Cover Sheet: Request 10878

CGS 2531 Problem Solving with Computer Software

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	van Oostrom,Hans oostrom@ufl.edu
Created	3/25/2016 3:02:01 PM
Updated	4/15/2016 9:54:17 AM
Description	Change of prereq and change of catalog description

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	ENG - Engineering - General 011940001	Caple, Elizabeth		3/25/2016
Added CGS_2531_Syllabus.docx Added Consult with Business.pdf					3/25/2016 3/25/2016
College	Approved	ENG - College of Engineering	Caple, Elizabeth		4/15/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/15/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 10878

Info

Request: CGS 2531 Problem Solving with Computer Software
Submitter: van Oostrom,Hans oostrom@ufl.edu
Created: 3/25/2016 3:02:01 PM
Form version: 1

Responses
Current PrefixCGS
Course Level2
Number 531
Lab Code None
Course Title Problem Solving with Computer Software
Effective Term Earliest Available
Effective Year Earliest Available
Requested Action Other (selecting this option opens additional form fields below)
Change Course Prefix?No

Change Course Level?No

Change Course Number?No

Change Lab Code?No

Change Course Title?No

Change Transcript Title?No

Change Credit Hours?No

Change Variable Credit?No

Change S/U Only?No

Change Contact Type?No

Change Rotating Topic Designation?No

Change Repeatable Credit?No

Change Course Description?Yes
Current Course DescriptionA problem-solving introduction and thorough exploration of word processing, spreadsheet analysis, database management, multimedia

presentations, email and the Internet. Topics also include hardware, software and information technology. The problem-solving approach also aids students in their majors.

Proposed Course Description (50 words max)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.

Change Prerequisites?Yes
Current PrerequisitesMAC 1147 or the equivalent
Proposed Prerequisites None
Change Co-requisites?No

RationaleCourse contents was modified, no longer requiring a math course. In the past pre-req waivers were frequently granted and this has caused no problems. Business students are the largest group of students in this class and Engineering has worked with Business to update the contents of the course to be more project and data analysis based using standard tools.

CGS 2531: Problem Solving with Computer Software

Catalog 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

General Course Objectives: Effectively use Microsoft Word for professional word processing and written technical communication. Effectively use Microsoft Excel for spreadsheet data creation, data organization, numeric analysis, function solving, graphical display of information, and industry specific data analysis. Effectively use Microsoft PowerPoint for software based presentation of ideas and graphics.

Instructor:
Dr. Pamela Dickrell
352-392-9672
pld@ufl.edu
202 Nuclear Sciences
Office Hours: Thursdays 9:00am-12:00pm

Teaching Assistants:
Online Office Hours and Student Last Name Grading Ranges:
(TA office hours offered online through 'Conferences' tool in Canvas, you can attend any TA's office hours, not just the one that is grading your assignments, 14 hours per week of options)
Erin J.; Mondays 10:00am-12:00pm; (Last Names A-C)
Joann; Mondays 2:30pm-4:30pm; (Last Names D-F)
Lauren; Tuesdays 12pm-2pm; (Last Names G-K)
Janny; Tuesdays 7pm-9pm; (Last Names L-N)
Erin M.; Wednesdays 1:55pm-3:50pm; (Last Names O-R)
Erica; Wednesdays 6:30pm-8:30pm; (Last Names S-U)
Bridgette; Thursdays 2pm-4pm (Last Names V-Z)

Meeting Times: 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.

Assignment Grading Dispute Procedure:
You must submit any grading disputes to your grading TA within ONE WEEK of your assignment grade being posted. So once your grade is posted, please review the TA comments and follow up immediately with them if you have a legitimate grading dispute. You will only have a one week window from when your grade for each assignment is posted for any grading dispute requests. If you think you were deducted points unfairly on any assignments, the procedure to follow is to email your grading TA a professional email that clearly outlines the specific item you believe you did correctly that they deducted points for. You must dispute within one week of the assignment grade being posted for consideration. Please review the assignment instructions and justify your request in your email to the TA. 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. Now, if you met those requirements and you believe points were deducted in error, please compose a professional email to your grading TA specifically outlining the issue and they should respond to your request to review. Grading TA assignments and email addresses are listed on the Canvas front page.

Course Style & Story: This course is a web course, it is completely online. You do not have to come to class, there are no exams you have to attend, and all assignments are turned in through Canvas. Really, you could be taking this course from anywhere, as long as you have the right computer access, you will be good to go.

What you will walk away from this course with is the ability to use Word, Excel, and PowerPoint to solve problems, real world problems. Over the course of this semester you are going to make a portfolio about yourself that you can use to apply for internships or jobs using Word, Excel, and PowerPoint, and learn how to use them by doing, not by rote memorization of clicks. You will learn how to use quite a number of features in Word, Excel, and PowerPoint for more professional use of these powerful software programs for problem solving.

Class Schedule: This course is offered online, so there are no defined number of sessions each week, as students can work ahead since lecture videos and assignments are listed well ahead of the due dates of each assignment. The 'Course Outline' section of this syllabus lays out the week to week topics covered if students spaced out the content linearly, including lecture and reading hours for each section of the course that total the number of contact hours for the course (45 hours of delivered online lectures/readings content).

Meeting Location: Online, through Canvas, the UF course management system

Material & Supply Fees: none

Textbook & Software: There is no textbook or publisher supplied items required for the course. That means you do not have to buy any books or online publisher homework packages. However, you do need to have computer access and specific software. As long as you have a computer (Mac or PC) with Microsoft Office 365, or Office 2016; with Word, Excel, and PowerPoint, and a microphone in your computer you should be fine. While you are a UF students, you can obtain free access to Office 365 from the UF IT website at: http://www.it.ufl.edu/gatorcloud/free-office-365-downloads/

Recommended Reading: There is no specific textbook or publisher resource readings for this course. Each assignment has some online publically linked online resources that are covered on a per-assignment basis each semester within the course Canvas site assignments tool.

will learn how to use quite a number of features in Word, Excel, and PowerPoint for more professional use of these powerful software programs for problem solving.

Course Outline: (The timetable and topics below represent a typical fall or spring semester spacing, however this course is an online course, and while assignment due dates are set based on 15 weeks, the course lecture materials and assignments can be completed earlier by students if they wish to front load their time commitment to complete the total hours of lecture and work for this online course earlier.)

Weeks 1-4: Microsoft Word
Word Essential Lectures (9 hours video lecture content)
Editing Text
Formatting Text
Using Paragraph Formatting
Formatting Pages
Styles and Themes
Bulleted and Numbered Lists
Columns and Tables
Illustrating Documents
Macros and Building Blocks
Document Proofing
Sharing Documents
Team Reviewing of Documents
Customizing Word

Assignment 01: Microsoft Word Use (4 hours lecture & student research/reading content)
Assignment 01 Due in Week 4 (specific date posted in Canvas)

Weeks 5-12: Microsoft Excel
Excel Essential Lectures (9 hours video lecture content)
Microsoft Excel:
Managing Workbooks
Worksheets, Cells, and Cell Data
Sorting, Filtering, and Managing Worksheets
Formulas and Functions with Data
Analyzing Data
Formatting Worksheet Elements
Graphing and Charts
Working with External Data
Objects and Images in Excel
PivotTables
Reviewing and Sharing Spreadsheets
Automation and Macros

Assignment 02: Microsoft Excel Use 1 (5 hours lecture & student research/reading content)
Assignment 02 Due in Week 8 (specific date posted in Canvas)

Assignment 03: Microsoft Excel Use 2 (5 hours lecture & student research/reading content)
Assignment 03 Due in Week 10 (specific date posted in Canvas)

Assignment 04: Microsoft Excel Use 3 (4 hours lecture & student research/reading content)
Assignment 04 Due in Week 12 (specific date posted in Canvas)

<u>Weeks 13-15: Microsoft PowerPoint</u>
PowerPoint Essential Lectures (7 hours video lecture content)
PowerPoint Interface
Creating Presentations
Templates & Themes
Working with Slides
Adding and Formatting Pictures
Bullet Points, Text Boxes & Tables
Shapes, Diagrams, & Charts
Adding Video, Audio, & Animation
Speaker Notes & Comments
Running a Slideshow
Sharing Presentations

Assignment 05: PowerPoint Use (2 hours lecture & student research/reading content)
Assignment 05 Due in Week 15 (specific date posted in Canvas)

In addition to just learning how to function all of these software features effectively, the assignments you turn in for this course will be the application of these features for very specific problem solving that is tuned individually to each of you and your potential career paths. Any good course should have a complete story to tell that takes you through the content. Here is the story of the course: You are going to think about why you chose the major you have, and share what interests you most in life, what are you passionate about?   You are going to research companies that you might want to intern at or work at in the future that intersect both areas you are personally passionate about and the major you are studying. You are going to learn what makes a great resume, and how to tune your resume to specific companies that you have researched. You are going to obtain data on the companies and jobs you research and analyze that data in spreadsheets, you will make graphs and charts of the data to weigh pros and cons of different areas you might want to work. You will write up a short paper presenting the data and justify why you want to apply to certain companies. We will talk about the art of using pictures to convey ideas. Much effective communication is done without words, we will go through how complete stories can be conveyed across multiple languages through images. You will learn how to use images to make a brief presentation, or 'elevator pitch' about yourselves towards potential employers. When you reach the end of this course you will refine and assemble your assignments into a professional portfolio about yourself and your future using Word, Excel, and PowerPoint.

Assignment Due Dates: All assignments are due on Thursdays by 5:00pm, Eastern Time zone, no exceptions! Assignment due dates and times are posted in Canvas. You can always turn them in early. Remember to double check your submission, log out and log back in to make sure what you submitted has uploaded into Canvas, it is your responsibility to double check this as part of professional practice of computer software use. Each assignment is worth 20 points. See late policy below about loss of credit and zero credit deadlines.

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.

Grading and Assignment Pace: There will be five assignments, each worth 20 points, to total 100 points. Do not wait until the last minute to try to upload your assignment into Canvas. It is your responsibility to double check that your document properly uploaded into Canvas. Please upload it early, log out, and log back in to double check your assignment is submitted! I want you to be successful in this course, do not lose points for submitting last minute or not double checking! Late assignments will not be accepted for full credit. Professional computer software use skills in practice and industry includes making time to buffer against computer issues. If your assignment is 1 minute to 24 hours late 50% is automatically deducted for tardiness, before points are taken off for work quality. If it is over 24 hours late (even one minute), zero credit is given for the assignment. Exceptions to the late policy are only allowed per university policy. Last minute computer issues or you not checking that it is uploaded is not a valid reason for late submission. Assignments can be turned in early, so do not wait until the last minute and then ask for consideration. Part of the goal of this class is to build professional practices for you as students into young professionals. Do your work early, submit it well ahead of the deadlines, and make sure it is uploaded properly online in Canvas. I want you all to do great and build technical skills though this course, so please help me to help you be successful!

Grading Scale:
A   = 92 – 100
A- = 90 – 91.99
B+ = 88 – 89.99
B   = 82 – 87.99
B- = 80 – 81.99
C+ = 78 – 79.99
C   = 72 – 77.99
C- = 70 – 71.99
D   = 60 – 69.99
Less than 59.99 will result in an E grade

A C- will not be a qualifying grade for critical tracking courses. In order to graduate, students must have an overall GPA and an upper-division GPA of 2.0 or better (C or better). Note: a C-average is equivalent to a GPA of 1.67, and therefore, it does not satisfy this graduation requirement. For more information on grades and grading policies, please visit: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Requirements for class assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a 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. All assignments are checked using Turnitin for originality of composition.

Note that failure to comply with this commitment will result in disciplinary action compliant with the UF Student Honor Code Procedures.
See http://www.dso.ufl.edu/sccr/procedures/honorcode.php

Accommodation for Students with Disabilities: Students Requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.

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, http://www.counseling.ufl.edu/cwc/Default.aspx, counseling services and mental health services.
- Field and Fork Food Pantry: http://fieldandfork.ufl.edu/the-pantry/
- 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 instruction in this course by completing online evaluations at https://evaluations.ufl.edu. 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/.

UNIVERSITY of FLORIDA

External Consultation Results (departments with potential overlap or interest in proposed course, if any)

Department	Name and Title
Phone Number	E-mail

Comments

Department	Name and Title
Phone Number	E-mail

Comments

Department	Name and Title
Phone Number	E-mail

Comments