



Course Syllabus

Computers Information Technology and Literacy: General Studies & Computer Science
CGS-2100

Credit Hours: 3

Term/Course Section # Fall 26 (Section Period 2/Section Period 3)

Contact Information

Instructor: Dr. Theodore Newfield, Ed.D.

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Location: Armwood attached to Plant City Campus

Office Hours: 7:10 AM – 8:20 AM, 4th, 7th Period or 3:45 PM to 4:10 PM

Class Meeting Schedule: 2nd and 3rd Periods

Instructor Response Time: within 1 hour but up to 24 hours, depending on travel

Course Information

Course Description

Covers the use and impact of computers in all areas of business organizations. Course provides hands-on experience with software packages for business, including word processing, presentation, spreadsheet, database, and mail and calendar programs for business analysis, employability and personal use. Provides students with an introductory overview of the internet, World Wide Web, impact of computers on society and business, historic development of data processing, and basic operating system functionality, including storage and file management.

Course Outcomes

Upon completion of the course the student should be able to:

1. Identify career opportunities available within the business disciplines
2. Identify and describe the relationships between business professionals and how these affect revenue and customer satisfaction
3. Analyze quantitative data to identify misleading or false data representation
4. Explain AI/Machine Learning's impact on business solutions
5. Identify and understand the impact of computers on society and business
6. Explain the history of data processing

7. Distinguish between the Internet and World Wide Web
8. Identify personal technologies used to support business decisions
9. Produce and manage documents and reports using spreadsheets, word processing, presentation graphics, databases, and mail and calendar software in a business context

Course Requirements

Textbooks and Course Materials

Required: **Connect Master: Investigating Technology** Release: 2025 Author: Ted Tedmon Publisher: MCG
Supplemental: Office Training Manual – Publisher: MCG

NOTE: DE students must stay OPTED IN to the HC Hawk Book Bundle program and follow the procedures described in [Dual Enrollment Textbooks](#).

Drop/Withdrawal

- Last date to drop: See [Academic Calendars](#).
- Last date to withdraw: See [Academic Calendars](#).

Visit [HC Dual Enrollment](#) to understand SDHC/HC policy regarding dates, deadlines, drop, or being unsuccessful or withdrawing from a course. Students who drop a class after the published drop date will receive a W on their College transcript, and this will count as an attempt of the course. Withdrawing does not affect the student's high school or College GPA. Dual Enrollment students are eligible for one attempt per course.

Technical Requirements

To successfully participate in this course, students must have regular access to a computer that meets the following requirements:

- **Software:** Microsoft Office applications, including Word, Excel, PowerPoint, and Access.
- **Internet Access:** A reliable internet connection and a web browser capable of accessing Canvas and streaming video content.
- **Media Access:** Ability to view videos embedded in both Canvas and the course textbook materials.

Prior Knowledge

As this is an introductory survey course, no prior experience with the required software is expected. Students will acquire the necessary skills during the semester.

Technical Support

Students who do not currently have access to the required technology should contact the campus IT Help Desk for assistance. The Help Desk can provide guidance on accessing student technology resources, including Microsoft Office 365 (available at no cost to enrolled students) and equipment loan programs.

Accessibility

If you require accommodations for accessibility, please contact the Office of Disability Services as early as possible in the semester to ensure timely support. We will also use the student's IEP/504 plan submitted to the HCPS school district for an IN-Person DE class.

Graded Course Activities and Assignments, Grading Policies, and Calculation of Final Grade

Participation will be graded as the student participates in Canvas. This could be based on Quizzes, Question and answer sessions, or other rubrics setup inside of the course materials.

Testing will consist of an Exam after each Chapter. Module or Unit. Also 2 major projects will occur during this session as well. Smaller Introductory Software will be presented just so the student will be familiar with the software.

Students are responsible for keeping track of their grades and should bring discrepancies to the instructor's attention immediately. Students will be awarded letter grades for courses taken at HCC.

All assignments in CGS-2100 are designed to build your proficiency with business-related computer applications while preparing you for both academic and professional success. Each assignment category below includes its contribution to your final grade, how work should be submitted, and what you can expect regarding quality assessment and feedback.

1. Midterm Project 1 – Topic TBD (Word Assignment)

Weight: 9% of final grade (300 points)

- **Description:** A formal document project using Microsoft Word. The topic will be announced during Week 4. The project will focus on advanced formatting, styles, tables, references, and professional presentation.
- **Submission:** Upload a .docx file to Canvas under the designated Midterm Project assignment link.
- **Quality Assessment:** Graded using a rubric evaluating formatting accuracy, use of required features, content clarity, grammar, and adherence to instructions.
- **Feedback:** Written rubric comments provided within 7 days of submission via Canvas.
- **Work Type:** Individual work only.
- **Resources:** Sample templates will be provided. Students may also review Microsoft Word Help articles and course video tutorials.

2. Final Project 2 – Careers in/with IT (PowerPoint)

Weight: 15% of final grade (500 points)

- **Description:** Research and create a multimedia presentation in Microsoft PowerPoint on a career path within Information Technology. Must include visuals, animations, transitions, and properly cited sources.
- **Submission:** Upload a .pptx file to Canvas under the Final Project assignment link.
- **Quality Assessment:** Rubric evaluates slide design, content depth, research quality, multimedia use, and delivery readiness.
- **Feedback:** Detailed rubric feedback and instructor comments within 7 days of submission.
- **Work Type:** Individual work only.
- **Resources:** Career research guidelines, citation examples, and sample slides will be provided in Canvas.

3. Quizzes (14 Total)

Weight: 30% of final grade (1,065 points total; 76 points each)

- **Description:** Online quizzes assessing understanding of textbook modules, lectures, and lab activities. Each quiz contains multiple-choice, matching, and application-based questions.
- **Submission:** Completed directly in Canvas using the Quizzes or Other Testing tool.
- **Quality Assessment:** Auto-graded for most questions; instructor review for short-answer or simulation questions.
- **Feedback:** Immediate feedback for auto-graded items; additional comments for manually graded items within 3 days.
- **Work Type:** Individual work only.
- **Resources:** Study guides and practice questions available before each quiz.

4. Textbook Module Assignments

Weight: 17% of final grade (600 points total)

- **Description:** Application-based exercises from the course textbook modules (Word, Excel, PowerPoint, Access). Focus on step-by-step skill application.
- **Submission:** Upload completed files in the required format (.docx, .xlsx, .pptx, etc.) to Canvas assignment links.
- **Quality Assessment:** Checked for completion, accuracy, and adherence to step-by-step instructions.

- **Feedback:** Score and brief comments posted within 5 days.
- **Work Type:** Individual work only.

5. Pre-Course Work – HPCS Mini-Assignments & Discussions

Weight: 18% of final grade (635 points total; varies by number of assignments)

- **Description:** Short assignments and discussion posts designed to prepare you for the main course modules. Topics include computer basics, file management, and online collaboration tools.
- **Submission:** Submit files or post in Canvas Discussions as instructed.
- **Quality Assessment:** Graded for completeness, relevance, and engagement with peers.
- **Feedback:** Comments provided in Canvas within 3–5 days.
- **Work Type:** Primarily individual work; some discussion activities require peer replies.

6. Office Module Assignments

Weight: 11% of final grade (400 points total)

- **Description:** Practice exercises using Microsoft Office applications (Word, Excel, PowerPoint, Access) to apply learned concepts in realistic business scenarios.
- **Submission:** Upload the completed file(s) to Canvas in the required format.
- **Quality Assessment:** Graded on completion, accuracy, and correct use of Office tools.
- **Feedback:** Provided via Canvas with comments or marked-up files within 5 days.
- **Work Type:** Individual work only.

7. Optional/Extra Credit

Weight: Does not count toward required 100%, but can increase your overall grade.

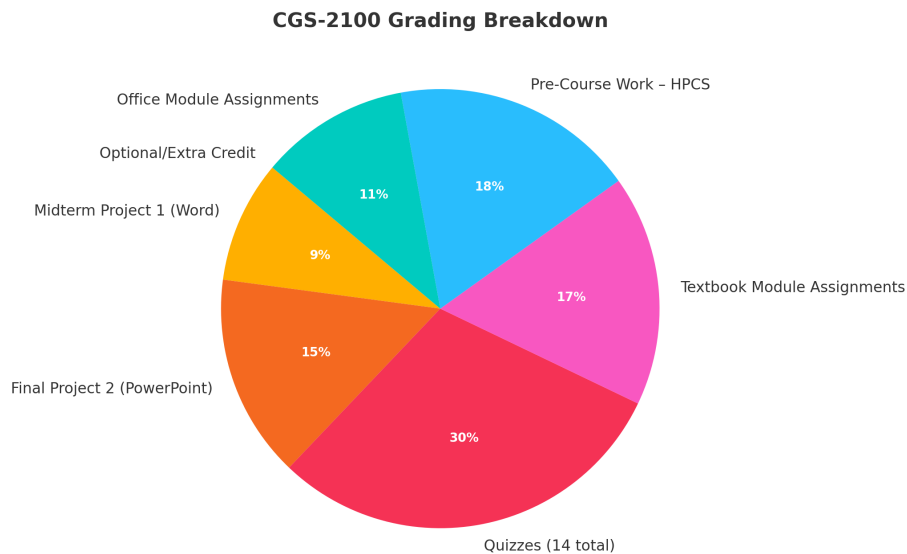
- **Description:** Occasionally offered assignments for students seeking to strengthen their grade or explore advanced topics.
- **Submission:** Instructions provided when offered.
- **Feedback:** Graded within 5 days.

General Submission and Feedback Guidelines

- **Submission Format:** Unless otherwise specified, all work must be submitted as Microsoft

Office files (.docx, .xlsx, .pptx, .accdb) via Canvas. Google Docs, Pages, or other formats will not be accepted unless converted before submission.

- **Naming Conventions:** Use the following format for file names:
LastName_FirstName_AssignmentName.
- **Deadlines:** All assignments are due by **11:59 PM EST** on the due date.
- **Feedback Access:** All feedback is provided through Canvas. Check the “Grades” section for points, rubrics, and comments.
- **Collaboration:** All graded work is individual unless explicitly assigned as a group project. Unauthorized collaboration is considered academic misconduct.
- **Templates and Examples:** Provided for most major assignments to guide format and quality expectations.



Graded Activities and Assignments Table

****This is subject to change based on the school calendar and testing patterns of the students regarding to commitments required by the state for the student to accomplish.**

Graded Assignments	Required/Dropped	Points	Total Points	Approximate % of final grade
Midterm Project 1: Topic TBD (Word Assignment)	Required	300	300	9%
Final Project 2: Careers in/with IT (PowerPoint)	Required	500	500	15%
Quizzes (14 total)	Required	76 each	1065	30%
Textbook Module Assignments	Required	Varies	600	17%
Pre-Course Work – HPCS Mini- Assignments & Discussions	Required	Varies (based on how long it takes to get into Canvas)	635	18%
Office Module Assignments	Required	400	400	11%
Optional/Extra Credit	Both are optional	(xx)	(xx)	(Extra)
Total Points Possible			1,000	100%

Final Grade Calculation

Letter Grade	Percentage Range	Points Range
A	90–100%	3,150 – 3,500 points
B	80–89%	2,800 – 3,149 points
C	70–79%	2,450 – 2,799 points
D	60–69%	2,100 – 2,449 points
F	59% and below	2,099 points or less

Assignment Overview

Here are examples of possible assignments based upon what is available based on the specifications of the HCPS network, Firewalls, and security permissions. Some adjustments will be

made based on the school calendar and availability. This map is subject to change, but all content will be covered.

Date	Reading	Assignment Due
Week 1		Publisher Doc. – About Me, AI and Ethics, Introduction to CS
Week 2 – Week 4	Canvas Reading / PP Lecture	Ch. 1 & 2 Discussion Questions & Digital Citizenship/ CS Discoveries
Week 3	Canvas Reading / PP Lecture	3D Builder, Microsoft Intro
Week 4	Canvas Reading / PP Lecture	Ch. 3 & 13 – E-Commerce – Pt 1 APA Paper (Word) - Topic Changes yearly
Week 5 – TBD	Canvas Reading / PP Lecture	Ch. 4 – Application Software &PPT
Week 6 - TBD	Canvas Reading / PP Lecture	Ch. 5 & 6 & PowerPoint
Week 5 – 7 (TBD)	Canvas Reading / PP Lecture	Ch. 7 & 8 & Computer Lab & Excel
Week 8	Canvas Reading / PP Lecture	Ch. 7 & 8 & 9 Computer Lab
Week 9	Canvas Reading / PP Lecture	Computer Lab - Excel
Week 10	Canvas Reading / PP Lecture	APA Paper (Word)
Week 11	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access
Week 12	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access
Week 13	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access
Week 14	Canvas Reading / PP Lecture	Website Development
Week 15	Canvas Reading / PP Lecture	Final Project – PowerPoint
Week 16	Canvas Reading / PP Lecture	Final Project – PowerPoint

Grading Policies

Students are responsible for monitoring their own grades and must report any discrepancies to the instructor immediately.

“I” (Incomplete) grades must be resolved by the end of the eighth week of the following term (excluding summer). After that deadline, unresolved “I” grades will automatically convert to an “F” on the student’s permanent record.

Final grades will be available through the Self-Service portal at the end of each term. The university sets the official course end date; however, the instructor will establish a separate deadline for submitting any approved extra credit. This deadline will be two days before the official end of the term, and no work will be accepted after that date.

Students should refer to HCC Canvas for the most up-to-date grade information throughout the term. Canvas will reflect ongoing progress, and final grades will be posted in Self-Service once the term concludes.

Testing Policy

Quizzes and exams will be administered through **HCC Canvas** unless otherwise specified by the instructor. Students are expected to complete all assessments independently and within the designated time limits.

Unless otherwise stated in the quiz or exam instructions:

- **Open Book/Notes:** Textbooks, personal notes, and approved online course resources may be used.
- **Calculators:** Standard or scientific calculators are permitted; calculator apps on phones are not allowed unless specifically approved.
- **Internet Use:** Accessing external websites, search engines, or communication tools (e.g., email, messaging apps) during an assessment is prohibited.

Any exceptions to these guidelines will be clearly stated in advance for a specific quiz or exam. Students who fail to comply with the testing policy may be subject to academic integrity procedures as outlined in the HCC Student Handbook.

Academic Honesty Policy

All faculty expect that you do your own, original work. Academic misconduct includes engaging in all forms of cheating, fabricating, and plagiarism; this includes the use of A.I. technologies (creation of a paper or paraphrasing of created material). Academic misconduct is subject to disciplinary measures enforced by the instructor and the College. Depending on the nature, a referral to the Dean of Student Services for further action is possible. Please review the Code of Student Conduct and Disciplinary Procedure in the HC Student Handbook for more information.

Regarding HCPS and AI and Academic Honesty: We will also follow the HCPS policy on AI use for academic honesty. However, we will also follow the AI assessment Scale, <https://aiassessmentscale.com/>, especially in regard to the course work surrounding AI as part of the course.

Turnitin Plagiarism Detection

Turnitin is a plagiarism detection service available to students and faculty at HC. This tool compares student written work against a comprehensive database of other work as well as various internet sources. The instructor will employ this service for some or all written assignments, to help students learn to cite sources accurately and to ensure academic integrity.

Course Policies and Expectations

Attendance and Participation Policies

You are required to attend class regularly and punctually. If you miss classes, regardless of the cause, your opportunities for learning and academic success will be adversely affected.

If you stop attending class, you will be assigned a letter grade of F unless you complete and submit a withdrawal form by the deadline published in the current catalog and credit course schedule.

We will follow the attendance policy at Armwood High School. Please adhere to the Student Handbook.

Late and Missing Submission Policy

The late policy of 3 to 5 days will be instituted for the Major Projects that are turned in past a submittal date. 5 points will be deducted until work has been submitted. Failure to submit will concur in a zero until made the work is made up. Any student that has documentation that would warrant an extension (i.e 504 plans etc..), must submit it to the College guidance counselor, HCC and HCPS. Any other work will be graded upon submittal, but modules will be locked 1 week after the initial due date. I must stress that you should submit the plan to both parties to ensure that you are getting all accommodations.

Communication and Academic Netiquette Policies

HC is a diverse learning community. We strive to maintain an atmosphere of mutual respect and civility, concern for others, and academic integrity. Being honest and expressing yourself freely is very important, but being considerate of others is important in both the classroom and online work. Respect each other's ideas, feelings, and experiences. Failure to follow this policy will result in disciplinary action, such as being removed from the course, which can affect your academic standing.

Students are expected to:

- Listen actively and allow others to speak without interruption.
- Use respectful language in verbal, written, and online communication.
- Engage in constructive feedback and academic debate without personal attacks.

- Follow all college policies on harassment, discrimination, and academic integrity.

Failure to follow these community standards may result in disciplinary action, including removal from class activities, referral to the Office of Student Conduct, or permanent removal from the course, which can impact academic standing and progress toward your degree.

Student Support Resources

For CGS-2100, students have access to robust technology and academic resources to support success. The HCC IT Help Desk assists with Canvas access, logins, and software installs, and enrolled students can use Microsoft Office 365 (Word, Excel, PowerPoint, Access) at no cost. On-campus computer labs provide high-speed internet and required applications. Course navigation is supported through Canvas Student Guides and instructor “how-to” materials, along with video demonstrations embedded in Canvas and the textbook.

Additional learning and personal supports include tutoring/learning centers for Microsoft Office tasks (including formulas and databases), the Writing Center for written assignments, and library research help for credible sources and citations. Students can also leverage just-in-time tutorials via LinkedIn Learning, request accommodations through the Office of Accessibility Services, and use Academic Advising, Career Services, and Counseling Services for planning, career alignment, time management, and wellbeing. Students also will have access to TELL at Armwood after school each day.

Student Support Services

[Support Services webpage](#) includes a comprehensive list of services available to all HC students.

Libraries

HC [Libraries](#) help students engage in research and coursework. We offer resources, services, and collaborative learning environments to help you achieve your academic goals.

Student Assistance Program

HC’s [Student Assistance Program](#) offers resources tailored to student life, providing you with the right tools to help you through some of life's toughest challenges.

Academic Accommodations

HC takes pride in its diverse student population and strives to support students with disabilities in their college experience. To ensure equal access to all academic programs, services, and activities, the College provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) of 1990. As a dual enrolled student participating in a college course at the high school site, academic accommodations are provided under your 504 Plan or IEP established by the School District of Hillsborough County. It's important to note that these accommodations are not retroactive; they apply moving forward from the time they are implemented.

Equity Policy



The Hillsborough College Equity Policy is in development and will be viewable on the college's Title IX webpage: <https://www.hccfl.edu/title-ix-committee>

Technical Support Resources

Technology Support

- HCC IT Help Desk for Canvas, login, or software installation problems.
- Access to Microsoft Office 365 (Word, Excel, PowerPoint, Access) free for enrolled students.
- On-campus computer labs with high-speed internet and required applications.

HC Technical Resources and Help Desk

HC's [Live Online Support Center](#) is the best resource for most technical problems for MyHCC Canvas. Find answers to common questions on the HCC Live website. Live chat is available on the website and the phone number is 1.877.736.2575.

MyHCC Canvas Online Help

Many answers to MyHCC Canvas related questions are on the [Canvas Student Resources](#) page. If you are still having trouble finding what you need, contact the Help Desk.

Minimum Technology Recommendations for Courses

All HC students have access to the college's network and electronic resources. For more information regarding technology requirements and related college resources, go to [Online Technology Requirements](#) on the HC webpage. [Microsoft Office productivity applications](#) are available free for HC students.

Course Schedule

Final grades are due to HC within 48 hours at the end of the semester. See [HC Academic Calendars](#).

WEEK #	TOPIC	CHAPTER # (OR MODULE)	ASSIGNMENTS	POINTS	EXAM AND DUE DATES
1		Publisher Doc. – About Me, AI and Ethics, Introduction to CS			

WEEK #	TOPIC	CHAPTER # (OR MODULE)	ASSIGNMENTS	POINTS	EXAM AND DUE DATES
2	Canvas Reading / PP Lecture	Ch. 1 & 2	Discussion Questions & Digital Citizenship/ CS Discoveries		
3	Canvas Reading / PP Lecture	3D Builder, Microsoft Intro			
4	Canvas Reading / PP Lecture	Ch. 3 & 13 – E-Commerce –	Pt 1 APA Paper (Word) - Topic Changes yearly		
5	Canvas Reading / PP Lecture	Ch. 4 – Application Software & PPT	Textbook Activity		
6	Canvas Reading / PP Lecture	Ch. 5 & 6 &	PowerPoint		
7	Canvas Reading / PP Lecture	Ch. 7 & 8 & Computer Lab & Excel	Textbook Activity & Excel Training		
8	Canvas Reading / PP Lecture	Ch. 7 & 8 & 9 Computer Lab	Textbook Activity		
9	Canvas Reading / PP Lecture	Computer Lab - Excel	Secondary Excel Training		
10	Canvas Reading / PP Lecture	APA Paper (Word)	Final APA Paper		
11	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access	Database and Access Activities		
12	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access	Textbook activities		

WEEK #	TOPIC	CHAPTER # (OR MODULE)	ASSIGNMENTS	POINTS	EXAM AND DUE DATES
13	Canvas Reading / PP Lecture	Ch. 10 -11 & 12 & Access	Textbook activities		
14	Canvas Reading / PP Lecture	Website Development	Website Editing activities		
15	Canvas Reading / PP Lecture	Final Project – PowerPoint	Final Project		
16	Canvas Reading / PP Lecture	Final Project – PowerPoint	Presentations		

**This schedule is subject to change based on school pacing of regular schedule for HCPS.