

Master Syllabus

All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site.
Faculty must review the course syllabus with students on the first day of class.



Keiser University

<u>Course Prefix & Number:</u>	CGS1000C
<u>Course Title:</u>	Introduction to Computers
<u>Course Format:</u>	Face to Face, On-line
<u>Credit Hours:</u>	3.0
<u>Course Schedule:</u>	Face to Face: Mondays, Tuesdays, and Thursdays. 9AM – 1PM On-line: Online classroom open 7 days a week, 24 hours a day
<u>Prerequisites:</u>	None
<u>Co-requisites:</u>	None
<u>Faculty:</u>	Name and credentials (Must have a Masters in a computer related field) Phone Email For Online Faculty: Detailed information is posted in the Meet Your Instructor sidebar entry and in your welcome email

Office Hours:

Days and times, location

Online classes have weekly scheduled Keiser Live chats. See Meet Your Instructor, welcome email and/or welcome announcements regarding dates and times

Course Description:

Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

Course Objectives/Outcomes:

Learning Objectives/Learning Outcomes
Students taking this course will be able to describe and identify differences in the separate applications of the Microsoft Office ® Suite. Students will be able to select the appropriate application for the task to be completed. Students will create documents using Word, Excel, Access, and PowerPoint.

Upon completion of CGS1000C, the student will:

1. Demonstrate proficiency with word processing to create research papers, including cut and paste, creating references and citations, editing, formatting and proofreading documents.
2. Demonstrate competency in the use of spreadsheet software for fundamental calculations, charting and graphing data.
3. Apply and use the components of a database.
4. Construct and use a professional looking PowerPoint presentation.

Grading and Evaluation Methods:

Evaluation	Percent of Total Grade	Due Date
Participation, Discussion Threads	10%	xyz 201x
Weekly Tests	30%	xyz 201x
Skill Assessments	30%	xyz 201x
Final Exam	25%	xyz 201x
Post Test	5%	xyz 201x

100%

Total Percentage:

Please Note for online courses only: Due dates, Display After and Display Until dates for online assignments are posted in class

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook:

Nordell, R., Stewart, K., Easton, A., & Graves, P. (2017). *Microsoft Office 2016: In practice*. New York, NY: The McGraw-Hill Companies, Inc. ISBN: 9781260786507
(This includes SimNet for Office 2016 Registration code)

Topical Outline/Course Assignments/Calendar:

Include class dates, brief description of content to be covered, learning activities/assignments, and critical dates (i.e. tests and assignment due dates). Faculty are encouraged to test/offer quizzes early and often, to develop a better base for evaluating student progress and learning; students should be prepared for such evaluation exercises.

Course Guidelines and Policies

Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

Participation

Participation is a basic requirement for an effective learning community. Students' participation will be assessed and reflected in the participation grade. Class participation for on-ground courses is based on the following criteria: arriving to class on-time; paying attention during lectures and discussions; respectful listening when someone else is speaking; being engaged in the class and in your learning without distractions such as texting, side-bar conversations, checking your phone or email etc. Class participation for online courses is based on the following criteria: comprehensive responses to discussion questions, substantive responses to peers, and weekly discussions that require student interaction and participation.

Missed Tests/Quizzes

A certain amount of classroom testing is necessary for each course. It is a Keiser University policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may

result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Students who are given the opportunity by an instructor to make up an examination may only be able to receive a pass or fail grade for that examination.

Late Assignments

Assignments are due according to the schedule provided by the instructor. Late assignments without penalty will be accepted only in cases of emergency or with pre-approval from the instructor. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible.

Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's' opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's' opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.