

## **Problem Solving Using Computer Software**

CGS2531 Section

**Class Periods:** Online

**Location:** Canvas

**Academic Term:** Summer C - 2018

### ***Instructor:***

John Mendoza Garcia

[jmendozagarcia@ufl.edu](mailto:jmendozagarcia@ufl.edu)

### **Online office hours:**

This is an online class. In online classes, it is difficult for me to meet you and provide one on one guidance. Therefore, I discourage you to try to meet me if you have questions related to the assignments. For such questions, go to a related Canvas Discussion Board. Once there, please make sure that nobody else has asked the same question before (use the search box for making the searching process optimal), and if your question has not been resolved already, post your question.

E-mails sent by you or other students with assignment questions may take too long to be responded because I first go to Canvas and answer the questions that are posted there.

### ***Undergraduate peer mentors:***

Please contact through the Canvas website

- Sannegowda Rachna, [rachna96@ufl.edu](mailto:rachna96@ufl.edu)
- Jagnarine Matthew, [mattjagnarine@ufl.edu](mailto:mattjagnarine@ufl.edu)

Each of the peer mentors will hold online office hours weekly, and you can attend any office hour. One or both peer mentors will be grading your work. The specific grading assignment of each peer mentor can be found on Canvas. The undergraduate peer mentors also respond to questions in Canvas.

### ***Course 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

### ***Course Pre-Requisites / Co-Requisites***

none

### ***Course Objectives***

After taking this course, you will walk away with strategies that allow you to address real world problems, and with the ability to support your problem-solving process using Excel for gathering, organizing and analyzing data, and Word and PowerPoint to communicate your solutions. This summer you will be formatting documents, gathering and analyzing data (using basic, medium and advance excel features), and creating a Power Point Presentation. All of these deliverables will be created in the context of who you are, where you want to work, and in general getting ready for that job you dream about. We will also analyze data that is relevant for your discipline.

### ***Materials and Supply Fees***

No fees

### ***Required Textbooks and Software***

***Problem Solving using Computer Software CGS2531  
John Mendoza-Garcia Summer C - 2018***

No text book

You need to have:

- Computer access: Mac or PC.
- Specific software: Microsoft Office 365, or Office 2016; with Word, Excel, and PowerPoint.  
Office 365 can be accessed for free through the University of Florida IT website at gator cloud (follow this [link](#)).
- Hardware: a microphone.
- Internet connection: You will also need to watch videos from Lynda.com, take quizzes online and submit your deliverables to the University of Florida Canvas portal. Since all of these resources are available online, you need a reliable network connection.

### ***Course Schedule***

The course has five modules:

Module 1: Documenting deliverables after a problem-solving process (Computational tool: MS Word)

Module 2: Problem-Solving and decision-making: Basic Data Analysis (Computational tools: MS Word, and MS Excel).

Module 3: Problem-Solving: Summarizing Data in Industry (Computational tools: MS Word, MS Excel)

Module 4: Analyzing trends in publicly available data (Computational tools: MS Excel)

Module 5: Professional presentations (Computational tool: MS word and Power Point)

### ***Attendance Policy, Class Expectations, and Make-Up Policy***

Since this is an online course, there is no attendance requirement. However, it is expected that you work independently in each assignment. It is expected that you watch all course videos and do the practice file exercises associated with each video to build necessary background knowledge for full mastery of software platforms. This is an asynchronous online course, there are no meeting times. All lecture videos and course materials are delivered online through: Canvas, the UF course management system; Lynda.com, and other online resources. Students can work ahead since lecture videos and assignments are listed well ahead of the due dates of each assignment.

### ***Evaluation***

<b>Assignment</b>	<b>Total Points</b>	<b>Percentage of Final Grade</b>
Assignments (5)	15 each	75%
Quizzes (3)	5 each	15%
Participation	10	10%

You will find all the assignments organized on the Modules page. Please view/study all the materials in the module before attempting to complete the assignment. These assignments are not timed assignments, the deadlines listed are the latest you can submit the assignment. As such, no extra time will be given. You should work ahead so you do not fall behind

### ***Assignments due dates***

Assignment 01, Wednesday, May 23, 2018 11:59pm

Assignment 02, Wednesday, June 6, 2018 11:59pm

Assignment 03, Wednesday, June 20, 2018 11:59pm

Assignment 04, Wednesday, July 11, 2018, 11:59pm

Assignment 05, Wednesday, July 25, 2018, 11:59pm

### ***Participation:***

Getting participation points requires you to participate by creating 4 original threads and responding to 8 students comments. You can choose where to participate among the following discussion boards (see participation assignment for details):

- Career resource center services

- Problem solving with computer software
- Use of visual aids
- CRC and professional related student organizations events
- Decision-making
- Discussion on data analysis tools

**Participation due dates:**

Original threads posted in Canvas: June 20, 2018 11:59pm

Updated document with evidence of original threads, responses, and self-assessment: July 25, 2018, 11:59pm.

**Quizzes**

Quizzes can be taken at any time before the deadline. No points are awarded after the deadline

Quizzes are timed and can be taken only once.

If you start a quiz, there is no way to stop it or re-take it. So, before you start a quiz, make sure you are prepared to take it.

**Students with special needs:** e-mail me your DRC request as soon as possible, or at least 1 week before the quiz deadline to get your extra time added.

Quiz 1: Wednesday, May 16, 2018 11:59pm. Topic: syllabus/introduction module

Quiz 2: Wednesday, June 20, 2018 11:59pm. Topic: descriptive statistics

Quiz 3: Wednesday, July 11, 2018 11:59pm. Topic: linear regression

**Grading Policy**

Grading Scale:

Percent	Grade	Grade Points
92 - 100	A	4.00
90.0 - 91.99	A-	3.67
88 - 89.99	B+	3.33
82 - 87.99	B	3.00
80.0 - 81.99	B-	2.67
76 - 79.99	C+	2.33
73.4 - 76.6	C	2.00
70.0 - 73.3	C-	1.67
66.7 - 69.9	D+	1.33
63.4 - 66.6	D	1.00
60.0 - 63.3	D-	0.67
0 - 59.9	E	0.00

Important note on submitting the wrong file version, files with virus or corrupt files:

We will not grade your assignment if it has virus, is corrupt in Canvas due to a malfunction of your computer or a network communication problem (when it is corrupt in Canvas, the document name starts with ~), or is not there. If one of these cases happens to your deliverable's assignment, it will not be graded, and you would receive 0 points in that assignment.

Please, help me and my team of peer mentors, and make sure that we can grade your assignment. These are some tips to avoid that situation: do not wait until the last minute to try to upload your assignments or take your quizzes (Battle Murphy's Law!), and instead:

1. Make sure you have no virus
2. Upload your document early (you can submit your any assignment from day 1)

3. Log out, and log back in
4. Double check that your assignment is submitted!
5. Download your assignment and open it. Can you see it? If you can, there is a high probability that we can too.

We will only grade what is available in Canvas, and that was submitted through the assignment description section. Deliverables will not be accepted by the Canvas e-mail, by the regular e-mail, or by any other online sharing media.

We will only grade your last submission. For example, in assignment 1, you will need to submit 2 files, a Word document and an Excel document. The ideal scenario is that you submit both at the same time. If you make two submissions, one for each file, we will grade only one of these files, the one in the last submission. We will not grade files in previous submissions.

If your right submission is late (1 minute to 23:59 hours late, it will be graded with the late policy).

If the day after the due date you find out that your deliverable is corrupt in Canvas, you can still re-submit it and it will be graded with the Late policy.

### **Late policy**

Late assignments will not be accepted for full credit.

We understand, sometimes life give us unexpected situations and it is impossible to get on top of our duties. Thinking that sometimes students for diverse reasons could miss one or more due dates, I have decided to give you the opportunity to get 50% of the points of the assignment if you submit it between 1 minute and 23:59 hours late. After that, it will not be accepted, and you will get 0 points in that assignment. For example, if the assignment is worth 15 points, and your grade in that assignment was 12, with the 50% discount (7.5 points) your grade would be 4.5.

### **Missing a Quiz due date?**

Make sure that does not happen to you. In that quiz you will get 0 points, and there is no way you can take it past the deadline.

### **Is there any possibility of an Exception?**

Yes, but exceptions to the late policy are only allowed per university policy

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### ***Students Requiring Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations will be open between August 4 and August 10. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### ***University 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 (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) 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.

### ***Software Use***

All faculty, staff, and students 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.

### ***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

***Campus Resources:***  
***Health and Wellness***

**U Matter, We Care:**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

***Academic Resources***

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall**, 846-1138. Help brainstorming, formatting, and writing papers.  
<https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:** [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.