USF Sarasota-Manatee College of Hospitality and Technology Leadership
CGS 2100 – 3 Credit Hours
Computers in Business
Spring 2014, USF Sarasota-Manatee

Instructor: Hasan Nuseibeh
E-Mail: hnuseibe@usf.edu

Classroom: A320B
Time: Wednesdays, 12:00pm-02:50pm

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.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MISSION STATEMENT: The mission of the Information Technology Program is to provide high quality educational opportunities for students interested in pursuing careers in the broad range of fields that support our computer/information-based society and economy. Additionally, the goal is to utilize the resources of the program to provide service to society; and to emphasize to students the need for lifelong learning, to have ethical conduct, and an understanding of the diverse social context in which Information Technology is practiced.

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM LEARNING OUTCOMES (PLOs):
1. Demonstrate technical knowledge and skill sets (computational and analytic) needed for success in careers related to Information Technology.
2. Demonstrate an understanding of professional ethics in the development and application of Information Technology.
3. Design and develop computer processes and systems of advanced complexity.
4. Assess the potential value of new technologies and see possibly beneficial applications.
5. Conduct computer research, organize a structured presentation, and deliver it in a way that communicates to novice users as well as computer experts.
COURSE STUDENT 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

GRADING, EVALUATION AND ATTENDANCE POLICIES:
Student performance will be evaluated based on exams, projects and participation, as detailed below and in the class schedule. All assignments are expected to be turned in on time, by end of the day of the date assigned. They must be submitted using Canvas.

Below are a summary for the determination of the final grade and an explanation for each component:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exams (2) x 100</td>
<td>200</td>
</tr>
<tr>
<td>Projects (13) x 20</td>
<td>260</td>
</tr>
<tr>
<td>Participation</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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</table>

**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.

**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, by noon of the due date. Late submissions will be penalized (or not accepted for some assignments, as announced).

**Participation**
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 is reserved for those with good reason for having missed a small amount of work, and must be agreed by the student and instructor during the course as circumstances require. Otherwise, exams not taken or assignments not turned in will receive a zero grade and will be counted in the final grade accordingly. **Please note that it is the student’s responsibility to ensure that 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.**
**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.

**USFSM Policies**

**A. Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, [USFSM Undergraduate Catalog](#) or [USFSM Graduate Catalog](#), the USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](#).

**B. Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: [USFSM Undergraduate Catalog](#) or [USFSM Graduate Catalog](#), USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](#).

**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, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS site for each class for course specific communication, and the main USFSM and College websites, emails, 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 [Safety Preparedness 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, 941-359-4714, disabilityservices@sar.usf.edu; [http://www.usfsm.edu/students/disability](http://www.usfsm.edu/students/disability).

**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. 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.

**GENERAL INSTRUCTION FOR STUDENTS**

Students are not permitted to take notes or tape lectures for the purpose of sale. This includes Elluminate recordings.

Microsoft Office may be used to supplement this course. The online course tools package, which may be accessed from campus computer labs and via the Internet at https://my.usf.edu, will be used to enhance the course. Internet access and a reasonable up-to-date web browser are required. Except for response speed, there should be no difference in functionality between accessing from a lab and from home. Any exceptions to this will be announced as they become apparent.
COURSE SCHEDULE: Please note this is a tentative schedule – some shifting could occur as we progress into the semester.

<table>
<thead>
<tr>
<th>Day</th>
<th>Read and Perform Steps</th>
<th>Due Date</th>
<th>pts.</th>
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</thead>
<tbody>
<tr>
<td>8-Jan</td>
<td><strong>Course Introduction</strong></td>
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<tr>
<td>15-Jan</td>
<td>Chapter 1: Using the Common Features of Microsoft Office 2013</td>
<td>22-Jan</td>
<td>20</td>
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<tr>
<td>22-Jan</td>
<td><strong>WORD</strong> Chapter 1: Creating Documents with Microsoft Word 2013</td>
<td>29-Jan</td>
<td>20</td>
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<tr>
<td>29-Jan</td>
<td>Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters</td>
<td>5-Feb</td>
<td>20</td>
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<tr>
<td>5-Feb</td>
<td>Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels</td>
<td>12-Feb</td>
<td>20</td>
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<tr>
<td>12-Feb</td>
<td><strong>EXCEL</strong> Chapter 1: Creating a Worksheet and Charting Data</td>
<td>19-Feb</td>
<td>20</td>
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<td>19-Feb</td>
<td>Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks</td>
<td>26-Feb</td>
<td>20</td>
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<td>26-Feb</td>
<td>Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</td>
<td>5-Mar</td>
<td>20</td>
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<td>5-Mar</td>
<td><strong>Mid- Term</strong></td>
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<td>12-Mar</td>
<td><strong>Spring Break</strong></td>
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<tr>
<td>19-Mar</td>
<td><strong>ACCESS</strong> Chapter 1: Getting Started with Access Databases</td>
<td>26-Mar</td>
<td>20</td>
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<tr>
<td>26-Mar</td>
<td>Chapter 2: Sort and Query a Database</td>
<td>2-Apr</td>
<td>20</td>
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<tr>
<td>2-Apr</td>
<td>Chapter 3: Forms, Filters, and Reports</td>
<td>9-Apr</td>
<td>20</td>
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<tr>
<td>9-Apr</td>
<td><strong>POWERPOINT</strong> Chapter 1: Getting Started with Microsoft Office PowerPoint</td>
<td>16-Apr</td>
<td>20</td>
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<tr>
<td>16-Apr</td>
<td>Chapter 2: Formatting PowerPoint Presentations</td>
<td>23-Apr</td>
<td>20</td>
</tr>
<tr>
<td>23-Apr</td>
<td>Chapter 3: Enhancing a Presentation with Animation, Video, Tables, and Charts</td>
<td>30-Apr</td>
<td>20</td>
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<tr>
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<td><strong>Final exam</strong></td>
<td></td>
<td>100</td>
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<tr>
<td></td>
<td>Attendance and Participation</td>
<td></td>
<td>40</td>
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<tr>
<td></td>
<td>TOTAL</td>
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<td>500</td>
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