CGS2100 Course Syllabus
Sections 1-4: Tuesdays and Thursdays, 3:35 – 4:50 in HCB101
Section 6: Web-based

Course Description

This course enables students in business and economics to become proficient with microcomputer hardware and software applications that are typically used in the workplace. The following topics are covered: hardware concepts, operating systems, word-processing, spreadsheets, databases, networks, Internet, world wide web, multi-media presentations and information systems.

Course Objectives

By the conclusion of this course, students who earn a passing grade will be able to:

- Use a current operating system to run applications and efficiently manage computer files.
- Demonstrate skills related to email use.
- Use a current word processing application to create useful documents.
- Use a current spreadsheet application to analyze numeric data, generate charts, and perform more advanced spreadsheet operations.
- Demonstrate knowledge and understanding of basic computer concepts such as computer hardware, software, architecture, and networking.
- Demonstrate an understanding of how digital technology, various general purpose and special purpose computers, and software are applied to solve problems and provide services.
- Demonstrate an understanding of how telecommunications, wired and wireless networks, and the internet, web and cloud are used to provide people with anywhere, anytime access to communications and information, for a variety of environments and applications.
- Demonstrate an understanding of how computer-based information systems are used to support the goals of business, organizations, and the general public.
- Demonstrate an understanding of how digital technologies assist people in creating, using, and enjoying music and other audio, graphic artwork, photographs, video, and games.
- Demonstrate an understanding of information security and vulnerabilities as well as actions to take to secure digital information systems.
- Demonstrate an understanding of the impact of digital technologies on the lives of individuals, society, and the world including related ethical and professional issues.
**Course Director**
Caitlin Carnahan
Office Hours: TR 11-12, 2-3 Office:
Love 205A

**Course Teaching Assistants**
Names and contact information will be made available on the Blackboard course site.

**Administrative TAs**
Every student will be assigned an Administrative TA who will be their primary contact for administrative situations, such as grading questions and extension requests. Administrative TA assignments will be posted on the course web site.

**Online Email Help Desk**
Send mail to: 2100help AT cs.fsu.edu

**In Person Help Desk**
Location: TBA; hours will be posted on the course web site.

Communicate all course questions and concerns to the email helpdesk 2100help@cs.fsu.edu, or to Teaching Assistants in the help desk lab, or in certain cases to your Administrative TA. Teaching assistants will refer cases which they are not able to handle to the lead teaching assistant, who will either handle it or refer the case to the Course Director.

**Course Options**

**Online:** Students registered for sections of this course designated as "online" will have no scheduled weekly class meetings in a classroom. However, online students are still welcome to attend lectures if they choose. Online students need to be physically present on campus in Tallahassee to take exams.

**Classroom:** Students registered for sections not designated as "online" are enrolled in a classroom section of the course. Classroom students have two weekly lecture class meeting on campus where lessons are provided and course topics are discussed. Classroom lectures will also include discussions concerning the homework and review for exams.

ALL STUDENTS will have access to instructors at the online Help Desk, and on campus in a classroom Help Lab. ALL students will sign up to take their exams in on-campus exam sessions offered throughout the term.

**Conditions for Entrance into CGS2100**

Students who have taken CGS2060, Computer Fluency, are not eligible for credit in CGS2100. If both CGS2060 and CGS2100 are taken in the same semester, the student will receive credit for only one of the two courses.
Course Materials

All required texts are included in the course pack in the FSU Bookstore. The ISBN-13 for the course pack is 978-0-134-15014-7. The course pack also includes your access code for the publisher's material.

A personal computer is not required, but it is recommended for anyone wishing to do assignment work from home; Windows PC or Mac computer with Microsoft Office 2013. Regardless of what personal computer you may have, public computer labs on campus (accessible by all FSU students) have the correct version of MS Office both for PCs and Macs. Public lab computers can be found in MCH 315, Strozier Library, and the Student Union. The version you need for the assignments is Office 2013 for Windows, or Office 2011 for Mac.

Grading and Evaluation

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**Final Letter Grade:** The points you earn over the duration of the semester determine your final letter grade. *No additional point earning activities will be provided for students who, at the end of the semester, realize that they have fallen short of their desired grade. This is university policy. Students in any course must have exactly the same opportunities to earn points towards a final grade.* Grades will reflect how well students read and follow course directions and meet course deadlines. Grades are final unless an error was made in grading or point calculations.

**Grading Questions**

_all grade questions involving all course work must first be discussed with your Administrative TA._ If the questions involve a re-grading request, you must attach a cover page to the printed work, where the latter describes your concerns and is specific about just what you are contesting and why you think it deserves re-grading. Your Administrative TA will consider your request, make changes if desired, note these on the cover page, and then record a grade change (if it differs). If you remain unsatisfied, your Administrative TA must bring up the issue with the Lead TA. Note that if you ask to have any part of an assignment re-graded, the entire assignment may be re-graded, and your score may go up or down.

Any request to your Administrative TA to review the grade for a particular item must be made within 7 days after the date that the given assignment/exam grade is posted, or it will not be considered. You must notify your Administrative TA that you wish to make a grade inquiry via email in order to meet this deadline. All grade inquiries must then be resolved and the grade finalized within 7 days of the grade inquiry being initiated.

**FSU Computer Skills Competency Requirement**

The successful completion of this course satisfies FSU’s Computer Competency Requirement for many majors. Students should check with their academic advisor to confirm that this course will meet the requirement for their major. In order to fulfill FSU’s Computer Competency Requirement, the student must earn a "C-" or better in the course.

**General Policies**

To insure successful completion of this course, students must understand and comply with the following:

- **ALL students must be able to attend 2 scheduled exam sessions on the FSU campus in Tallahassee.**
- Students should be comfortable with email, the web, and computers in general upon beginning this course.
- Students must have a functional FSU email account and check email on that account regularly and often.
- Cell phone use is prohibited in the classroom during class time.

_NO INCOMPLETES WILL BE GIVEN FOR THIS COURSE UNLESS THE STUDENT CAN_
SHOW DOCUMENTATION OF SEVERE AND UNANTICIPATED EXTENUATING CIRCUMSTANCES FOR WHY THE STUDENT WAS NOT ABLE TO COMPLETE THE WORK, AND HAS ALREADY COMPLETED NEARLY ALL OF THE COURSE WORK WITH PASSING SCORES. INCOMPLETES ARE NEVER GIVEN DUE TO POOR PERFORMANCE IN A COURSE.  **Where to Work**

- **On Your Own PC**

  If you have a Windows PC with MS Office 2013 and a high speed Internet connection, or if you have Office applications that can save in the latest version compatible with MS Office 2013, you can do much of your class work on your own PC.

  Assignments will be graded with **Microsoft Office 2013 on a Windows PC**, so make sure that the files you submit work the way they are required to, in **MS Office 2013 on a Windows PC**.

- **In the 315 MCH Computing Site (or similar campus sites)**

  Students who don't have a Windows PC with the correct version of MS Office can do some or all of their coursework on a PC in the 315 MCH computer lab which has all the software. When working in the lab, **students must save all their work on a portable flash drive**.

All students are responsible for properly maintaining multiple, backup copies of their files and work for this course.

**Microsoft Office**

Students who do their work on older versions of Microsoft Office run the risk of losing points on their assignments, or even getting a zero score. **Submitted homework files that are not submitted in accordance with the assignment directions will receive a zero.**

The versions of Microsoft Office in the labs are Office 2013 for Windows and Office 2011 for Mac.

Again, all assignments are graded using Office 2013 on Windows (and **not** on a Mac with 2011) so all files must work correctly on that specific platform to receive full points. Generally speaking you can do most of your work on a Mac system, but **be sure to verify that your files work correctly on a Windows platform before you turn them in for grading.**

Please don't use the Safari browser to turn in your assignments. Safari seems to have more problems with Blackboard's submission process than other browsers.

Students can also find all the software necessary for this class installed on computers in any of the three general purpose labs on campus: MCH 315, the Student Union, or the basement of Strozier Library.
Students that opt to do their work on their own computer accept the responsibility for their computer's proper functioning.

"Computer problems" will never be accepted as an excuse for missing an assignment submission. If problems occur at home, students will need to complete their work in any of the three general purpose labs on campus mentioned above. NEVER WAIT UNTIL THE LAST MINUTE TO SUBMIT AN ASSIGNMENT.

Exams (Concepts Assessment)

Administering exams to very large numbers of students each semester is no small task. We have a testing staff that attends to this task and several procedures and policies to help the testing procedure run as smoothly as possible. It is imperative that students follow the following procedures and policies regarding the examination process. All exams are Concepts exams.

Exams are scheduled online, and taken on campus under the supervision of a test supervisor. This term, all concept exams will be administered at the University Testing Center located on the first floor of the University Center "C" complex.

• Both Exams must be taken in order to receive a grade of "C-" or higher in the class.
• The exam reservation system is accessed from the course site and used to reserve, change, and check reservations.
• Students who reserve their test times early will have the best selection of available times.
• Note: The exam dates that you reserve dictate the speed at which you'll need to complete the readings.
• There are two exam sessions, with specific exams given in each session — specifically multiple-choice concepts exams.
  o Exam Session 1 and Exam Session 2
• Exam sessions are timed. Students must be able to complete all tests within the 50 minute exam session.
• It is the student’s responsibility to ensure that their exam is SUBMITTED properly before leaving the exam session.
• All exams are taken on PCs running Microsoft Windows XP, Vista, or Version 7.
• Tests are delivered in electronic format over a computer network in the FSU University Center Testing Center. If there is power, network, or server failure during an exam, the student may need to reschedule for another time. In this event, consult with Testing Center staff to see when they can accommodate you.
• Students who miss an exam with a documented excuse (note from a physician or FSU administrator) may change their exam time to a makeup session, using the same on-line reservation form, without penalty. Students must present valid, original supporting documentation to their course Administrative TA. Makeup sessions will be added once testing starts and will be announced on the Blackboard course site.
• There is a 40 point penalty (20%) for students who make or change exam reservations after the posted reservation deadline without an acceptable documented excuse from a physician or FSU administrator.
• Any concerns regarding missed exams and makeups, and any supporting documentation, MUST be presented to the appropriate course teaching staff before the exam sessions for that specific exam are over.
• Students must present their FSU Identification Card at the time of the exam. Students who do not show their FSU-issued ID card will not be allowed to take the exam.
• Students must arrive and check into the Testing Center prior to their scheduled exam time. Students arriving late to an exam will not be allowed to sit for the exam and will have to schedule a makeup exam with penalty.
• Cell phones, watches, computers, tablets, and other portable electronic devices are not allowed in the testing center. Students who are removed from the Testing Center in violation of this policy will not be allowed to sit for that particular exam again. Students must contact the Course Director to schedule an alternative exam.
• **Students who are removed from the Testing Center for whatever reason will be assessed a 40 point penalty (20%) for that exam.**
• Test scores should be posted immediately by Blackboard for each Concepts Exam upon completion. Concerns or questions regarding test grades must be presented within one week of the time at which the test grade was posted.
• Questions regarding exams should be addressed to the online Help Desk or instructors in the on campus Help Lab. See course web site for more information on help schedules.
• Exams can only be taken one time.
• You are responsible for being familiar with the policies listed on these pages:
  - RegisterBlast Policy: [http://distance.fsu.edu/registerblast-policy](http://distance.fsu.edu/registerblast-policy)
  - Students’ Responsibilities: [http://distance.fsu.edu/student-responsibilities](http://distance.fsu.edu/student-responsibilities)

**Exam Penalties**

You will incur a 40 point penalty (20%) if you:

• Fail to reserve test times prior to required deadlines.
• Change an exam time after the deadline without a documented excuse.
• Miss a scheduled exam without an acceptable, documented excuse.
• Arrive more than ten minutes late to an exam.
• Are removed from the testing center for violation of one of their policies.
• Show up for an exam without an FSU-issued Identification Card and then have to take it at another time (note that another time may not even be available!).

**Assignments**

**(Skills Assessment)**

• Assignments are accessed from the course web site linked from [https://campus.fsu.edu](https://campus.fsu.edu).
• Assignments are written in a manner that supports Microsoft Office 2013.
• All assignments must be submitted electronically according to instructions provided in the assignments section of the course web site. Assignment files submitted to the wrong assignment portal will not be graded and will have a zero score.
• Word and Excel assignments require students to submit files using the indicated version of Microsoft Office applications. See assignment instructions for exact details.
• Assignment scores are posted in the online grade book within 14 days of the due date. Click on a score to read detailed comments. Concerns and questions regarding assignment grading must be presented within one week of when the assignment grade is posted.
• Assignment help is available from the online email Help Desk and the on-campus, inperson Help Desk. See the course web site for more information.
• Be sure to enter your full name, course number and section number into every MS Office file's document panel. If the grader finds someone else's name in the document panel, it is considered prima facie evidence of cheating.

Late Policy for Assignments

No late assignments are accepted.

Other Assignment Policies

• Students are responsible for keeping all copies of submitted assignments until the final grade for the semester has been posted. Whether an assignment was completed on a PC in a public lab or on a personal PC, it is the student's responsibility to keep a valid backup copy of the submitted file (e.g. on a flash drive, or other personal storage) in case there is some problem with the original submission.
• We recommend that you e-mail a copy of your completed file to your own FSU address before the due date. This way, you have a backup that is independent of your own computer.
• Important: Students are responsible for confirming that their own assignment file is submitted successfully, with the submitted file in working order, to the correct assignment portal. YOU NEED TO DOUBLE-CHECK YOUR OWN SUBMISSIONS!
• Refer to the course handout, Instructions for Submitting and Storing Assignment Files, found under the Assignments menu on your course web site.
• Make sure that the work you submit is your final version and ready for grading. If you do submit multiple times, only your last submission will be graded, and it must be posted by the due date.
• Submitted assignment files found to be corrupt and/or cannot be opened will receive a zero. Check your assignments after you submit.
• Assignments will NOT be accepted if submitted on disk, digital drop box, safe assignment, on CD/DVD, hard copy printout, or as an email attachment.
• Submitted homework files that cannot be opened with Microsoft Office 2013 or do not conform to assignment instructions will receive a zero.
• Assignments that contain content that anyone would find offensive (including profanity, vulgarity, insults, violence, or sexually explicit language) will receive a zero and the student responsible may be brought up on charges of violation of FSU's Student Conduct Code.
Assignment Extension Policy

Extensions will only be considered in case of medical or other emergency situations. In all cases, you must substantiate any request with written proof consisting of original and verifiable documents, for example, a letter from a physician or hospital emergency room documents, or written funeral home documentation.

Extensions are NEVER granted for reasons such as the following: the university computing sites were crowded, Blackboard was slow or unavailable, you lost your file and you didn't have a backup copy, your computer stopped working, you lost the internet connection at your home, or you had other courses or job commitments that interfered with your work in this course.

For serious emergency or medical situations (hospitalization, death in the family, etc), you are strongly advised to seek assistance from the Dean of Students. Often, if you provide the appropriate documentation, the Dean of Students will send out official notice to all of your instructors at once as to your situation.

You can avoid all problems by starting work on the assignments early, working on them incrementally, and by getting help early when you need it. Also make sure you have completed all of the assigned readings and worked through relevant exercises in the required course textbook.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy)

Cheating

Always begin your assignments from a new, blank document file. We consider it categorical cheating when a student starts an assignment from some other student's assignment file, or copies a portion of another student's file. All cases of cheating in this course will be dealt with using standard university policies and processes. If another student's name appears in the document properties, it is considered prima facie evidence of cheating.

There are no innocent participants in cheating incidents. Students who give someone else their assignment, or leave their assignment work available for others to access either on a private or public computer, intentionally or accidentally, are considered accomplices to cheating should someone else use their work and submit it as their own.
• YOU CAN SAVE YOUR ASSIGNMENT TO THE BLACKBOARD SITE UNDER THE CORRECT ASSIGNMENT AND CONTINUE TO EDIT THE DOCUMENT AS LONG AS YOU DON'T HIT SUBMIT.
• DON'T SAVE YOUR HOMEWORK FILES ON FSU COMPUTER LAB COMPUTERS. USE A PORTABLE STORAGE DEVICE SUCH AS A USB FLASH DRIVE.
• DON'T LEAVE YOUR ASSIGNMENT FILES ON YOUR OWN COMPUTER IF SHARING YOUR COMPUTER WITH ANOTHER STUDENT IN THE CLASS.

Many assignments are designed in a manner that requires every student's files to contain unique and different data. If two or more students submit work with the same, or portions of the same data, and/or if file properties are the same, it is evidence that cheating has taken place. If another student's name appears in the document properties, it is assumed that cheating has taken place.

Two or more students working together on an assignment is considered cheating. An assignment submission is intended to be a measure of one student's ability.

Be warned! Special software will be used that compares every electronically submitted assignment file to all other submitted files to determine if the file was copied from another student. Sometimes cheating is not detected until after students have submitted several copied assignments. In such cases the first copied assignment is considered the first offense, the second copied assignment, the second offense, and so on.

Students caught communicating during exams will be required to leave and will forfeit that exam. The testing center may also ban any student caught cheating for the entire semester, which can have a devastating effect on a semester's grades.

Communication

Success in the course depends heavily on students reading all course related emails and all announcements posted on the course web site. Most communication between instructors and students occurs online. Students are expected to read their FSU emails and announcements on the class web site at least daily Monday through Friday. The course calendar and grade book must be checked at least once a week to stay current on what needs to be done and what has been graded. Failure to do so may result in missed opportunities and poor grades. The student is fully responsible for reading all emails, Blackboard announcements and other Blackboard communications in a timely manner and is also responsible for any grade-related consequences relating to not doing so.

Americans with Disabilities Act

Students with disabilities needing academic accommodation should:

(1) register with and provide documentation to the Student Disability Resource Center; and
(2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to FSU students with disabilities, contact:

FSU Student Disability Resource Center (SDRC)
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice) (850) 644-8504 (TDD) sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

University Attendance Policy

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities.

These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Syllabus Modifications

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change without advance notice.