

## **CGS 2100 Computing in Business**

with Jeff J. Pelzer, Ed.S., MSCIS

Course Syllabus

### **Spring 2023**

3 Credits

#### **Contact information:**

Online Office Number 813.703.2399

Voice or Text

#### **Email Address:**

jpelzer1@usf.edu

#### **Office Hours (Day, Time):**

Tuesday 10:00-11:00am

Email or Text anytime

(see Communication for more info)

#### **Course and Section Number:**

CGS 2100 601S23

#### **Room Number:**

LPH 217

#### **Course Length:**

16 Weeks

#### **Course Schedule and Time:**

01/09/23-05/04/23

Tuesday 11:00-1:45pm

#### **Important Dates:**

Add/Drop - 01/13/23

Spring Break - 03/13/23-03/19/23

Withdraw - 03/25/23

End of Classes - 04/28/23

### **Course Description:**

A study of the use and impact of computers in all areas of business organizations. Course focuses on current skills and technologies being adopted by businesses with emphasis on business etiquette, cloud computing and big data. Software that will be used includes Microsoft Excel and Word (you will need access to a computer with Microsoft Excel and Word); and internet software to include Microsoft Forms. Students will also access career resources designed to assist in exploring the need for computer knowledge in the current job market.

### **Prerequisites:**

None - GPA Requirements: Undergraduate students who enter USF under the 2001-2002, or later, catalog are required to earn a grade of C, or better, in every undergraduate core class and an overall GPA of 2.0 for all undergraduate core classes.

### **Textbook and Software:**

Required Textbook:

*Everyday Etiquette, How to Navigate 101 Common and Uncommon Social Situations*, Patricia Rossi, ISBN 978-0-312-60427-1

*Business Computer Information Systems*, Emese Felvegi; Barbara Lave; Diane Shingledecker; Julie Romey; Noreen Brown; Mary Schatz; OpenStax; Saylor Academy; University of Minnesota Libraries; and Robert McCarn (free download in Canvas)

**Required Software and Hardware:**

- Microsoft Office 365
- Availability to a stable internet connection and ability to do and submit assignments online
- Ability to install software on the computer used for the course
- Access to a Windows computer to complete MS Access database assignments

**Canvas:**

The course materials are available online; you will need to have a computer that meets the minimum requirements and Internet access in order to complete the course. Students are responsible for accessing the class page and familiarizing themselves with navigation of the site. The instructor is not responsible for the breakdown of technology including, but not limited to any of the following: inability to submit assignments, Canvas downtime, operating system issues, incompatible software, Internet connections, nor any personal challenges you may face while dealing with the online delivery system.

**Course objectives:**

An introduction to the use and impact of computers in all areas of business organizations, and some of the most widely used office productivity software packages.

**Learning goals:**

Upon successful completion of this course students will 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 spreadsheets and perform mathematical and financial calculations, build charts and format spreadsheets.
- Critically interpret quantitative evidence (such as graphs, tables, charts) in order to identify false claims, incorrect use of evidence, or contradictory statements.

- Use a presentation tool to create presentations.
- Use a visualization tool to create an information dashboard and interpret visualizations to produce business insights.
- Create and edit database objects (Tables, Queries, Forms, Reports).
- Collaborate using an online collaboration tool.

### **Topics:**

- Information systems and organizations.
- Word processing software
- Spreadsheet software
- Presentation software
- Database Software

### **Communication:**

Communication between the instructor and student is a critical success factor in any course. You are to use the Canvas Inbox (conversations) function or email to send messages to the instructor outside of office hours. During office hours you may text the number listed above. If a question is asked, a response to your email will be received in within 1-2 business days Monday-Thursday. Responses may be delayed over weekends and holidays.

For any phone or email messages, please include:

- Your name
- The class you are taking
- A brief description of your concern

Failure to include these items may delay instructor response.

### **Assessment Methodologies:**

This course uses a variety of approaches to teach and assess learning. Each assignment in this class has a specific due date. *Most* assignments will be scored: 100% - assignment completed and learning displayed, 75% - assignment mostly completed and/or a basic understanding demonstrated, 50% - assignment incomplete and/or gaps in an understanding are present, 25% - assignment incomplete and/or obvious lack of an understanding is demonstrated, 0% - no effort demonstrated or not submitted.

Any assignment submitted that indicates a deliberate attempt to deceive the instructor will result in failure of the class and referral to student services for possible further actions. This includes, but is not limited to:

- Cheating/Plagiarism
- Manipulating font size/color to meet word/page count

- Submitting instructor provided examples
- Incorrect file type or wrong assignment to buy additional time to submit work

## Assignments

The use of AI in the development of work for this class is strictly prohibited unless the assignment explicitly states AI is to be used.

You will complete various assignments throughout this class. "Assignments" is a generic term which may describe an essay, Excel project, video or in-class presentation, or other. These assignments are designed to enhance classroom lessons and show mastery of concepts. When specified, only .accdb (Microsoft Access) and .xlsx (Microsoft Excel) files will be accepted for those specific assignments. Students are instructed to access all assignments through the **MODULES** link in Canvas. It is the only location for content specific training and support. There is **no extra credit** offered in this class.

All students must affirm they have been made aware of the policies and procedures for this class by completing the syllabus quiz before proceeding with coursework.

## Discussion Boards

The purpose of the discussion board is to have a dialog with your peers about a specific topic. The goal of the discussion board is to create constructive interaction about current technology topics in society. In addition, the discussion allows you to develop the necessary professional online communication skills required in today's workforce. The professional workplace online communication skills differ from those you use in social online communication. Also, professional communications require attention to grammar, spelling, sentence structure, and tone of content.

Additionally, discussion boards, or forums, are provided to students so they can learn and practice professional communications online. (Increasingly, companies use such tools for customer support or team communications. Such communications use different posting skills than using social media does.) Students should not use the discussion boards as a platform for joking, off-topic posts, or cyberbullying. Do not post anything that might be hurtful, and do not reply to such posts. All students must adhere to the USF acceptable use policy.

The instructor will post the initial discussion question(s). You will respond to the message the instructor and your peers post in the discussion board. **Missed discussion board assignments cannot be made up.** The discussion board is only available during the assigned period.

## Final Paper

In lieu of a final exam, this class will have a Reflection Paper serve as not only a review of the class but as a personal growth experience.

## Turning in Assignments:

All assignments are due on the date and time indicated in Canvas. Assignments must be submitted through Canvas, emailed assignments are not accepted *unless prior arrangements have been made*. Once the due date has expired, you will not be able to submit assignments. All assignment deadlines are Eastern Time Zone. If at any point while taking this course, you aren't in the Eastern Time Zone you can have Canvas show the deadlines based on the time zone you reside in. This is done by changing your Canvas account settings. Please follow the instructions provided in the link below on how to change your time zone in Canvas.

[How to Change Your Time Zone in Canvas \(Links to an external site.\)](#)

## Late Assignment Policy:

**NO LATE ASSIGNMENTS will be accepted.**

### Why?

Working on late assignments impacts a student's ability to focus on the current assignments.

All assignments are available beginning the first day of class, in the event you may miss time it is encouraged that students work ahead. Assignments are due on the dates listed on the Weekly Schedule and/or class calendar. Once assignments are graded there will be no grade adjustments unless there was an error made by the instructor. Changes to due dates or the dropping of assignments because of an interruption in instruction will be made at the instructor's discretion. Please do not request extensions on assignments, they will not be granted.

Students are expected to keep up with the course work and complete/submit assignments on time. Regardless of circumstances, no last minute, end-of-term requests to make up work or do extra credit will be granted.

## Course Summary:

### Assessment Breakdown:

Assessment	Points Each	Possible Points
Syllabus Quiz	5	5
Discussions (7)	10	70
Assignments (12)	20	240
Final Paper	50	50
<b>TOTAL POINTS:</b>		<b>365</b>

## USF Grading Scale

<u>Letter Grade</u>	<u>Percentage</u>	<u>Points</u>
A+	100.0-97.1	365-354
A	97.0-94.1	353-343
A-	94.0-90.1	342-329
B+	90.0-87.1	328-318
B	87.0-84.1	317-307
B-	84.0-80.1	306-293
C+	80.0-77.1	292-281
C	77.0-74.1	280-270
C-	74.0-70.1	269-256
D+	70.0-67.1	255-245
D	67.0-64.1	244-234
D-	64.0-60.1	233-220
F	60.0 and below	<219

### Attendance/Participation:

To be successful, students will need to access course materials, check-in frequently, and attend all class meetings. **There is no grade penalty for missing class due to illness.**

**Note:** All Students must access the course in Canvas and complete the Week 1/Module 0 requirements by the assigned due date. Failure to show attendance (login to course) and participation (completion of an assignment/activity) in the course by the assigned due date will result in withdrawal for non-attendance.

**Lecture and Hybrid students** are expected to attend class meetings. If you cannot attend all class meetings, students are encouraged to seek registration in an online version of this course that does not require face-to-face meetings.

1. Class attendance is a requirement for this course, however if you are unwell, please stay home.
2. **The instructor may penalize students who do not attend class, or participate in class activities on a regular basis as deemed appropriate by the instructor.**
3. If you miss a lecture or arrive late, you are responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

## Undergraduate Program Learning Goals Addressed in this Course

The KTCOB program learning goals and objectives are

LG1: Students will be effective communicators.

Obj1.1: Students will write professional documents.

Obj1.2: Students will prepare and deliver high quality oral presentations.

LG2: Students will have critical thinking skills.

Obj2.1: Students will develop solutions to business problems.

LG3: Students will have foundational and discipline-specific business knowledge.

LG4: Students will be competent business professionals.

Obj4.1: Students will display professionalism in business environments.

This course makes the following contributions to the learning objectives:

Obj3.1: Students will demonstrate foundational business knowledge.

Obj3.2: Students will demonstrate focused knowledge of their chosen field of study.

Obj. 1.1	Obj. 1.2	Obj. 2.1	Obj. 3.1	Obj. 3.2	Obj. 4.1
IC (a)	IC (b)	E (c)	E (d)	NA (c)	I (f)

### \*Definitions:

I = Introduced = Topic/concept/learning objective is brought to the attention of students or is brought into use or operation for the first time.

E = Emphasized = (already introduced) – Topic/concept/learning objective is given special importance or prominence or is made more clearly defined.

R = Reinforced = (already introduced and emphasized) – Topic/concept/learning objective is strengthened with additional material or is covered more intensely or deeply.

IC = Incidentally Covered = Topic/concept/learning objective is covered in a minor way and doesn't rise to the level of being a course learning objective or being intentionally programmed into the course's content to introduce, emphasize, or reinforce during the course. As an example, ethics may not be a learning objective on your course syllabus nor intentionally introduced, emphasized or reinforced in the coverage of your course material, but it is incidentally covered or discussed as part of the other topics that are programmed into your course.

### Notes:

(a) Students will write a reflective essay at the end of the course

(b) Students will create a Prezi and present it to class

(c) Course objective 4, 5, and 6. Students will learn to use the tools that they need to perform data analysis, one of the traits in the critical thinking rubric.

(d) Course objectives 1-6. (e) NA

(f) Course objectives 7 and 8

**USFSP Policies:****Honor System:**

Under the USF Honor System, each student is expected to observe complete honesty in all academic matters. Violation of the Honor System will be referred to the Honor Council. Note: The following are violations of the Honor Code: Copying another student's homework, signing another student's name on the attendance roster, copying another group's disk or written work, using another student's computer disk to print out your assignment, copying another student's file onto your disk, and misrepresenting a reason for a missed exam. Punishment for academic dishonesty may result in an automatic "F" or "FF" in the course or action that may result in suspension or expulsion. See the USFSP Policy on Academic Integrity of Students at page 51 of the following links: <http://www.usfsp.edu/catalog/files/2017/12/USFSP-2017-18-Undergraduate-Academic-Catalog.pdf>

**Students with Disabilities:**

Please notify your instructor by the second class meeting if you have a learning disability or require special assistance with this course. Confidential personal and learning assistance counseling are made available to students through the Division of Student Affairs. Contact R. Barry McDowell, St. Petersburg Campus: Student Life Center (SLC 1203) (727) 873-4990, ([mcdowell@usfsp.edu](mailto:mcdowell@usfsp.edu)) for more information. Students who need extended time on exams need to inform the Disabilities Office at least seven (7) school days (Monday-Friday) in advance of the scheduled exam, so that the Disabilities Office has adequate time to inform me.

**Religious Observances:**

Students who anticipate the necessity of being absent from class due to the observance of a major religious holiday must provide notice of the date(s) to the instructor, in writing, by the second class meeting.

**Copyrights:**

Students who wish to audiotape lectures can do so with direct permission from the professor, but tapes and lectures may not be sold or posted online. No videos or photos can be taken in the classroom.

**Incomplete Grades:**

An "I" grade may be given to an undergraduate student only when a small portion of the student's work (normally 30% or less) is incomplete due to circumstances beyond the control of the student and only when a student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations and cannot to be used as a means of avoiding a poor grade. Normally these are only for medical emergencies and require a signed letter from a medical



professional that the student was prevented from attending class. The student must petition the professor before the week of final exams for a grade of “I” to be given.

### **Grade Forgiveness:**

Undergraduate grade forgiveness is limited to three USFSP courses with no more than one repeat per course. Accounting majors can use the forgiveness only once in upper level accounting courses. There is NO grade forgiveness at the Graduate Level.

### **Withdrawal:**

No “W” grades can be obtained after the official drop or withdrawal date. All students enrolled as of the withdrawal date, will receive a letter grade of A, B+, B, C+, C, C-, D+, D or F.

### **Electronic Plagiarism Detection:**

Students are hereby notified that the instructor intends to use electronic plagiarism detection services in this course. By registering for and participating in this course, students consent to their work being sent to, analyzed by and stored in any plagiarism detection service.

### **Emergency Preparedness:**

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It is the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

### **Bomb Threat or other Disruption:**

All scheduled classes will be held in an alternate room in the case of a bomb scare, fire alarm or other disruption. Students will gather outside of the classroom building at a designated area in the parking lot so that an alternative room may be announced.

### **Supporting Crime Victims and Violence Against Women Act (VAWA):**

If you are the victim of a crime, USFSP is ready to assist you in the manner that you determine is best for you. Please know that, as a USF employee, I am obligated by Federal law to immediately report any incidents of sexual assault, dating & domestic violence, and stalking relayed to me – including the victim’s name – to the USFSP Police Department and/or the USFSP Dean of Students. If you desire confidentiality, there are campus and community resources listed below that will respect that decision.

**Confidential Resources****USFSP Victim Advocacy Services****Available: 24hrs/7days**

Tel: 727-698-2079

**USFSP Wellness Center (SLC 2000)****M/T/W/F: 8am – 5pm****Thurs: 9:30am – 5pm**

Tel: 727-873-4422

**Rape Crisis Center of Pinellas County**

Tel: 727-530-7273

PEMHS: 727-541-4628

**Non-Confidential Resources****USFSP Police Department**

Tel: 727-873-4140 or

**Dean of Students & Director of Residence Life  
& Housing: Dr. Jacob Diaz PNM**

Tel: 727-873-4823

deanofstudents@usfsp.edu

**Pinellas County Sheriff**

Tel: 727-582-6200 or 911

**St. Petersburg Police Department**

Tel: 727-893-7780 or 911

If you are not sure what to do, you are strongly encouraged to contact the USFSP Victim Advocate to confidentially explore your options including: Injunctions & Protective Orders on campus; Changes in Accommodations, Living Arrangements, Class Schedules, & Transportation; Assistance with Academic Issues – missed classes, late assignments, etc.

**Academic Integrity**

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in [USF Regulation 3.027](#).

**Academic Grievance Procedure**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

## **Disability Access**

Students with disabilities are responsible for registering with Students Accessibility Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS must accompany this request. Please visit the [Student Accessibility Services website](#) for more information.

## **Disruption to Academic Progress**

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process ([USF Regulation 3.025](#)) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

## **Food and Housing Insecurity**

We recognize that student facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull ([feedabull@usf.edu](mailto:feedabull@usf.edu) or [their website](#)), or Student Outreach and Support ([socat@usf.edu](mailto:socat@usf.edu) or [their website](#)).

## **Intellectual Freedom and Viewpoint Diversity Act (House Bill 233) [Preliminary Guidance Document](#)**

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the [USF Student Conduct Code](#).

## **Religious Observances**

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs ([USF Policy 10-045](#)). The University of South Florida, through its faculty, will make every attempt to schedule required classes and

examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

### **Sexual Misconduct / Sexual Harassment**

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence ([USF Policy 0-004](#)). The USF Center for Victim Advocacy is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to the Title IX Office unless you request that they make a report. Contact the [USF Center for Victim Advocacy](#): 813-974-5757. Please be aware that in compliance with Title IX and under the USF Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations personally to an educator, he or she is required to report it to the Title IX Office. For more information about Title IX, a full list of resources, or to report incidents of sexual harassment, sexual violence, relationship violence or stalking visit: [usf.edu/title-ix](https://usf.edu/title-ix)

### **Statement of Academic Continuity**

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Canvas, Teams, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas for each class for course-specific communication, and the USF, College, and Department websites, emails, and [ALERTUSF](#) messages for important general information ([USF Policy 6-010](#)).