



INFORMATION TECHNOLOGY EDUCATION
Programming and Analysis
Course Syllabus

Course Title and Number: Introduction to College Computing, CGS1000.		Instructor: TBD
Year and Term: Spring 2018	Course Credits: 03	Office Location: TBD
Office Phone: TBD	Office Hours: TBD	Class Location: TBD
Meeting Time/Days: TBD		Email Address: TBD
Web Page Address: TBD		Fax Number: 352.395.4154

Course Description <i>(as it appears in the approved College Course Outline)</i>	This course is designed to provide individuals with no previous computer science or IT coursework the computer skills needed to succeed in the academic environment and in today's workplace. Major topics include: Windows 10, File Management, Microsoft Office's Word, Excel, and PowerPoint programs, understanding and using browsers and email, application and system software, the workings of a computer (the system unit, input, output, secondary storage), and privacy and ethical issues surrounding the use of digital devices.
Prerequisites	None
Course Modules	Introduction to using SIMnet Windows 10 and File Management Using Microsoft Word, Beginning Using Microsoft Word, Intermediate Using Microsoft Word, Advanced Internet Browsers Using Microsoft Excel, Beginning Using Microsoft Excel, Intermediate Using Microsoft Excel, Advanced Using Microsoft PowerPoint, Beginning Using Microsoft PowerPoint, Intermediate Using Microsoft PowerPoint, Advanced Computer Essentials, Part 1: Input & Output Secondary Storage Communications & Networks Computer Essentials, Part 2: Application Software System Software The System Unit Privacy, Security, & Ethics

Grading

Course Requirements:

Students who need reasonable accommodation should contact the instructor or call the Disability Resources Center at 352-395-4400.

Policies on Missed Exams and Late Work:

Late work is only accepted at the instructor's discretion and, normally, must be accompanied by valid documentation. The Final Exam is mandatory.

Grading Scale and Standards:

Grade Scale	
90 – 100	A
87 – 89.9	B+
80 – 86.9	B
77 – 79.9	C+
70 – 76.9	C
67 – 69.9	D+
60 – 66.9	D
< 60	F

Grade Calculation	
SIMnet Assignments	14%
Quizzes	18%
Projects	43%
Effort (as defined by your instructor)	05%
Final Exam	20%
Total	100%

Important Information

All sections of this course will use the Canvas Learning Management System as well as the McGraw-Hill product called **SIMnet**. There is no printed textbook required for this course but **you must purchase a SIMnet access code**. You can print any of the textbook material provided in SIMnet but all assignments are completed through Canvas and SIMnet. SIMnet and Canvas work together to make your course experience seamless.

In all sections (online, on campus, or hybrid), your attendance is required in class (if scheduled) as well as via your participation in Discussions or by email, as specified by the instructor. All students should log on at least twice a week and check for any new information and/or updates.

Virtually all of the work for this class will be viewed and/or uploaded to Canvas/SIMnet. Since you are uploading work via the Internet, it is important not to wait until the last minute. Computers crash, you may have connection problems, etc. These issues will **not** be accepted as excuses for late work. It is your responsibility to make sure your work is completed and submitted on time.

	<p>There will be six quizzes throughout the semester and a comprehensive Final Exam at the end. There are eleven Projects and the lowest Project grade is dropped. Makeups and/or extensions may be granted by the instructor but require significant documentation of an emergency situation and are completely up to the instructor’s discretion.</p> <p>Assignments must be organized and submitted following the course guidelines and in the specified format. Methods other than those specified are not acceptable. You are expected to be able to upload and download files.</p> <p>Please note: You have one week from the time any grade is posted to contest your grade. You must make your case for points you think you deserve in writing through Canvas email. After that time, your grade will stand.</p> <p>If you are working on assignments at home, it is your responsibility to maintain your computer system. Requirements cannot be waived due to problems with your hardware, software, or Internet connection. Campus labs can be used to complete your work.</p>
<p>Text(s) and Course Materials</p>	<p>Required Text(s), Title(s), Author(s) and Edition(s):</p> <p>Manning SIMnet Access Code ISBN: 9781260422740</p> <p>Note: You can register for SIMnet and begin to participate in the course right away, even if you are unable to pay for access immediately. You can use a temporary access pass for two weeks. However, if you don’t pay for SIMnet access after 14 days, you will not be able to complete the course. Instructions on how to do this are in Canvas.</p> <p>Optional Text(s) and Materials: All assignments and other materials, like tutorials, PowerPoints, and links to supplementary readings, will be available in Canvas or SIMnet.</p> <p>Software: Microsoft Office 2013 or 2016 for Windows or Microsoft Office 2016 for Mac Note: If you do not already have one of these versions of Office installed on your computer, you can download and install it through Santa Fe’s Office 365 program for students. Office 365 is the subscription version of Microsoft Office 2016. For more information about Office 365, including how to download it, see Santa Fe’s home page and select “Students” from the menu at the top of the page.</p>
<p>Important Dates</p>	<p>Check the SFC Calendar at http://apps.sfcollege.edu/calendar/month.php</p>



INFORMATION TECHNOLOGY EDUCATION

Policies and Guidelines

Please note that components marked with asterisk (*) require specific language.

Cell Phone Use Policy: Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during lab exercises are permissible, but be considerate.

***Children in the Classroom:** Children represent a disruptive element for the classroom and increase the risk of accidents occurring in the lab. For those reasons, children should not be brought to either the classroom or the laboratory.

***Academic Honesty: Plagiarism And Cheating:** Academic honesty is expected, and the instructor reserves the right to respond to cheating, plagiarizing, or other forms of unethical behavior with penalties up to and including removal from the class and/or failure in the course.

***Academic Ethics and Confidentiality:** It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

***Classroom Behavior:** Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Students are required to keep cell phones off during class lectures, unless there is permission in advance from the instructor. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course. Students are expected to be courteous to others and that includes coming to class on time.

***Student Rights and Responsibilities**

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to:

<http://www.sfcollege.edu/studentaffairs/student-rights/index>

***Americans with Disability Act – Disability Accommodation Statement:** If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see

http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities

***Discrimination/Harassment Policy:** SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at:

https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf