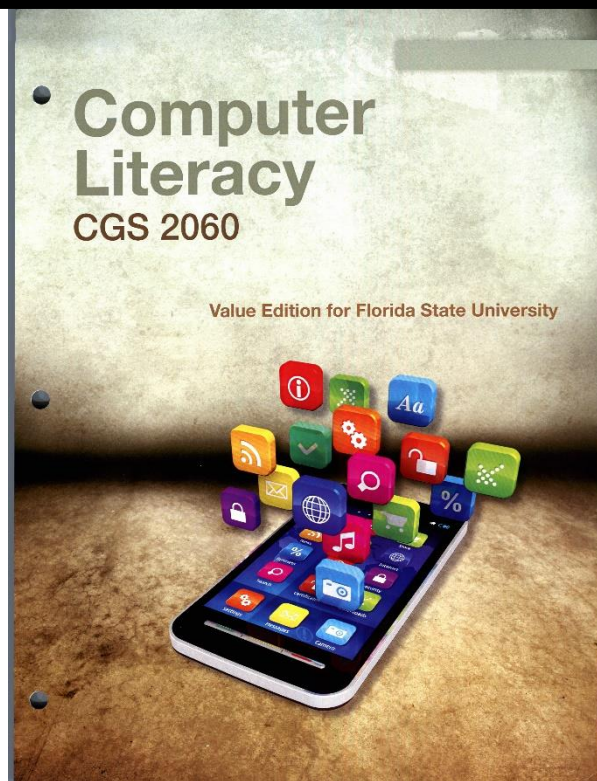


Academic
Year: 2014-
2015

CGS2060 Computer Fluency



Dr. David A. Gaitros
Dept. of Computer Science
Academic Year: 2014-2015

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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. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the: Student Disability Resource Center 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>

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Course Description

CGS2060, Computer Fluency, teaches important computer and digital technology concepts and skills necessary to succeed in careers and in life. Course topics range from computer literacy basics, to today's hottest technologies, to the information systems on which today's businesses and organizations depend. This course is designed to provide relevant technology coverage for all degree programs.

Concepts (from textbook)	Computer Skills
<ul style="list-style-type: none"> • Digital Literacy • The Internet • Computers and Mobile Devices • Programs and Apps • Digital Safety and Security • Computer Components • Input and Output • Digital Storage • Operating Systems • Communications and Networks • Information and Data Management • Information Systems and Program development 	<ul style="list-style-type: none"> • Mobile Devices • Digital Community • Undergraduate Research at the FSU Library • Research Paper formatting techniques • Web Research • Word Processing with Microsoft Word • Numeric Analysis with Microsoft Excel • Advanced spreadsheet techniques • Presenting with Microsoft PowerPoint • Application Integration

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
- demonstrate skills involved in web-based research and the use of the FSU Library
- use a current word processing application to create a college-level research paper
- use a current spreadsheet application to analyze complex numeric data and generate charts
- prepare a presentation with MS PowerPoint
- 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 and Web, are used to provide people with anywhere, anytime access to communications and information, for a variety of environments and uses
- 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 and 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 and related ethical issues

Course Meetings

Classroom/Hybrid:

This course uses a combination of class meetings, on-line content, and social media to account for the 45 hours of required contact hours. Course meetings are scheduled for once a week as well as a dedicated classroom for tutorials. Classroom meetings and faculty office hours will account for 25 contact hours. Recorded lectures, on-line tutorials, and pre-recorded video demonstrations will comprise the skills portion of the course and account for 15 contact hours. Participation in on-line discussions through social media and BlackBoard discussion board as account for the additional 5 contact hours. All students are required to take two exams on campus at FSU's Testing Center located at University Center C. There will be no proctored tests offered off campus for this version of the course.

Webbased Sections:

The webbased version of this class has no scheduled classroom meetings. Students are expected to be comfortable with working independently and are responsible for make sure they have access to computer equipment, software, and a high-speed internet connection. All of the lecture materials for both the course content and skills portion are available through on-line lectures. This accounts for all of the contact hours required by the course. Participation in on-line discussions through social media and BlackBoard discussion board as account for the additional 5 contact hours.

ALL STUDENTS are required to take two exams on campus at FSU's Testing Center located at University Center C. There will be no proctored tests offered off campus for this version of the course

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 CGS2060

- Students who have taken CGS2100, Micro Applications for Business, are not eligible for credit in CGS2060 and should not sign up for this class.
- Students who have taken CGS2815 (Spreadsheet Applications for Business Majors) already have credit for Computer Fluency and need not take this class.
- If both CGS2060 and CGS2100 are taken in the same semester, the student will receive credit for only one of the two courses.

Instructor:

Faculty Supervisor: Dr. David A. Gaitros

Email: dgaitros@fsu.edu

Office: Love Bld, Room 105D

Office Hours: Mon, Wed 1-3

Online Helpdesk: 2060@cs.fsu.edu

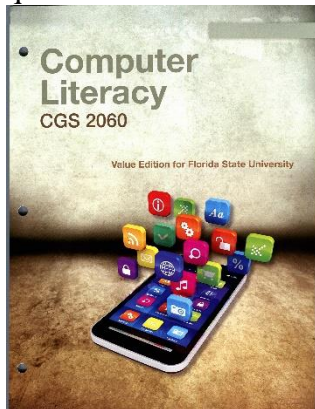
Help Lab hours: 10:00-5:00 M-F



Please communicate ALL e-mailed course questions and concerns to the Helpdesk 2060@cs.fsu.edu or to instructors in the help lab. Helpdesk Instructors will refer difficult cases to Dr. Gaitros.

Course Materials:

The textbook is absolutely essential to doing well in this course. Students will take Graded Study Guides for each chapter. The Graded Study Guide is based upon 25 sample questions drawn from a pool of questions provided by the publisher of the textbook. The Graded Study Guides can be taken three times. Graded Study Guides are taken via the Blackboard site for this class and can be taken anytime and are open book/open note. Attempting to find the answers for each question without the book could be quite time consuming.



Textbook Information:

- Textbook: "Computer Literacy CGS2060 Value Edition for Florida State University", Misty E. Vermaat, Susan L. Sebok, Steven M. Freund *Course Technology Publishing*:
 - ISBN-13:9781305032682
 - ISBN-10:1305032683

Direct Purchase from the publisher:

- [CENGAGE Brain - CGS2060 Custom Text Order Site](#)

Grading/Evaluation:

Points	Task
50	Assignment #1: Syllabus Graded Study Guid (access on Graded Study Guidzes, Exams, and Surveys)
50	Assignment #2: Undergraduate Research
100	Assignment #3: Format Research Paper (MS Word)
100	Assignment #4: Basic Spreadsheet (Excel)
100	Assignment #5: Advanced Spreadsheet (Excel)
100	Assignment #6: Presenting with PowerPoint
300	Graded Study Guides (STG) Chapter 1-12 (Note: STGs can be taken three times, highest score counts)
100	Exam Session 1 Chapters 1-6
100	Exam Session 2 Chapters 7-12
1000	Total Points

Use the table below to calculate your letter grade based upon the number of points you have earned.

<i>Lower Bound %</i>	<i>Upper Bound %</i>	<i>Grade</i>
94.00	100	A
90.00	93.9	A-
85.00	89.9	B+
80.00	84.9	B
75.00	79.9	B-
70.00	74.9	C+
65.00	69.9	C
60.00	64.9	C-
55.00	59.9	D
0	54.9	F

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. Given the number of students who are registered for this course, we are not able to provide opportunities for some students to earn extra credit or to recover from low performance on tests and homework while not providing this opportunity to all students. Issues with assignment and test grades must be dealt with within one week of the posting of the grade. Grades are final unless an error was made in grading or point calculations.

FSU Computer Skills Competency Requirement:

The successful completion of this course satisfies FSU's Computer Competency Requirement for Business, Economics, and many other majors. Students should check with their academic advisor to confirm that this course will meet the requirement for their major. Students cannot pass the course with a "C-" or better without satisfying this requirement .

There will be two ways for a student to satisfy this requirement. Students must take both exams and have submitted Assignment #3 (MS Word Research Paper). If the student did not take both exams than the Computer Competency requirement cannot be met. If both exams were taken, here are the Computer Competency requirement:

- The average of both exams must be greater than or equal to a "C-".
- If the average of both exams is less than a "C-" than Assignment #3 will be used to determine The Computer Competency requirements. If both exams were taken AND Assignment #3 is greater than or equal to a "C-" (not including late penalty points) than the student will pass the Computer Competency requirement
- The course cannot be passed if either or both of the exams are not taken.

General Policies:

- ALL students must be able to attend 2 exam sessions on campus in Tallahassee.
- Students should be comfortable with Email, the Web, and computers in general upon entering this course.
- Students must have a functional FSU email account and check email on that account at least once a week.
- For classroom students, cell phone use is prohibited in the classroom during class time
- PLEASE DO NOT BRING FOOD OR DRINK TO THE LECTURE.
- NO INCOMPLETES WILL BE GIVEN FOR THIS COURSE UNLESS THE STUDENT CAN SHOW DOCUMENTATION OF EXTENUATING CIRCUMSTANCES WHY HE/SHE WAS NOT ABLE TO COMPLETE THE WORK...

Where to Work/How To Get Help:

Your own Computer:

If you have a Windows PC with the latest version of MS Office and a High Speed Internet connection, or if you have office applications that can save in latest version of MS Office you can do your class work on your own PC. Assignments will be graded with MS Office on a Windows PC, so make sure that the files you submit look the way you want them to on these programs.

On Campus:

LABS:

n the 315 MCH Computer Lab (or similar campus lab)

Students who don't have a Windows PC, or the latest version of MS Office you 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 should save all their work on a flash drive.

Help Desk:

Additionally, The Department of Computer Science has a dedicated classroom at MCH 302. This classroom is equipped with desktop computer with the most recent software and is open generally from about 10:00 A.M. to about 4:30 P.M. Monday through Friday and staffed with Teaching Assistants assigned to this course. Students can use these computers to work on and submit assignments and for the Graded Study Guides with assistance from the Tas.

Microsoft Office:

In this class we teach the latest and most prevalent software. Students who do their work on older versions of MS Office run the risk of losing points on their assignment.

Students that opt to do their work on their own computer accept the responsibility for their computer's proper functioning. PC problems that inevitably arise will not be accepted as an excuse for late assignment submissions. If problems occur at home, students should complete their work in anyone of the three general purpose labs on campus.

Graded Study Guides (STG):

General:

- There will be one Graded Study Guide for each of the 12 chapters.
- Each Graded Study Guide will be comprised of 25 questions selected at random from a pool of questions provided by the publisher of the textbook.
- Graded Study Guide are accessed on-line through the course Blackboard site
- Graded Study Guides are open note/open book and can be taken at anytime prior to the last day of class.
- Graded Study Guides can be attempted a total of three times. **NO ATTEMPTS WILL BE CLEARED SO** -Make sure you have a strong internet connection, don't hit the refresh button or back button, do not close the browser or interrupt the connect.
- The highest of the three scores count.
- We recommend you take all three attempts to ensure you have been exposed to most of the questions.

Graded Study Guide due dates:

- All Graded Study Guides are due the last day of class which is always the Friday before Finals week.
- The Graded Study Guide portal will close on 11:59 P.M. of the last day they can be taken and will not be reopened.
- Failure to take the Graded Study Guides by the deadline will result in a zero grade. There will be no exceptions.

Exams:

General:

- Administering exams to hundreds 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 understand the following important procedures and policies regarding the examination process:

- Exams questions are multiple choice and taken at random from the same pool of questions see on the Graded Study Guides.
- There will be 50 questions on each exam.
- Exam 1 – Chapters 1-6
- Exam 2 – Chapters 7-12
- Tests are delivered in electronic format over a computer network in the University Center Testing Center. If there is power, network, or server failure during an exam, the student may need to reschedule for another time.

Scheduling an Exam:

- Exams are scheduled on-line through the University Testing Center RegisterBlast system. A link has been provided on the course Blackboard site.
- All exams (Classroom and Webbased) are taken at the University Center C Testing Center (No Exceptions)
- There will be about a one or two week window where students can take each exam. Seats allocated for this class are limited and you should plan to take the test as soon as possible. Waiting until the last moment may result in the inability to schedule an exam time.
- Students must be able to complete all questions 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.

Taking An Exam

- All exams are taken on PCs running the Microsoft Windows Version 7 of the operating system or higher.
- Tests are delivered in electronic format over a computer network in the University Center Testing Center. If there is power, network, or server failure during an exam, the student may need to reschedule for another time.
- 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 schedule 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, Computer, PDA, 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 20 point penalty for the makeup exam AND WILL NOT BE PERMITTED TO TAKE ANY EXAMS IN THE TESTING CENTER FOR THE REST OF THE TERM.
- Test scores should be posted immediately for each Concepts Exam upon completion. Concerns and complaints regarding test grades must be presented within one week of when the test grade is 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.

Exam Penalties:

- Students who miss an exam with a documented excuse (note from a physician or FSU administrator) may change their exam time without penalty. Please present documentation to the Course Director and not to the Test Administrators.
- Students who cancel their exam times which results in missing exam time and forced to take a makeup exam will be assessed a 20 point penalty.
- Students who miss an exam altogether will receive a zero for that exam and will not receive a passing grade for the course.

Homework Assignment:

General:

- Assignments are accessed from the course web site linked from <http://campus.fsu.edu>
- Assignments are written in a manner that supports the latest versions of Microsoft Office. ALL ASSIGNMENTS USING MS OFFICE MUST BE PRODUCED USING VERSION 2010, 2011, OR 2013.
- All assignments are submitted electronically according to instructions provided in the assignments section of the course web site.
- Each assignment must be submitted to the proper portal (i.e. Assignment1 is submitted to Assignment 1 portal).
- Word, Excel, and PowerPoint assignments require students to submit files the latest version of Microsoft applications. All files must have the proper extension (.docx, .xlsx, or .pptx) see assignment instructions for exact details.
- Assignment scores are posted in the online grade book within 14 days of the due date (for assignments submitted on time). Click on a score to read detailed comments.
- Any concerns and complaints regarding assignment grading must be presented within one week of when the assignment grade is posted. Students requesting their assignment be re-graded after that time will be turned down.
- Assignment help is available from the online Help Desk and an on-campus
 - Help Lab. See the course Web site for more information.
- Late assignment submissions will be penalized 10 percent for every 24 hours they are late.
- No assignment will be accepted after the final deadline posted on the Weekly Agenda. This is usually the Monday of the last week of class (week before finals).
- Students are responsible for confirming that their own assignment files are submitted successfully, with the submitted file in working order. Refer to the Instructions for Submitting and Storing Assignment Files, found under the Assignments menu on your course web site.
- Submitted assignment files found to be corrupt and/or cannot be opened will receive a zero for the grade. Additionally, Submitted homework files that are unable to be opened

with the latest version of Microsoft Office or do not conform to assignment instructions will receive a zero

- Assignments will NOT be accepted if submitted on disk, digital drop box, safe assignment, or CD/DVD, hard copy printout, or as an email attachment.
- 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 Conduct Code
- Students are allowed to resubmit an assignment up to 5 times. The latest file submitted along with the date and time submitted will be considered the version that is to be graded.

Late Assignments Policy:

Assignments are due on or before 11:59: P.M. on the assigned due date. The time stamp assigned by The Blackboard system will be used to determine assignment date and time. Assignments will be penalized 10% of the total point value for every 24 hours late.

Attendance Policy:

Classroom

As a matter of University policy, attendance in class is required. Students are responsible for any content delivered during the class period. 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.

Webbased

There are no lectures scheduled for the webbased section of the class. In stead, students are expected to read all posted announcements and emails sent out by the course director and instructors. Students are expected to keep up with the course material, assignments, Graded Study Guides, and tests.

Academic Honor Code:

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 cheating when a student starts an assignment from some other student's assignment file, or copies portion of another student's file.

- Cheating Penalties :
 - First Offense: ALL students involved are given zeros on the assignment
 - Second Offense: An "F" for the course and formal charges against ALL students involved

There are no innocent participants in cheating incidents. Students who leave their assignment work available for others to access either on a private or public computer, intentionally or accidentally, will be considered accomplices to cheating should someone else use their work and submit it as their own. Here are some precautions you can take:

- DON'T SAVE YOUR HOMEWORK FILES ON FSU COMPUTER LAB COMPUTERS. USE A PORTABLE STORAGE DEVICE.
- 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 LEAVE YOUR ASSIGNMENT FILES ON YOUR OWN COMPUTER IF SHARING YOUR COMPUTER WITH ANOTHER STUDENT IN THE CLASS.

Communication:

Success in the course depends heavily on students checking email and announcements posted on the class Web site. Most communication between teacher and student occurs online. Students are expected to check email, and announcements on the class Web site daily Monday - Friday. The class agenda and grade book should 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.

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. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the: Student Disability Resource Center 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>

Syllabus Changes

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 with advance notice.