during the in-class session.

If an in-class session has been scheduled, we will meet at **Deerwood Center in room F1609**. Please review the Calendar of Activities for specific dates.

Please take a few minutes to read the syllabus and make sure you understand all the requirements for each assignment. Exploring all the topics in this syllabus and related links will help you succeed in this course.

I am looking forward to working with you and having a great semester!

***Dr. Golf K.***

# CGS1060 Introduction to Information Technology

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## Professor Information

Professor: Dr. Piti "Golf" Kanjanapongpaisal  
Virtual Office Hours: Thursday 4:30PM to 8:30PM  
Virtual Contact Methods: Email: Golf.K@fscj.edu and Skype: golf.fscj  
Office Hours: Tuesday 3:30PM to 4:30PM; Wednesday 3:30PM to 4:30PM  
Office Location: Deerwood Center E2505  
Office Phone: 904-997-2691  
Email: Golf.K@fscj.edu

## Instructor Response

You can anticipate responses to inquiries and questions within 24 - 48 hours of receipt.

## Campus Information

This online course is offered by the Florida State College at Jacksonville Open Campus. For questions or concerns, please feel free to call the Campus Resource Center (904-997-2628). For technical assistance, please contact the Help Desk at 877-572-8895 or (904) 632-3151 or via [Student Computing Resources](#).

## Course Description

This course, intended for individuals with no previous computing experience, includes the history of computers, a survey of how computers are used today, the basic components of computers and computer terminology and laboratory experiences using application software. A study of information systems and computer careers completes the course. Additional lab time may be required in order to complete application assignments.

## Learning Outcomes

Upon completion of the course, the student will be able to:

- Explain history of computers
- Explain trends in Hardware and Software systems
- Explore issues of Privacy
- Present basic software applications
- Demonstrate research capabilities of the Internet
- Describe & explain steps in the Program Life Cycle
- Describe Internet, Intranet, Extranet
- Create Folders-explain file Management-organize files

## Course Information

Course Number/Title: CGS1060 Introduction to Information Technology  
Reference Number: XXXX  
Number of Credit Hours: 3  
Term/Year/Session/Length: XXXX  
Course prerequisites: None  
Course co-requisites: None

## Important Dates

<b>Class Begins</b>	August 24, 2016
<b>100% Refund Deadline</b>	August 31, 2016
<b>Non-Attendance Drop</b>	September, 1 – 8, 2016
<b>Withdraw with “W” Deadline</b>	October 31, 2016
<b>Course Evaluation</b>	November 28 – December 9, 2016
<b>Class Ends</b>	December 9, 2016

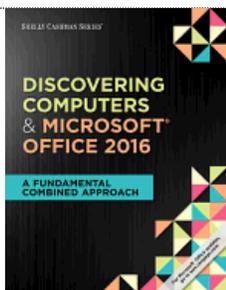
These dates are critical for this course. Additional critical dates for this course can be found by choosing the appropriate term links in the [Academic and Registration Calendars](#) at the Florida State College at Jacksonville website.

## Instructional Materials and Equipment

If you have not done so already, obtain your textbook and related course materials. Visit your nearest campus bookstore or order online via the student portal, [Connections](#) or the [Follett Online Bookstore](#). Be sure to order using your course and instructor’s name and the six-digit course reference number.

Please note that some courses may require a text plus additional software or a publisher Web access code. If purchasing a used text, be sure to check on and obtain all required materials.

## Required Text



### **Discovering Computers & Microsoft Office 365 & Office 2016**

**Author:** Vermaat, Campbell (Shelly Cashman Series)

**Edition:** 1<sup>st</sup>

**Publisher:** Cengage

**ISBN-13 (Loose Leaf version):** 9781337251655

OR

**ISBN-13 (Book version):** 9781305871809

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## Required Materials

Students will need access to a computer with Internet service, course textbook, and storage device (flash or cloud preferred), Microsoft Office 2013 software. **Please note that Microsoft Access is available only for Windows.**

## Online Delivery System

This course will be delivered using the Blackboard Learn™ course management system.

## Blackboard™ Supported Browsers and Technologies for Version 9.1 201404

Review the list of supported browsers on the [Blackboard Help-Browser Support site](#) to see if your browser is included. View the list of supported operating systems on the [Blackboard Help-Supported Technologies site](#) to see if your operating system is compatible.

## Technology Requirements

Reliable and consistent computer and Internet access is encouraged to successfully participate in and complete online courses. Ensure that your computer meets the minimum system requirements noted below and on the Florida State College at Jacksonville [Online Learning site](#). Please use the following checklist to determine your computer readiness.

You should own or have access to:

- An email account
- Computer with high speed access to the Internet
- Access to College computers when needed
- Virus-checking software
- Microsoft Office 365/2016
- Software and plug-ins that may include (choose the titles for the free downloads)
  - [Adobe Acrobat Reader](#)
  - [Flash Player](#)
  - [Java](#)
  - [Shockwave Player](#)
  - [VLC](#)

It is a good idea to check your computer at the beginning of each course and a couple of times throughout the term to ensure you have all the necessary software and plug-ins to use the Blackboard online system and course features. Navigate to the [Blackboard Help-Browser Support site](#) and choose the *Browser Checker* link. Review the results and interpretations to determine your system's compatibility and readiness.

Please note that you will need to turn off your pop-up blocker to use all features of this online course.

## Accessibility

If you require specific accommodations to complete this course, contact the Florida State College at Jacksonville [Office of Services for Students with Disabilities](#) located at 101 W State St, Room A1020,

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Jacksonville, FL 32202 with additional offices at Kent, North, and South campuses. You may reach the Associate Director at (904) 997-2527.

## **Your Course Participation and Assessments**

### **Learning Communities**

Students learn through interactions with each other, with their instructor, and with the course material. A major goal of this course is to encourage you to build learning communities within the course. This course has special forums to aid in building our learning community. We will use the discussion area to meet each other and share our thoughts and concerns.

The "Questions for the Professor" discussion forum is used for general questions about course content, navigation, or flow. Please do not ask personal or specific grade-related questions in this forum, send individual communication instead.

The "Cyber Café" is available to discuss items of interest to you and your classmates. Please remember that netiquette rules and guidelines apply to all discussion forums.

### **Assignments**

You are required to complete both online assignments and in-class activities. To see all the assignments due in this course, refer to the Calendar of Activities below. Be sure to check the Calendar of Activities carefully for due dates on all assigned work. You are also required to complete some of lab activities during in-class sessions. See more details under the Lab Activities section.

### **Discussion (Online)**

You will participate in 5 discussions. Each discussion is worth 10 points for a total of 50 points toward your final grade. Each Discussion Board consists of two parts: the presentation of your own thoughts in answering an open-ended question and response(s) to answers from your classmates. The links to the forums are located in the Course Content area.

Our discussions are an opportunity to have thoughtful discussions about a given topic. The questions raised will be general in nature and ask you to think deeply. In each discussion forum, you will be required to give a thoughtful and comprehensive response of at least five to eight sentences that are reflective and well-written, as well as respond to at least two other people. The discussion begins when other class members read what you wrote and respond.

Class members are expected to contribute original thoughts as well as respond to classmates' posts. In your responses, you will ask your classmates questions, expand on one of their ideas, ask for clarity on one of their points, and maybe even politely disagree and explain why.

Please note that you should complete all of the readings for the module prior to posting your discussion response. You are expected to post in correct sentence and paragraph format. Remember to check for correct spelling and grammar. Discussions are graded using the Discussion Rubric shown under Rubric section in the syllabus, and the rubric is also available in the Blackboard classroom.

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## Capstone Project (Online)

A capstone project is a multifaceted assignment that serves as a culminating academic and intellectual experience for students. Students will demonstrate their application of skills and knowledge that they have gained in this course. This capstone project can be broken down into three main milestones:

Milestone #1: Develop a flyer and newsletter using Microsoft Word (50 points)

Milestone #2: Develop a roster with financial report (50 points)

Milestone #3: Develop a self-narrated presentation (50 points)

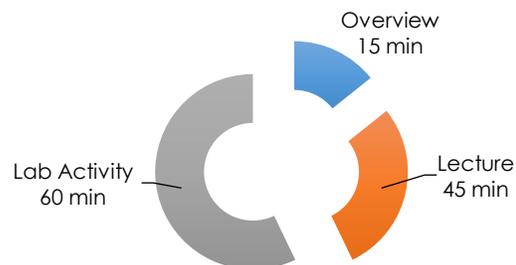
The total point for this capstone project is 150 points. More specific details about the Capstone Project and due dates will be provided in the Blackboard classroom. All the milestones will be graded by using the same rubric. See the Rubric section at the end of the syllabus for more details.

## Quizzes (Online)

You will take 5 quizzes in this course. Quizzes are worth 50 points each, for 250 points towards your final grade. Each quiz has 50 multiple choice and true/false questions and have to be completed in 90 minutes with two attempts. Make sure you have reviewed the reading assignments before you start a quiz.

## Lab Activities (In-Class & Online)

During each week, you are required to attend class on Tuesdays from 6:00PM to 8:00PM. You must participate in all in-class activities. The figure below shows how each in-class session is arranged.



There are 9 hands-on activities that allow students to practice and demonstrate their proficiency in Office applications. Each in-class activity is worth 50 points toward the final grade. The table below outlines in-class lab activities for 16 weeks.

Week #	In-Class Activity	Point
1 (08/30)	Lab Activity #1	50
2 (09/6)	Lab Activity #2	50
3 (09/13)	<b>NO CLASS</b>	
4 (09/20)	Lab Activity #3 Part I	50
5 (09/27)	Lab Activity #3 Part II	50

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6 (10/4)	Lab Activity #4 Part I	50
7 (10/11)	Lab Activity #4 Part II	50
<b>8 (10/18)</b>	<b>NO CLASS</b>	
<b>9 (10/25)</b>	<b>NO CLASS</b>	
10 (11/1)	Lab Activity #5 Part I (Part II will be completed online)	50
<b>11(11/8)</b>	<b>NO CLASS</b>	
12 (11/15)	Lab Activity #6 Part I (Part II will be completed online)	50
<b>13 (11/22)</b>	<b>NO CLASS</b>	
14 (11/29)	Lab Activity #7	50
<b>15 (12/6)</b>	<b>NO CLASS</b>	
<b>Total</b>		<b>450</b>

**Make-up Class:** For in-class sessions, you are allowed only ONE unexcused absence AND **may not be the Week #16**. You must present a doctor's note for all other absences. In order to earn the points for the in-class activity that you miss, you are responsible for following up with the instructor within ONE WEEK and making sure that you receive the in-class assignment. Also, you will need to submit the artifact for the in-class activity that you missed.

### Course Grade

Your final letter grade will be determined by totaling the points earned on all graded coursework.

ASSIGNED WORK	POINTS
Discussions (5 @ 10 points each)	50
Quizzes (5 @ 50 points each)	250
Lab Activities (In-Class Lab 9 @ 50 points and Online Lab 2 @ 50 points)	550
Capstone Project (1 @ 150 points)	150
<b>Total Points</b>	<b>1,000</b>

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GRADE	POINTS
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

## **FN Grade – Failure for Non-Attendance**

A Failure for Non-Attendance (FN) grade indicates that a student has failed a course due to non-attendance. It is calculated as an "F" in the student's grade point average. **For students receiving financial aid, failure for non-attendance may require the student to refund to the College all or part of the aid received.** The faculty member will assign the FN grade at any time following the final withdrawal date for the course.

For additional information, please review the grading system and policies in the College catalog.

## **I Grade - Incomplete**

Incomplete (I) grades may be awarded based on the criteria in the College catalog.

## **Repeating the Course**

You may repeat a course in an attempt to improve a grade previously earned. However, you are limited in your attempts to courses where a "D," "F," or "FN" grade was earned. You have only three total attempts in any course, including the original grade, repeat grades, and withdrawals. Upon the third attempt in a course, you must be given an "A," "B," "C," "D," or "F".

When you repeat a course at Florida State College, only the last grade earned is calculated in your cumulative grade point average (GPA). If you have an excessive number of "W" or "FN" grades and repeat courses to improve your GPA, you may jeopardize your admission to programs in the Florida State University System (SUS) or other institutions.

## **Calendar of Activities**

The Calendar of Activities is a summary of the lessons and course activities for each module. See each specific Module page for directions on how to complete each assignment.

Week	Module / Topic	Readings & Resources	In-Class Session	Point Possible	Online Activities	Points Possible	Due Date (Online)
#1 08/22 – 08/28	Module 1: Today's Computers and Technologies	Chapter 1			Greetings & Introductions Discussion	N/A	08/28
					Module 1 Discussion	10	09/4

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#2 08/29 – 09/4			08/30 Introduction (Blackboard Overview & FSCJ Email) Lab Activity #1	50	Module 1 Quiz	50	09/4
#3 09/5 – 09/11	Module 2: The Internet, Communication Tools, and File Management	Chapter 2 and OFF module	09/6 Lab Activity #2	50	Module 2 Discussion	10	09/11
#4 09/12 – 09/18			09/13 <b>NO CLASS</b>	N/A	Module 2 Quiz	50	09/18
#5 09/19 – 09/25	Module 3: Mobile Technologies and Microsoft Word	Chapter 3 and WD module	09/20 Lab Activity #3 Part I	50	Module 3 Quiz	50	10/2
#6 09/26 – 10/2			09/27 Lab Activity #3 Part II	50			
#7 10/3 – 10/9	Module 4: Software Applications and Microsoft Excel	Chapter 4 and EX module	10/4 Lab Activity #4 Part I	50	Module 4 Quiz	50	10/16
#8 10/10 – 10/16			10/11 Lab Activity #4 Part II	50			
#9 10/17 – 10/23	Module 5: Digital Security, Ethics, and Privacy	Chapter 5	10/18 <b>NO CLASS</b>	N/A	Module 5 Discussion	10	10/23
#10 10/24 – 10/30			10/25 <b>NO CLASS</b>	N/A	Module 5 Quiz	50	10/30
#11 10/31 – 11/6	Module 6: Multimedia and Microsoft PowerPoint	Chapter 4 and PPT module	11/1 Lab Activity #5 Part I	N/A			
#12 11/7 – 11/13			11/8 <b>NO CLASS</b>	50	Lab Activity #5 Part II	50	11/13
#13 11/14 – 11/20	Module 7: Introduction to Database	AC module	11/15 Lab Activity #6 Part I	N/A	Module 7 Discussion	10	11/20

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#14 11/21 – 11/27	and Microsoft Access		11/22  <b>NO CLASS</b>	N/A	Lab Activity #6 Part II	50	11/27
#15 11/28 – 12/4	Module 8: Microsoft Office Integration		11/29  Lab Activity #7	50	Module 8 Discussion	10	12/4
#16 12/5 – 12/9			12/6  <b>NO CLASS</b>	N/A	Capstone Project	150	12/9
<b>Total</b>				<b>450 Points</b>	<b>Total</b>		<b>550 Points</b>

**Special Note:** The instructor reserves the right to modify this syllabus. You will be notified of any changes.

## Course Guidelines/Policies

### Academic Dishonesty

Academic dishonesty, in any form, has severe consequences. Please review the [Student Rights and Responsibilities](http://catalog.fscj.edu/content.php?catoid=31&navoid=3998#conduct) (<http://catalog.fscj.edu/content.php?catoid=31&navoid=3998#conduct>) section of the College catalog.

### Attendance

Attendance is measured in this hybrid course by your weekly access to the online content, timely completion of required course activities, AND in-class attendance. If you fail to sufficiently participate in the online course and the in-class sessions prior to the official refund deadline, you can be dropped for non-attendance. If the official withdrawal date has passed and you fail to sufficiently progress in the online course, you can be awarded a Failure for Non-Attendance (FN) grade.

This course runs from Monday morning (12:01AM) and ends Sunday midnight (12:00PM) for 16 weeks. You are required to attend the in-class session that has been scheduled in the Calendar of Activities on **Tuesdays from 6:00PM to 8:00PM**. Questions and/or concerns about the online assignments may be discussed during the in-class session.

### Late/Make Up Work

#### ONLINE Assignments

Late submission of online assignments will be penalized. Late work will be penalized 10% for each day that it is late. Work more than three days late will not be accepted at all. Assignment due dates are listed in the course syllabus under the Calendar of Activities section.

#### IN-CLASS Assignments

For in-class sessions, you are allowed only ONE unexcused absence AND may not be the last in-class session. You must present a doctor's note for all other absences. In order to earn the points for the in-class activity that you miss, you are responsible for following up with the instructor within ONE WEEK

and making sure that you receive the in-class assignment. Also, you will need to submit the artifact for the in-class activity that you missed.

## **Expectations of Student Conduct**

The College's *Expectations of Student Conduct* are outlined in the College catalog and extend to the online classroom. It is expected that each of you use appropriate, professional language and respect when addressing your classmates and instructor in any part of the online classroom. That same level of professional conduct should extend to all assignments submitted.

It is expected that you will not make insulting or inflammatory statements to other members of the class. Read the comments of other classmates thoroughly before responding. Be positive, thoughtful, and constructive in your comments and responses.

## **Recommendations for Success in this Course**

- Have a place where you can study and set aside an appropriate amount of time to do it. Generally, a 3-credit hour course requires a minimum of 12 hours of self-study time each week in addition to the time spent completing assignments.
- Practice and repetition are the best way to ensure your mastery of the material.
- Communicate with your instructor to ask any important questions and to discuss important concepts.
- Complete all reading assignments and view and review all chapter resources prior to an in-class session.
- Complete and review all online course activities.

## **College Resources**

Florida State College at Jacksonville offers many resources to help you become successful in your course and academic career. A brief description of some of these resources follows and others are noted in the Tools and Resources folder of the Blackboard classroom.

### **Technical Helpdesk**

If you have any problems with Blackboard, viewing online content, email or Connections, visit the Florida State College at Jacksonville [Help Desk](#). There you can contact the technical support team directly via live chat or visit the [Self-Help Portal](#).

Please remember that answers to questions about your course materials, tests, quizzes, or assignments can only be provided by your instructor.

### **Library and Learning Commons**

The [Library/Learning Commons \(LLC\)](#) is an instructional area of the College designed to offer a variety of teaching, learning and research resources to students enrolled in courses at Florida State College at Jacksonville. LLC services include individual and small group tutoring; traditional and virtual library services and materials; subject-specific instruction including orientations; free workshops; study areas; and access to tutorials, computers, and multimedia technology.

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## Tutorials/Online Demonstrations

To view demonstrations of common Blackboard activities, go to the Student Videos section of the [Blackboard Help site](#). There you will find helpful playlists and a link to Blackboard's On Demand tutorials.

## The Next Step

I hope you have found this syllabus useful. Your next step is to become familiar with the Blackboard classroom and begin the assignments for Module One.

See you in the online course and our **first in-class session on Tuesday, August 30<sup>th</sup>, at Deerwood Center (Rm. F1609) at 6:00PM!**

**Dr. Golf K.**

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## Rubrics

### Discussion Rubric (10 points per discussion)

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
<b>Quality of Initial Post</b>	<b>3 points</b> Posting contains well-developed ideas and reflections connected to the question, stimulates discussion.	<b>1 to 2 points</b> Posting contains ideas and reflections connected to the question.	<b>0 points</b> Posting contain poorly developed ideas unconnected to the questions.
<b>Quality of Response Postings</b>	<b>3 points</b> Responses are highly reflective, insightful and add to the discussion in a meaningful way moving it forward.	<b>1 to 2 points</b> Responses are fairly reflective or insightful but do not significantly add to the discussion in a meaningful way.	<b>0 points</b> Responses are not reflective or insightful, but don't add to the discussion.
<b>Timeliness of Postings</b>	<b>2 points</b> Post early in the time allotted for discussion	<b>1 point</b> Posts during the time allotted for the discussion	<b>0 points</b> Does not post during the time allotted for the discussion
<b>Spelling and Grammar</b>	<b>2 points</b> Posting contains no spelling or grammatical errors.	<b>1 point</b> Posting contains a few spelling or grammatical errors.	<b>0 points</b> Posting contains numerous errors in grammar, mechanics, and/or spelling.

### Capstone Project (50 Points for each milestone)

Students are required to complete all three milestones for the capstone project. Each milestone will be graded by using the rubric below.

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
<b>Quality of Product</b>  <b>15 points</b>	<b>14 to 15 points</b> The product is original, contains all the required elements, and looks polish and professional. There are no typos and grammatical errors. The content is appropriately developed.	<b>10 to 13 points</b> The product contains all the required elements, and looks polish and professional. There are minor typos and grammatical errors. The content is appropriately developed.	<b>0 to 9 points</b> The product is not original. The product does not contain all the required elements; does not look polish or professional. There are several typos and grammatical errors. The content is insufficient or not appropriately developed.
<b>Technicality</b>  <b>20 points</b>	<b>18 to 20 points</b> Students successfully demonstrate the skills and knowledge learned in the class, as well as apply	<b>12 to 17 points</b> Students successfully demonstrate the skills and knowledge learned in the class, as well as apply	<b>0 to 11 points</b> Students fail to demonstrate the skills and knowledge learned in the class and/or fail to apply

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	techniques appropriately. Students also utilize all the software application features appropriately.	techniques appropriately. Students also utilize some of the software application features.	techniques appropriately. Students do not utilize all the software application features appropriately.
<b>Creativity</b> <b>15 points</b>	<b>14 to 15 points</b> Students demonstrate and apply their creativity to the product effectively. Students also successfully utilize available resources to develop a product in a creative way.	<b>10 to 13 points</b> Students demonstrate and apply their creativity to the product appropriately. Students somewhat utilize available resources to develop a product in a creative way.	<b>0 to 9 points</b> Students fail to demonstrate and/or apply their creativity to the product. Students do not utilize available resources to develop a product in a creative way.