



# **CGS 1100 - Microcomputer Applications for Business and Economics**

**ONLINE B12**

**Reference #451063**

**Welcome!**

Welcome and thank you for enrolling in this course! This online CGS1100 course runs from Monday morning (12:01AM) and ends Sunday midnight (12:00PM) for **12 weeks**, from 02/06 to 05/05/2017.

During each week, you are required to attend online **Blackboard classroom** AND **online SAM Training** (<http://sam.cengage.com/>). In order to become successful in this online, self-paced learning, you are expected to spend **10 to 12 hours each week** to complete required reading, homework assignments and other online training activities/projects.

**We will be communicating a lot via FSCJ email account. Please make sure you check your email as frequently as possible throughout the week.**

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.***

## Professor Information

Professor:	Dr. Piti "Golf" Kanjanapongpaisal
Virtual Office Hours:	By appointment
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 FSCJ Online. 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 business oriented course will include training in Windows operating systems, word processing, financial spreadsheets, database applications, and a special topics section that will introduce presentation software, the Internet World Wide Web browsers, E-Mail, local area networks, and other contemporary issues as time permits.

## Learning Outcomes

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

- Demonstrate proficiency in using Microsoft Office Application suit
- Create and revise text documents using Microsoft Word
- Create and revise spreadsheets and charts using Microsoft Excel
- Create and manage databases using Microsoft Access
- Create and develop presentations using PowerPoint
- Download files and browse the Internet using current Web browsers
- Integrate data among Microsoft Office applications

## Course Information

Course Number/Title:	CGS1100 Microcomputer Applications for Business and Economic
Reference Number:	451063
Number of Credit Hours:	3
Term/Year/Session/Length:	Spring 2017/B12 & SAM Section Piti Golf K. CGS 1100 B12 Reference 451063
Course prerequisites:	None
Course co-requisites:	None

## Important Dates

<b>Class Begins</b>	02/06/2017
<b>100% Refund Deadline</b>	02/13/2017
<b>Non-Attendance Drop</b>	02/22/2017
<b>Withdraw with "W" Deadline</b>	04/06/2017
<b>Course Evaluation</b>	04/29 – 05/05/2017
<b>Class Ends</b>	05/05/2017

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/Materials



FSCJ CGS1100 Bundle (includes loose-leaf version of the book plus SAM access code with eReader)  
 Publisher: Cengage Learning  
 ISBN: 9781337050449

***If you prefer an e-book option with SAM access code, you may purchase the option below.***



SAM 365 & 2016 Assessments, Trainings and Projects with eReader  
 Printed Access Card  
 Publisher: Cengage Learning  
 ISBN: 9781337113922

## Additional Materials

Students will need access to a computer with Internet service, the course textbook, a storage device (flash or cloud preferred), Microsoft Office 2016 software and a SAM code to complete project assignments and exams. **Please be advised that Microsoft Access is available only for Windows.**

## Online Delivery System

This course will be delivered using the Blackboard Learn™ course management system and the SAM online learning environment.

## 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
- Word-processing software
- 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.

To access and use SAM, please make sure you review the [Student Manual](#) (<http://sam.cengage.com/Content/InstructionFiles/Help/Student/StudentHelp.htm>). For SAM technical support, please create a case at <http://www.cengage.com/support> or call 800-354-9706, prompt 5.

## **Accessibility**

*This course requires students to utilize a third party software that is not offered in an ADA compliant version. Please contact the Associate Director of Student Support Services at [Denise.Giarrusso@fscj.edu](mailto:Denise.Giarrusso@fscj.edu) for additional accommodations or course alternatives that may be available.*

If you require specific accommodations to complete this course, contact one of the Student Support Coordinators located at each campus. Office locations and contact information can be found here: [Services for Students with Disabilities](#). You may also 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.

### **Assigned Work**

In each module, you have individual activities to complete. Detailed information, instructions, and rubrics for each assignment can be found below and in the module folders of the online classroom.

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. Some weeks may require completion of more than one module.

### **Original Writing, Style and Sources**

Written assignments must adhere to APA style guidelines. Writing style resources are available in the Tools and Resources folder within your Blackboard classroom.

Your written assignments should be original writing and include citations as described in the APA style guide. Turnitin® is an online tool that scans written assignments for signs of plagiarism and may be used to screen your assignment submissions. Please go to [Turnitin®](#) for information about originality checks and reports, and to [What is Plagiarism?](#) for plagiarism prevention resources.

Wikipedia is a tertiary (condensed) source of information and should not be used as a reference in your assignments and papers. It is, however, a good resource for finding primary and secondary sources that may be acceptable.

### **Discussions**

You will participate in 5 discussions. Discussions are worth 20 points each for a total of 100 points toward your final grade. The links to the forums are located in the module folders in the Course Content area.

The discussion board forums are an opportunity to have thoughtful discussions about a given topic. In each discussion forum, students will be required to give a thoughtful and comprehensive response that is 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 may ask classmates' questions, expand on 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 the discussion board forum 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 included at the end of this syllabus and also available in the Blackboard classroom.*

### **Assignments**

Assignments are worth up to a total of 700 points toward your final grade. See below for more details.

#### **SAM Tutorial Trainings (30 points each)**

There are 5 SAM Tutorial Training assignments in this course. These assignments will be completed on the SAM training site, which will provide self-paced instruction for the module topic. Each will include a competency test. After completing the training, you will submit a PDF version of the report generated by the SAM site.

#### **SAM Project Tutorial (Various points each. 150 points total)**

You will complete 4 SAM Project Tutorials in this course. The specific directions will be given to each project. You will be required to download files from SAM Project Tutorials, save the working files, carefully read the instructions, complete, and submit the complete project file to SAM submission.

SAM system will automatically grade your work and provide you with specific feedback on how to improve your work. You may revise your work and re-submit it through SAM submission. You have up to five attempts and the highest score will be recorded.

To notify the Instructor that you have completed the Project Tutorial, go to Blackboard SAM Project Tutorial submission area, and use "Write Submission" to inform that your project is completed.

**Optional Project (Non-Graded Assignment)**

The training project indicated as “Optional” is a non-graded assignment. Although these projects are not required, you are encouraged to complete them to challenge your skills.

**Capstone Project (300 points)**

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

- Milestone #1: Develop a flyer and newsletter using Microsoft Word (100 points)
- Milestone #2: Develop a roster with financial report using Microsoft Excel (100 points)
- Milestone #3: Develop a self-narrated presentation using Microsoft PowerPoint (100 points)

All three milestone assignments are based on the given scenario. You will find more details about Milestone #1 in Module Word. More details about Milestone #2 and #3 will be given in Module Excel and PowerPoint respectively.

*This assignment is graded using the Capstone Project Rubric included at the end of this syllabus and also available in the Blackboard classroom.*

**Word and Excel Integration Assignment (100 points)**

Microsoft Word and Excel are the most frequently used in the business. It is very essential for you to be able to operate and integrate these two software applications effectively. This assignment will help you understand the different types of software integration. The instructions and working files are available in Module 6.

**Requirements**

- Must download the instructions and working files available in Blackboard, Module 6.
- Follow the instructions and complete the assignment.
- Submit all working files in Blackboard by clicking on the submission link, attaching the files, and clicking on the submit button.

*This assignment is graded using the Word and Excel Integration Assignment Rubric included at the end of this syllabus and also available in the Blackboard classroom.*

**Quizzes**

You will complete 4 quizzes in this course. Each quiz covers the textbook readings for the corresponding module and consists of 50 multiple-choice and True-False questions. You will only have two attempts with a time limit of 90 minutes. Each quiz is worth 50 points.

**Course Grade**

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

ASSIGNED WORK	POINTS
Module Quiz (4 @ 50 points each)	200
Discussions (5 @ 20 points each)	100

SAM Tutorials Trainings (5 @ 30 points each)	150
SAM Project Tutorials (4 @ various points each)	150
Capstone Project (3 milestones @ 100 points each)	300
Word and Excel Integration Assignment	100
<b>Total Points</b>	<b>1000</b>

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.



<b>Dates</b>	<b>Module / Topic</b>	<b>Readings &amp; Resources</b>	<b>Assigned Work</b>	<b>Points Possible</b>	<b>Due Date</b>	
<b>Week #1</b> 02/6 – 02/12	Module 1: Introductory Concepts	EEC 1-31 FM 1-31 IB 1-31	Greetings & Introductions Discussion	20	02/12	
			SAM User Registration	N/A	02/12	
SAM Tutorial Training   Windows and File Management			30	02/19		
<b>Week #2</b> 02/13 – 02/19						
<b>Week #3</b> 02/20 – 02/26	Module 2: Word	WD 1-234	Module 2 Discussion	20	02/26	
			SAM Tutorial Training   Word	30	02/26	
<b>Week #4</b> 02/27 – 03/5						
SAM Project Tutorials   Word			50	03/5		
			Quiz #1: Word	50	03/5	
<b>Week #5</b> 03/6 – 03/12	Module 3: Excel	EX 1-252	Module 3 Discussion	20	03/12	
			SAM Tutorial Training   Excel	30	03/12	
<b>Week #6</b> 03/13 – 03/19						
SAM Project Tutorials   Excel			50	03/19		
			Quiz #2: Excel	50	03/19	
<b>03/20 – 03/26</b>	<b>SPRING BREAK NO CLASS</b>					
<b>Week #7</b> 03/27 – 04/2	Capstone Project		Capstone Project: Milestone #1	100	04/2	
	Milestone #1 & #2		Capstone Project: Milestone #2	100	04/2	

<b>Week #8</b> 04/3 – 04/9	Module 4: Access	AC 1-225	Module 4 Discussion	20	04/9
			SAM Tutorial Training   Access	30	04/9
04/10 – 04/16			SAM Project Tutorials   Access	20	04/16
			Quiz #3: Access	50	04/16
<b>Week #10</b> 04/17 – 04/23	Module 5: PowerPoint	PPT 1-132	Module 5 Discussion	20	04/23
			SAM Tutorial Training   PowerPoint	30	04/23
			SAM Project Tutorials   PowerPoint	30	04/23
<b>Week #11</b> 04/24 – 04/30	Module 5: PowerPoint	PPT 1-132	Capstone Project: Milestone #3	100	04/30
			Quiz #4: PowerPoint	50	04/30
<b>Week #12</b> 05/1 – 05/5	Module 6: Integration & Productivity App	PA 1-16	Integration Assignment	100	05/5
			Catch up SAM Tutorial Training and Project Tutorials	N/A	05/5

**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 appendices in the current College catalog entitled *Expectations of Student Conduct* and *Procedures for Handling Alleged Academic Dishonesty*.

### Attendance

Attendance is measured in this course by your weekly access to the online content and timely completion of required course activities. If you fail to sufficiently participate in the online course 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 12 weeks.**

### **Late/Make Up Work**

Late submission of all 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.

### **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.
- 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.

### 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!

### Rubrics

#### Discussion Rubric

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 Rubric**

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
<b>Quality of Product</b> <b>30 points</b>	<b>27 to 30 points</b> The product is original, contains all the required elements, and looks polished and professional. There are no typos and grammatical errors. The content is appropriately developed.	<b>24 to 26 points</b> The product contains all the required elements, and looks polished and professional. There are minor typos and grammatical errors. The content is appropriately developed.	<b>0 to 23 points</b> The product is not original. The product does not contain all the required elements; does not look polished or professional. There are several typos and grammatical errors. The content is insufficient or not appropriately developed.
<b>Technicality</b> <b>40 points</b>	<b>36 to 40 points</b> Students successfully demonstrate the skills and knowledge learned in the class, as well as apply techniques appropriately. Students also utilize all the software application features appropriately.	<b>32 to 35 points</b> Students successfully demonstrate the skills and knowledge learned in the class, as well as apply techniques appropriately. Students also utilize some of the software application features.	<b>0 to 31 points</b> Students fail to demonstrate the skills and knowledge learned in the class and/or fail to apply techniques appropriately. Students do not utilize all the software application features appropriately.
<b>Creativity</b> <b>30 points</b>	<b>27 to 30 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>24 to 26 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 23 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.

**Word and Excel Integration Assignment Rubric**

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement

<p><b>Submission</b> <b>20 points</b></p>	<p><b>20 points</b> All final working files are saved and submitted successfully.</p>	<p><b>1-10 points</b> Some final working files are missing. They are not saved in correct format or submitted appropriately.</p>	<p><b>0 points</b> No submission.</p>
<p><b>Accuracy</b> <b>80 points</b></p>	<p><b>70 to 80 points</b> Students successfully demonstrate the skills and knowledge of Word and Excel integration and follow the given instructions correctly. The final working files may contain only one to two mistakes.</p>	<p><b>40 to 69 points</b> Students somewhat demonstrate the skills and knowledge of Word and Excel integration and follow the given instructions mostly. The final working files contain a few mistakes.</p>	<p><b>0 to 39 points</b> No submission or students could not demonstrate the skills and knowledge of Word and Excel integration and/or did not follow the given instructions. The final working files contain several mistakes.</p>