USF Sarasota-Manatee College of Hospitality and Technology Leadership
CGS 2100– 3 Credit Hours
Computers in Business
Spring 2015, USF Sarasota-Manatee

Instructor: Jonilda Bahja            Class: A221
E-Mail: jonildabahja@usf.edu        Time: Thursday 2:00-4:45 PM
Mobile: (941)-735-5943

Office Hours: Thursday 5:00-6:00 PM [Cubic office in front of A313]

Best way to contact:
• Meeting during the office hours
• Via email. Course-related email should be sent from CANVAS only. Email from CANVAS is flagged by Course Number and is easier to spot and respond to
• By appointment

PREREQUISITES: Consult your Advisor for the latest prerequisites.

COURSE DESCRIPTION: Introduction to Microsoft Office 2013 including hands-on experience and the use of software packages for business analysis.

COURSE TOPICS: This course will cover the following content areas:

• Using the Common Features of Microsoft Office 2013
• Creating Documents with Microsoft Word 2013
• Using Tables and Templates to Create Resumes and Cover Letters
• Creating Research Papers, Newsletters, and Merged Mailing Labels
• Creating a Worksheet and Charting Data
• Using Functions, Creating Tables, and Managing Large Workbooks
• Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
• Getting Started with Access Databases
• Sorting and Query a Database
• Using Forms, Filters, and Reports in Databases.
• Getting Started with Microsoft Office PowerPoint
• Formatting PowerPoint Presentations
• Enhancing a Presentation with Animation, Video, Tables, and Charts

COURSE OBJECTIVES: To develop a level of computer proficiency in the use of business productivity software that will meet the requirements of university coursework and entry-level employment. Students will learn how to use Microsoft Office 2013 programs to create content-rich documents, spreadsheets, databases, and presentations.
LEARNING OUTCOMES: Upon completion of this course, students will be able to use Microsoft Office 2013 programs to accomplish different tasks that are described in the course topics.

TEXT AND MATERIALS: Required Textbook
GO! With Microsoft Office 2013, Volume 1
Gaskin, Vargas, McLellan
©2014 • Prentice Hall • Spiral Bound, 976 pp

Attendance Policy: Due to the highly interactive nature of the course and its subject matter, students are strongly encouraged to attend classes and to submit assignments in time. Falling behind in assignments will affect students’ grades. Students are responsible for material covered in class, any announcements, schedule changes, etc. Absenteeism is not an excuse for late work or missed exams unless approval from your Instructor is obtained in advance.

Intellectual Property Policy: Students are not permitted to take notes or tape lectures for the purpose of sale. This includes the recordings as well.

Special Needs: If anyone has a disability or special needs or other problem that warrants need for special accommodations to complete course work, please see the instructor as soon as possible.

Religious Observances: Students who anticipate being absent from class due to the observation of major religious holidays can do so after providing written notice of the date(s) to the instructor by the second class meeting.

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>(13) * 20</td>
<td>260</td>
</tr>
<tr>
<td>Tests</td>
<td>(2) * 100</td>
<td>200</td>
</tr>
<tr>
<td>Participation</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

A grade will be determined based on the total of possible points earned: 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.

GRADING POLICY

Your grade in this course will depend on the following:

Projects: Projects will account for more than half of your grade; some of the projects will be started in class. All work should be submitted on time. Late submissions will be penalized by 10% reduction of project grade.
Two exams. There will be two (2) exams, a Midterm and a Final. Exams will not be cumulative – each will cover the topics covered prior to the exam, although an understanding of earlier material may be necessary as background. There will be no makeup exams. Exceptions on medical grounds will require a doctor’s letter, which will be verified by the appropriate department personnel.

Class Attendance: Attendance and participation will be evaluated at the end of the semester.

Extra Credit: Some assignments, exams and other activities may have an extra credit component associated with them. Points earned in this manner will not be included in the assignment or exam grade or in the final course average. They will be considered after course letter grades have been tentatively assigned and may result in an increase in your final letter grade, especially in borderline situations, and will never reduce your grade.

Incomplete Grade: An Incomplete grade in the course 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 are capable of doing 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.
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.

**Academic Dishonesty:** In accordance with university guidelines as found in the Student Handbook, anyone found cheating during exams, submitting work that is not theirs, plagiarizing or falsifying work that is submitted to represent work they have done shall receive an “F” with numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of “F” or “FF” (the latter indicating dishonest) in the course. The instructor may use the “Turnitin.com” software to access potential plagiarism and precise obligation to reference all materials taken from electronic sources.

**EMERGENCY PROCEDURES**

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, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

**STUDENT WELLNESS**

The Counseling and Wellness Center 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. You can receive assistance in confidence. This confidential resource can help you without having to report your situation to 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 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 in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu. Other number and resources:

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

**List of off-campus resources:**

- Hope of Manatee: 941-755-6805
- Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
- First Call for Help- Manatee: 941-708-6488 -Sarasota & North Port 941-366-5025
- Manatee Glens: 941-782-4800
## Classes Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Assignment</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08</td>
<td>Course Introduction &amp; Windows 8</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>01/15</td>
<td>Chapter 1: Using the Common Features of Microsoft Office 2013</td>
<td>Assignment 1</td>
<td>01/20</td>
</tr>
<tr>
<td>01/22</td>
<td>WORD Chapter 1 Creating Documents with Microsoft Word 2013</td>
<td>Assignment 2</td>
<td>01/27</td>
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<tr>
<td>01/29</td>
<td>Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters</td>
<td>Assignment 3</td>
<td>02/03</td>
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<tr>
<td>02/05</td>
<td>Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels</td>
<td>Assignment 4</td>
<td>02/10</td>
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<tr>
<td>02/012</td>
<td>EXCEL Chapter 1: Creating a Worksheet and Charting Data</td>
<td>Assignment 5</td>
<td>02/17</td>
</tr>
<tr>
<td>02/19</td>
<td>Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks</td>
<td>Assignment 6</td>
<td>02/24</td>
</tr>
<tr>
<td>02/26</td>
<td>Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</td>
<td>Assignment 7</td>
<td>03/03</td>
</tr>
<tr>
<td>03/05</td>
<td>Mid-Term exam</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>03/012</td>
<td>Spring Breaks (no class)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>03/19</td>
<td>ACCESS Chapter 1: Getting Started with Access Databases</td>
<td>Assignment 8</td>
<td>03/24</td>
</tr>
<tr>
<td>03/26</td>
<td>Chapter 2: Sort and Query a Database</td>
<td>Assignment 9</td>
<td>03/31</td>
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<tr>
<td>04/02</td>
<td>Chapter 3: Forms, Filters, and Reports</td>
<td>Assignment 10</td>
<td>04/07</td>
</tr>
<tr>
<td>04/09</td>
<td>POWERPOINT Chapter 1: Getting Started with Microsoft Office PowerPoint</td>
<td>Assignment 11</td>
<td>04/14</td>
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<tr>
<td>04/16</td>
<td>Chapter 2: Formatting PowerPoint Presentations</td>
<td>Assignment 12</td>
<td>04/21</td>
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<tr>
<td>04/23</td>
<td>Chapter 3: Enhancing a Presentation with Animation, Video, Tables, and Charts</td>
<td>Assignment 13</td>
<td>04/28</td>
</tr>
<tr>
<td>04/30</td>
<td>Final Exam</td>
<td>-</td>
<td>-</td>
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</table>

There will be some shifting due to length of subject matter. The tests could also shift either way by a week or so.