CGS2531 Problem Solving Using Computer Software

Spring 2017

Catalog Description: (Credits: 3) A problem-solving introduction and thorough exploration of word processing, spreadsheet management, data analysis, graphical display of data, and multimedia presentations. The problem-solving approach also aids students in their specific majors through software applications requiring major-specific professional communication skills in written, graphical, and presentation forms.

Pre-Requisites & Co-Requisites: none

General Course Objectives: Effectively use Microsoft Word for professional word processing and written technical communication. Effectively use Microsoft Excel for spreadsheet data creation, data organization, numeric analysis, function solving, graphical display of information, and industry specific data analysis. Effectively use Microsoft PowerPoint for software based presentation of ideas and graphics.

Instructor: Dr. Hans van Oostrom, (352) 234-4324, vanoostrom@eng.ufl.edu, 202A Nuclear Sciences - appointment only

Teaching Assistants & Consultation Hours: Note: TA consultation hours offered online through 'Conferences' tool in Canvas, you can attend any TA's consultation hours, not just the one that is grading your assignments, 20 hours per week of options.

Please see Canvas for a schedule.

Meeting Times: This is an asynchronous online course, there are no set meeting times. All lecture videos and course materials are delivered online through Canvas, the UF course management system.

Assignment Grading Dispute Procedure: You must submit any grading disputes to your grading TA within one week of your assignment grade being posted. So once your grade is posted, please review the TA comments and follow up immediately with them if you have a legitimate grading dispute. If you think you were deducted points unfairly on any assignments, the procedure to follow is to email your grading TA a professional email that clearly outlines the specific item you believe you did correctly that they deducted points for. You must dispute within one week of the assignment grade being posted for consideration. Please review the assignment instructions and justify your request in your email to the TA. Please do not use phrasing such as "I worked so hard on this assignment, I deserved more points!", in professional practice what counts are the results of your output, some projects you work on will take more effort, some less effort, but you have a set of requirements to meet. Grading TA assignments and email addresses are listed on Canvas.

Course Style & Story: This course is a web course, it is completely online. There are no in-class meeting times, there are no exams you have to attend, and all assignments are turned in through Canvas. Really, you could be taking this course from anywhere, as long as you have the right computer access, you will be good to go.

What you will walk away from this course with is the ability to use Word, Excel, and PowerPoint to solve problems, real world problems. Over the course of this semester you are going to make a portfolio about yourself that you can use to apply for internships or jobs using Word, Excel, and PowerPoint, and learn how to use them by doing, not by rote memorization of clicks. You will learn

how to use quite a number of features in Word, Excel, and PowerPoint for more professional use of these powerful software programs for problem solving.

Class Schedule: This course is offered online, so there are no defined number of sessions each week, as students can work ahead since lecture videos and assignments are listed well ahead of the due dates of each assignment. The 'Course Outline' section of this syllabus lays out the week to week topics covered if students spaced out the content linearly, including lecture and reading hours for each section of the course that total the number of contact hours for the course (45 hours of delivered online lectures/readings content).

Material & Supply Fees: none

Textbook & Software: There is no textbook or publisher supplied items required for the course. That means you do not have to buy any books or online publisher homework packages. However, you do need to have computer access and specific software. As long as you have a computer (Mac or PC) with Microsoft Office 365, or Office 2016; with Word, Excel, and PowerPoint, and a microphone in your computer you should be fine. **While you are a UF student, you can obtain free access to Office 365 from the UF IT website at:** http://www.it.ufl.edu/gatorcloud/free-office-365-downloads/ (Links to an external site.)

Recommended Reading: There is no specific textbook or publisher resource readings for this course. Each assignment has some linked online resources that are covered on a per-assignment basis each semester within the course Canvas site assignments tool.

Thoughts About Course from Dr. van Oostrom & Dr. Dickrell: In addition to just learning how to function all of these software features effectively, the assignments you turn in for this course will be the application of these features for very specific problem solving that is tuned individually to each of you and your potential career paths.

Any good course should have a complete story to tell that takes you through the content. Here is the story of the course: You are going to think about why you chose the major you have, and what are you passionate about. You are going to research companies that you might want to intern at or work at in the future that intersect both areas you are personally passionate about and the major you are studying. You are going to obtain data on the companies and jobs you research and analyze that data in spreadsheets, you will make graphs and charts of the data to weigh pros and cons of different areas you might want to work. You will write up a short paper presenting the data and justify why you want to apply to certain companies. We will talk about the art of using pictures to convey ideas. Much effective communication is done without words, we will go through how complete stories can be conveyed across multiple languages through images. You will learn how to use images to make a brief presentation, or 'elevator pitch' about yourselves towards potential employers. When you reach the end of this course you will refine and assemble your assignments into a professional portfolio about yourself and your future using Word, Excel, and PowerPoint.

Assignment Due Dates: All assignments are due on Wednesdays by 5:00pm, Eastern Time zone, no exceptions! Assignment due dates and times are posted in Canvas. You can always turn them in early. Remember to double check your submission, log out and log back in to make sure what you submitted has uploaded into Canvas, **it is your responsibility to double check this** as part of professional practice of computer software use. See late policy below about loss of credit and zero credit deadlines.

Attendance and Expectations: Since this is an online course, there is no attendance requirement. Expectations include watching all course videos in their entirety and doing practice

file exercises associated with each video in their entirety to build necessary background knowledge for full mastery of software platforms.

Grading and Assignment Pace: There will be five assignments, each worth 15 points, 3 timed quizzes 5 points each and 10 participation points (watching key videos) for a total 100 points. Do not wait until the last minute to try to upload your assignments or complete your quizzes. **It is your responsibility to double check that your document properly uploaded into Canvas**. Please upload it early, log out, and log back in to double check your assignment is submitted! I want you to be successful in this course, do not lose points for submitting last minute or not double checking! Late assignments will not be accepted for full credit. Students who fail this class have all lost too many points due to late work or corrupt files. Professional computer software use skills in practice and industry includes making time to buffer against computer issues. **If your assignment is 1 minute to 24 hours late 50% is automatically deducted for tardiness, before points are taken off for work quality. If it is over 24 hours late (even one minute), zero credit is given for the assignment. You cannot take the quizzes past the deadline.** Exceptions to the late policy are only allowed per university policy. Last minute computer issues or you not checking that it is uploaded is not a valid reason for late submission. Assignments can be turned in early, so do not wait until the last minute and then ask for consideration. Part of the goal of this class is to build professional practices for you as students into young professionals. Do your work early, submit it well ahead of the deadlines, and make sure it is uploaded properly online in Canvas. In past semesters, many students have had problems because they attempt to submit their assignments within the last hour. I want you all to do great and build technical skills though this course, so please help me to help you be successful!

Quizzes are timed, so make sure when you start you have a stable Internet connection (on campus for example). Please make sure you read the introduction to the quiz to make sure you are ready and have reviewed everything you need to be successful.

Participation is graded based on the percentage of video viewing. **Key videos** are indicated in each module. If you view all key videos completely (no skipping), you will earn 10 points. If you don't view all key videos completely, your grade will be proportionally less. Make sure you view the videos on Mediasite using your own account (all videos require a login).

Assignment Due dates:

Assignments (15 points each):

Wed Jan 18, 2017 5:00pm
Wed Feb 8, 2017 5:00pm
Wed Mar 1, 2017 5:00pm
Wed Mar 22, 2017 5:00pm
Wed Apr 12, 2017 5:00pm

Quizzes (5 points each):
(quizzes can be taken over a 2 day period and must be completed by the end of the 2 day period)

Mon Jan 9, 2017 5:00pm – Wed Jan 11, 2017 5:00pm
Mon Mar 13, 2017 5:00pm – Wed Mar 15, 2017 5:00pm
Mon Apr 3, 2017 5:00pm – Wed Apr 5, 2017 5:00pm

Grading Scale:

A   = 92 – 100
A- = 90 – 91.99

B+ = 88 – 89.99
B = 82 – 87.99
B- = 80 – 81.99
C+ = 76 – 79.99
C = 70 – 75.99
C- = 68 – 69.99
D+ = 64 – 67.99
D = 60 – 67.99
D- = 58 – 59.99
Less than 58.00 will result in an E grade

A grade of C- will not be a qualifying grade for critical tracking courses. In order to graduate, students must have an overall GPA and an upper-division GPA of 2.0 or better (C or better). Note: a C- average is equivalent to a GPA of 1.67, and therefore, it does not satisfy this graduation requirement. For more information on grades and grading policies, please visit: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx (Links to an external site.) Requirements for class assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx (Links to an external site.)

Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/ (Links to an external site.)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class. **All assignments are checked using Turnitin for originality of composition.**

Note that failure to comply with this commitment will result in disciplinary action compliant with the UF Student Honor Code Procedures.

See http://www.dso.ufl.edu/sccr/procedures/honorcode.php (Links to an external site.)

Accommodation for Students with Disabilities: Students Requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.

UF Counseling Services: Resources are available on-campus for students having personal problems or lacking clear career and academic goals. The resources include:

- UF Counseling & Wellness Center, 3190 Radio Rd, 352-392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx (Links to an external site.), counseling services and mental health services.
- Field and Fork Food Pantry: http://fieldandfork.ufl.edu/the-pantry/ (Links to an external site.)
- Career Resource Center, Reitz Union, 352-392-1601, career and job search services.
- University Police Department 352-392-1111

Software Use: All faculty, staff and student of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Course Evaluations: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu (Links to an external site.) Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/ (Links to an external site.)

complete the modules in order, and the next module will automatically unlock when you complete the previous one. In addition to this location, you can also find the modules in the menu, which may be faster for you to access.