



CGS2531 Problem Solving Using Computer Software

Spring 2019

Comment from previous students after taking the class

I thought this course was extremely useful as it teaches and develops skills needed to be a modern professional. I would recommend that most students should take this class as it will benefit them in the long run.

It was a great class that taught a lot. I personally learned the most from the budgeting assignment and have now expanded on that budget to create my own in excel that has helped me save 80% of my income this summer.

This course was very, very helpful for a student looking to pursue a career in the world of business. Knowing the essentials of various Microsoft products such as Word, Excel, and PowerPoint will be paramount to success in my career.

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.

Pre-Requisites & Co-Requisites: none

Learning Objectives



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In this course you will be introduced and will build on the following Student Learning outcomes of the Business School:

Content

- Demonstrate knowledge and understanding of elements of economics, financial accounting, marketing, operations management, organizational behavior, business law, information technology, business statistics, and social responsibility.
- Demonstrate proficiency in the use of business-related software applications

Critical thinking

- Specify and implement a framework for identifying a business problem and develop alternative solutions and a set of evaluation criteria.
- Assess the outcomes of a course of action and make appropriate adjustments

Communication

- Write business documents clearly, concisely and analytically.

- Speak in groups and in public clearly, concisely and analytically, with appropriate use of visual aids

Mathematics

In this course, you will receive credit for mathematics because it provides instruction in computational strategies in fundamental mathematics such as: solving equations, logic, statistics, algebra, inductive and deductive reasoning. The course includes formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts effectively to real-world situations

Instructor:



I am Dr. John Mendoza-Garcia. I am so excited and honored to be your guide in this class. I received my Ph.D. from Purdue

University in Engineering Education. I am married and have a beautiful daughter who is my inspiration. My hobbies are all activities I can do with my daughter and family. Some of those are traveling, hiking, and biking.

What to expect from me as your

instructor: I will do everything I can to help you succeed in this class. I will do my best in responding to your questions on discussion boards and e-mails in the 24 hours range. I will provide peer mentors who can help you with the assignments and will work with them to make sure you are graded fairly. If several of you have a similar question, I will

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create videos to help all the students who have similar questions.

You can also meet with me. Since this is an online class, if you need to contact me to talk about a special situation you are experiencing that is impacting your performance in my class, I will be happy to meet you by using Skype for business.

Undergraduate peer mentors:

Peer mentors will have two different roles:

- Assist students in the development of the assignments through office hours and answering questions on the discussion board.
- Grade student's work.

The undergraduate peer mentors will be announced at the beginning of the semester.

Consultation hours



Each of the peer mentors will hold online consultation hours weekly, and you can attend any of these hours. Schedules: **To Be Determined (TBD)**



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You will find that the course is divided into 5 modules. Modules have different types of assessments. Quizzes, looking to assess your memory and understanding, assignments, to assess your application and analysis, Participation in discussion boards, to assess your analysis and evaluation and

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self-assessment ability, and reflections, to provide opportunities for you to get evidence of your learning.

In each module, you will find videos that will help you to succeed in the assignments. Please, make sure you watch them. I spend several hours creating those videos to help you succeed. Students who do best in the course are those who watch all the videos.

Quizzes

There are 9 open-book individual quizzes. These can be taken at any time before the deadline two times. For your grade calculation, the system will use calculation only the highest grade. No points are awarded after the deadline. Quizzes are timed.

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.

In the following page, you will find a table with all the assignments with their Due dates. The deadlines listed are the latest you can submit the assignment, but you can submit any time before that date. As such, no extra time will be granted unless you have a special situation that happened unexpectedly. Otherwise, you should work ahead so you do not fall behind. Athletes, please contact me if you need an early release of assignments, or assistance on early submission.



Table 1- Course Evaluation Summary

Week	Month	Due Dates	Module	Quiz	Assignment	Participation	
1	Jan	7 - 12	0				
2	Jan	16	0,1	q1, q2, q3			
3	Jan	23	1	q4			
4	Jan	30	1	q5			
5	Feb	6	1	q6,q7			
6	Feb	13	2		As02 Part I		
7	Feb	20	2		As02 Part II		
8	Feb	27	2		As02 Part III		
	Mar	3 - 9	Spring break				
9	Mar	13	3		As03: Part I	Part 1	
10	Mar	20	3	q8	As03: Part II		
11	Mar	27	3		As04: part I		
12	Apr	3	4	q9	As 04: Part II		
13	Apr	7-13	5		As05 part I		
14	Apr	10	5		As 05 part II		
15	Apr	24				Part 2	
16	May	28 - 4					
17	May	3-5	Final grades available to students				

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Assignments

There will be 4 assignments. In each, you will need to submit one or more files to fulfill the requirements. As stated before, no extra time will be granted for assignments.

Students with special needs: Please, plan ahead. Since assignments are not timed and are published several days before the due dates, you will have plenty of time to work on the assignments if you plan ahead and start early. Accordingly, no extra-time will be granted for assignments (only for quizzes).

Participation – 10 points in total



It is important that students share with others to build knowledge and understanding of the different course topics. In this online course, you will be asked to participate in different discussion boards and respond to other students' participation.

Note: Assignments related discussion boards are not valid to get participation points.

Policy on course evaluation

We will not grade your assignment if:

- It has a virus,
- It is corrupt in Canvas

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It can get corrupt because a malfunction of your computer or a network communication problem (usually, when it is corrupt in Canvas, the document name starts with the symbol ~)

- When clicking on the file, the Software shows an error message or shows no error but it does not open.

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, make sure that we can grade your assignment.



These are some tips to avoid having a corrupt or the wrong file on Canvas: 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 assignment from day 1 they are published) .
3. Log out, and log back in
4. 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.

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Deliverables will not be accepted by the Canvas e-mail, by the regular e-mail, or by any other online sharing media. Likewise, if you complete the assignment several minutes or hours before the due date, but you miss submitting the file to Canvas, we will not grade it and you will get 0 points in that assignment.

We will only grade your last submission, so make sure that you either submit only once or if you submit more than once, that your last submission have the right files and it is complete.

Example, if in an assignment you need to submit 2 different documents. The ideal scenario is that you submit both files in one submission.

However, if after verifying your submission you find out that one file is corrupt or is missing, you will need to submit again the two files in a second submission.

We will grade your last submission, so any previous submission will not be considered. In addition, if your first submission was before the due date, but your last submission is after the due date (1 second to 23:59 hours late), your deliverable will be graded with the late policy.

Note: 11:59 pm is not considered late, however, Canvas will mark you as late. If that is your case, do not panic! We will not take any point off from your deliverable.

Late policy

We understand, sometimes life gives us unexpected situations and in that case, 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 second and 23 hours 59 minutes and 59 seconds hours late.

Example: Assignment deliverable was late (for example at 12 am and 5 seconds) and it is worth 15 points. The grade in that assignment was 12. With the 50% discount (7.5 points) your grade would be $12 - 7.5 = 4.5$. 😞

23 hours 59 minutes and 59 seconds after the due date, the deliverable will not be accepted, and you will get 0 points in that assignment.

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>

Grading Scale (No round-up):

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

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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

Assignment Grading Dispute

Procedure: You must submit any grading disputes to your grading peer mentor within one week of your assignment grade being posted. So, once your grade is posted, please review the peer mentor comments and follow up immediately with him/her if you have a legitimate grading dispute. Please review the assignment instructions and the rubric, and justify your request in your email to the peer mentor.

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. The list of peer mentors, their e-mails, and their grading assignments are listed on Canvas.

Meeting Times/ Course Schedule:



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; 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.

Course Style & Story:

This course is fully online and self-paced, there are 5 assignments with deadlines, 3 quizzes with deadlines, discussion boards you are required to participate, and key videos that can help you with the assignments if you watch them.

It is a good practice to go through all the modules sequentially and watch the videos on lynda.com as well as the additional material provided before you start your assignment at the end of the module.

This course uses Lynda.com to provide you with the contents you need. Lynda.com is a subscription service but is available for free to all UF students.

Material & Supply Fees: none

Textbook:



No text book to buy

Software:



Students will need to be able to install the Office software package if they don't already have access but that the fundamentals of using Office will be taught.

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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](#)).

While you are a UF student, you can obtain free access to Office 365 from the UF IT website at [gator cloud](#).

Hardware

Microphone.

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.

Diversity and Inclusion Statement: I seek to create an environment in which each student is treated equally, fairly and do my best to give you encouragement based on your learning needs, and if necessary, your special needs. This happens regardless of race, gender, ethnicity, sexual orientation, or place of birth. I also seek to provide support and encouragement to minority students like first-generation college students, Blacks, Latinos, and those from the LGBTQIA communities. To accomplish this, I would need your help:

- If you have a name and/or set of pronouns that differ from those that appear in your official University of Florida records, please let me know!

- If you feel like your performance in the class is being impacted by your experiences outside of class, please contact me. I want to be a resource for you. Remember that you can also submit anonymous feedback (which will lead to me making a general announcement to the class, if necessary to address your concerns).
- Although I took training to become Ally, I consider that I am still in the process of learning about diverse perspectives and identities. If something was said or written in this course (by anyone) that made you feel uncomfortable, please let me know. (Again, anonymous feedback is always an option).
- Some local and international students may struggle with my accent, the music of my speaking, or the grammar of my speaking. Since English is my second language, I understand this process of adapting the ear to understand other nationalities accents. I experienced it myself when I was learning English with other non-native English speakers, or when I talk to Americans or other internationals who have Spanish as their second language. Accordingly, feel free to ask for repetition or clarification. I will be happy to provide it.

Honor code: The University of Florida holds its students to the highest standards, and we encourage students to read the University of Florida Student Honor Code and Student Conduct Code (Regulation 4.040), so they are aware of our standards. Any violation of the Student Honor Code

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will result in a referral the Student Conduct and Conflict Resolution and may result in academic sanctions and further student conduct action. The two greatest threats to the academic integrity of the University of Florida are cheating and plagiarism. Students should be aware of their faculty's policy on collaboration, should understand how to properly cite sources, and should not give nor receive an improper academic advantage in any manner through any medium.

The Honor Code, available at this [link](#) specifies the 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.

For example, quizzes are open book. So, I expect you to work on the quizzes individually. I also expect that you help each other, but that you do not provide the answers to your questions to other students. I expect that you work on the assignment from scratch.

All assignments are checked using Turnitin for the originality of composition.

Note that failure to comply with this commitment will result in disciplinary action compliant with the UF Student Honor Code Process. See the process at this [link](#)

Accommodation for Students with Special Needs: Students Requesting classroom accommodation must first register with the Disability Resource Center (DRC). That office will provide the student with documentation that you should send me to get more time on quizzes. This is the [link](#) of the DRC.

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, counseling services and mental health services. Find more information at this [link](#)
- Field and Fork Food Pantry. Find more information at this [link](#).
- 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

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instruction in this course by completing online evaluations at this [link](#).

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.](#))