

**University of South Florida Sarasota-Manatee**  
**CGS 2100, 3 Credit Hours**  
**Computers In Business**  
**Spring 2023 – Virtual**

<b>Instructor:</b> Mara Casado <b>Class Meeting time:</b> No Face-to-face meetings	<b>Time/Classroom:</b> Asynchronous recordings posted weekly in Canvas <b>E-Mail:</b> Please use Canvas “ <i>Messages</i> ” for <b>ALL course related communications</b>
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**PREREQUISITIES**

Consult your Advisor for the latest prerequisites

**COURSE DESCRIPTION**

From Course Catalog: “*A study of the use and impact of computers in all areas of business organizations. Course includes hands-on experience and the use of software packages for business analysis.*”

Computers in Business (CGS 2100) fulfills your General Education Information and Data Literacy course requirement. In this course, you develop computer proficiency in the use of business productivity software using Microsoft Office 2019 / Office 365. This course prepares you to use Microsoft Office for coursework assigned in most USF courses and you will attain valuable entry level workforce skills.

The approach this course applies to the applications for Microsoft Office is that you learn by doing; the best way to get familiar with Microsoft Office is to use it. You are introduced to the Microsoft Office applications through modules in Canvas using MindTap. The training assignments are step-by-step tasks that take you through a project but give you a fresh start for the next task should you fail to complete the task. The assigned module projects cover the same skills, but you are graded on the completed project. The simulation skills training for each module maps to the module learning objectives which are tied to your Student Learning Outcomes. You will be assessed on your completion percentage for each training module and module grader projects as assigned.

Once you are oriented and comfortable with MindTap you complete the training for each assigned module which prepares you for the MindTap Projects. In MindTap you earn points when you complete training and assigned projects. Feedback is immediate and within the training you have help in the form of a short intro explaining the task, you can observe the task completion by viewing a recording or you can walk through the task with the aid of the simulation in practice mode.

**COURSE STUDENT LEARNING OUTCOMES**

Upon completion of this course, students should be able to:

- Discuss how information systems can be used to support business organizations.
- Navigate and create content-rich documents using a word processing application.

- Create simple to advanced spreadsheets and perform mathematical and financial calculations, build charts and format spreadsheets.
- Critically interpret quantitative evidence such as graphs, tables, charts
- Use a presentation tool to create presentations.
- Create and edit database objects (Tables, Queries, Forms, Reports).
- Integrate Word, Access, Excel, and PowerPoint

<p><b>Required Materials</b> MindTap for The New Perspectives Collection, Microsoft® Office 365® &amp; Office 2019   1st Edition  </p> 	<p>Students can start by using the 14-day free trial. After the 14 days, students must purchase the Access Code. Day 1 of the trial begins January 9<sup>th</sup> and will expire in 14 days</p>
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## CANVAS USE

The class syllabus is posted in Canvas, an online course management system. In this class Canvas will be used for viewing class lectures and submitting assignments. Information on how to use Canvas is available at: <http://usfsm.edu/elearning>  
Canvas is accessible via the [myUSF online web portal](#), or directly at <http://learn.usf.edu>.

## PERFORMANCE EVALUATION AND GRADING

The relative weights for each of these components in determining the final grade are as follows:

	Points	%
Concepts Video Trainings	100	2%
Application Trainings	600	11%
Projects	4,600	87%
TOTAL	5,300	100%

A grade will be determined based on the total of possible points earned, as follows: A 90%-100%; B 80%-89%; C 70%-79%; D 60%-69%; F 0%-59%. More granularity with +s and –s will also be part of the final grade.

## ASSIGNMENTS

- **You must complete the project assignments using Office 365 or Office 2019.**  
The MindTap/SAM Projects will only accept Microsoft Office files. You can download Office 365 for the PC and Mac at no cost via myUSF. See instructions in Getting Started Module.
- Microsoft Access is not included in Office 365 for the MAC and will not work under MAC OS. You will need a **Windows** system to work on the projects for the four assigned Access modules.

## **ATTENDANCE POLICY**

This course is being offered totally online. Instead of attending class synchronously, you need to participate in this course asynchronously. Students are expected each week to complete all assigned work.

Any student may elect to drop or withdraw from this course before the end of the drop/add period. Please note: **March 25 is the last day for a student to drop from a course with “W”**; no refund, no academic penalty

## **INCOMPLETE GRADE**

An Incomplete grade is reserved for those with good reason for having missed a small amount of work and are agreed to by the student and instructor during the course, as circumstances require. Otherwise, exams not taken, or assignments not turned in will receive a zero for that grade, and the course grade assigned accordingly. Please note, it is the student's responsibility to ensure the work is completed before the end of the following semester and the Incomplete changed to a regular grade. If this is not done before the end of the following semester, the Incomplete automatically becomes an F!

## **STATEMENT ON ACADEMIC HONESTY**

The instructor of this course trusts that all students behave in strict compliance with accepted standards of academic honesty. A conscious effort is made to ensure that grading standards are fair, and that anyone who makes an honest and consistent attempt to do well in the course will succeed, as, by this time in your degree program, it is expected that you can do the work. There will be no tolerance for anyone who attempts to "succeed" by dishonest routes.

Academic honesty includes, but is not limited to:

- Honesty in taking examinations.
- Honesty in completing your assignments yourself. There is no objection to some degree of helpful collaboration in completion of assignments; often a rough spot can be overcome with a helpful word. But assignments passed in for grading must be substantially one person's - the submitter's - work. Please note that in many of the assignments for this course, it will be fairly obvious to the instructor when students have collaborated beyond a reasonable degree (having exactly the same wrong answer, for example, is usually a dead giveaway).
- Honesty in attributing others' work. In all submitted work, including papers and presentations, ideas, concepts, and quotations obtained from other persons' works must be properly attributed. Not doing so constitutes theft of intellectual property.

The consequences for violating this trust will be severe. Credit will not be given for any work that does not meet the above criteria. In an extreme violation or repeated violations, a failing grade in the course for reasons of academic dishonesty is an appropriate and reasonable penalty.

## Tentative Class Schedule

**All assignments are posted in Canvas**

	<b>Topics</b>
<b>Week 1</b> (01/09)	Syllabus review, Course Introduction, How to Register for MindTap in Canvas, Getting Started with MindTap, Technology for Success: Computer Concepts
<b>Week 2</b> (01/16)	Word Module 1: Creating and Editing a Document
<b>Week 3</b> (01/23)	Word Module 2: Navigating and Formatting a Document Word Module 3: Creating Tables and a Multipage Report
<b>Week 4</b> (01/30)	Word Module 4: Enhancing Page Layout and Design Word Module 5: Working with Templates, Themes, and Styles
<b>Week 5</b> (02/06)	Word Module 6: Using Mail Merge. Word Module 7: Collaborating with Others and Integrating Data
<b>Week 6</b> (02/13)	Excel Module 1: Getting Started with Excel Excel Module 2: Formatting Workbook Text and Data
<b>Week 7</b> (02/20)	Excel Module 3: Performing Calculations with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data
<b>Week 8</b> (02/27)	Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks Excel Module 6: Managing Data with Data Tools
<b>Week 9</b> (03/06)	Excel Module 7: Summarizing Data with PivotTables Excel Module 8: Performing What-If Analyses
<b>Week 10</b> (03/13)	<b>SPRING BREAK</b> 3/13/22 - 3/19/22
<b>Week 11</b> (03/28)	Excel Module 9: Exploring Financial Tools and Functions Excel Module 10: Analyzing Data with Business Intelligence Tools
<b>Week 12</b> (04/04)	Access Module 1: Creating a Database Access Module 2: Building a Database and Defining Table Relationships
<b>Week 13</b> (04/11)	Access Module 3: Maintaining and Querying a Database Access Module 4: Creating Forms and Reports
<b>Week 14</b> (04/18)	PowerPoint Module 1: Creating a Presentation PowerPoint Module 2: Adding Media and Special Effects PowerPoint Module 3: Applying Advanced Formatting to Objects
<b>Week 15</b> (04/25)	PowerPoint Module 5: Integrating PowerPoint with Other Programs Office Integration Project
<b>Week 16</b> (05/01)	Course Ends - all projects are due
** The instructor reserves the right to make modifications to the schedule and will notify the student via Canvas if any changes are made.	

## USFSM AND USF SYSTEM POLICIES

- A. **Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please review the [USF System Regulation USF3.027 Academic Integrity of Students](#) and the [USF System Regulation USF6.0021 Student Code of Conduct](#).
- B. **Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. Please review [USF System Regulation USF3.025 Disruption of Academic Policy](#).
- C. **Contingency Plans:** In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USFSM website, their student email account, and [MoBull](#) messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the [Campus Police Website](#) for further information.
- D. **Disabilities Accommodation:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, at 941-359-4714 or [disabilityservices@sar.usf.edu](mailto:disabilityservices@sar.usf.edu), <http://usfsm.edu/disability-services/>
- E. **Fire Alarm Instructions:** At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See [Emergency Evacuation Procedures](#).
- F. **Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.
- G. **Protection of Students Against Discrimination and Harassment:**
  - 1. **Sexual Misconduct/Sexual Harassment Reporting:** USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).
  - 2. **Other Types of Discrimination and Harassment:** USFSM also is

committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status ([USF System Policy 0-007](#)).

The Counseling and Wellness Center is a **confidential** resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators **must** report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, 941-359-4714 or [adinsmore1@sar.usf.edu](mailto:adinsmore1@sar.usf.edu).

Campus Resources:

- Counseling Center and Wellness Center 941-487-4254
- Victim Advocate (24/7) 941-504-8599

List of off-campus resources:

- HOPE Family Services: 941-755-6805
- Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
- First Call for Help- Manatee or Sarasota 941-366-5025 or [www.uw211manasota.net](http://www.uw211manasota.net)
- Centerstone: 941-782-4800; 24-hr Hotline 941-708-6059

H. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. The web portal is accessed at <http://my.usf.edu>

I. **Academic Support Services:**

[The Information Commons](#) provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. The Information Commons is staffed by librarians, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by Learning Support Services, which are provided at no cost to students.

**J. Career Success Center:**

Students can explore careers through activities such as job shadowing, mentoring, and internships. Whether students will be pursuing graduate school or seeking employment, Career Services can help develop a plan to reach their next destination. Students can prepare professional documents, practice for the interview and attend employer or graduate school information sessions. Access these resources or schedule an appointment with career advisors at [www.usfsm.edu/career-services](http://www.usfsm.edu/career-services)