

# SYLLABUS

## CGS-2531 Problem Solving with Computer Software

Summer C 2009

### PRINT THIS OUT AND CARRY IT WITH YOU

**Instructor:** Dr. Manuel E. Bermúdez  
**Office:** E574 CSE  
**Office Hours:** Tu, Th: 3:00 – 5:00 p.m.

**Teaching Assistant:** Yu-Tseh (Jason) Chi  
**Office:** 211 CSE (the Pit)  
**Office hours:** TBA

**Class Schedule:** Tu: 4-5 (12:30-1:30, 2:00-3:00), Th 4 (12:30-1:30). In each class period, we will meet for one hour. This will leave a 30 minute break on Tuesdays (1:30-2:00), during which both the instructor and the TA will be available to answer questions.

**Course Description:** The goal of this course is to help the student gain proficiency in text editing and formatting, spreadsheet and database management, and presentation preparation. An additional goal of the course is for the student to gain basic knowledge of modern-day computing technology. We will use the Microsoft Office 2007 software package, including the following capabilities:

1. Text editing and formatting using Word 2007,
2. Spreadsheet and database manipulation using Excel 2007, and
3. Presentations using PowerPoint 2007.

Regarding computing technology, we will cover

1. TIA-2: The components of a modern-day computer
2. TIA -3: Using the Internet
3. TIA-5: Using System Software.
4. TIA-6: Understanding Hardware.
5. TIA-7: Networking and Security.

**Textbook:** **Exploring Office 2007 6e, Technology in Action Vol. 1**, customized package, Pearson, ISBN 055821939X. **THIS PACKAGE IS REQUIRED.** Included in the package is your access code to the on-line system we will be using, [www.myitlab.com](http://www.myitlab.com). You **MUST** have access to the **myitlab** on-line system, in order to access assignments, course materials, exercises, etc. The package consists of:

1. Exploring Office 2007 6e (spiral)
2. Technology in Action Vol. 1 (spiral)
3. **myitlab** Pack
4. 4 PHIT Tips laminated crib sheets (Word, PowerPoint, Excel, Access).

## Class Calendar:

WEEK	CLASS	DATE	TOPIC	REFERENCE
1	1	5/12	myitlab, Syllabus	
1	2	5/12	Office 2007 Fundamentals	EO-07: Chap. 1
1	3	5/14	Computer Components	TIA: Chap. 2
2	1	5/19	Document Formatting	EOW-07: Chap. 1
2	2	5/19	Editing and Formatting	EOW-07: Chap. 2
2	3	5/21	Editing and Formatting	EOW-07: Chap. 2
3	1	5/26	Tables and Graphics	EOW-07: Chap. 3
3	2	5/26	Tables and Graphics	EOW-07: Chap. 3
3	3	5/28	Tables and Graphics	EOW-07: Chap. 3
4	1	6/2	Change Tracking,	EOW-07: Chap. 4
4	2	6/2	Footnotes, Captions	EOW-07: Chap. 4
4	3	6/4	Mail merge, templates	EOW-07: Chap. 5
5	1	6/9	Introduction to Excel	EOE-07: Chap. 1
5	2	6/9	Formulas and Page Setup	EOE-07: Chap. 1
5	3	6/11	<b>EXAM 1 (Word)</b>	
6	1	6/16	Formulas and Functions	EOE-07: Chap. 2
6	2	6/16	Financial Functions	EOE-07: Chap. 2
6	3	6/18	Using the Internet	TIA: Chap. 3
SUMMER BREAK				
7	1	6/30	Charts	EOE-07: Chap. 3
7	2	6/30	Charts	EOE-07: Chap. 3
7	3	7/2	Using System Software	TIA: Chap. 5
8	1	7/7	Worksheets and Tables	EOE-07: Chap. 4
8	2	7/7	Worksheets and Tables	EOE-07: Chap. 4
8	3	7/9	Understanding Hardware	TIA: Chap. 6

**Legend:** EO: Exploring Office      EOW: Exploring Office Word  
 EOE: Exploring Office Excel      TIA: Technology In Action

9	1	7/14	Data Tables	EOE-07: Chap. 5
9	2	7/14	Data Tables	EOE-07: Chap. 5
9	3	7/16	<b>EXAM 2 (Spreadsheet)</b>	

10	1	7/21	Data Tables	EOE-07: Chap. 5
10	2	7/21	Pivot Tables and Charts	EOE-07: Chap. 5
10	3	7/23	Networking and Security	TIA: Chap. 7

11	1	7/28	Advanced Data Tables	EOE-07: Chap. 6
11	2	7/28	Amortization Tables	EOE-07: Chap. 6
11	3	7/30	Introduction to PowerPoint	EOP=07: Chap 1

12	1	8/4	Presentation Development	EOP-07: Chap. 2,3
12	2	8/4	Review	
12	3	8/6	<b>EXAM 3 (Excel DB, PPT)</b>	

### Class Policies:

1. **Attendance:** Lecture attendance is not required, but is strongly recommended. You may well be able to study and learn this material on your own, but we think you'll find this course a lot easier and less time-consuming if you attend class. **Attendance at all exams is required.** Exams will be in class (see the class schedule below). Unjustified failure to appear for an exam will earn a grade of zero on that exam. Justifications for not attending an exam include serious illness, medical and/or family emergencies, and official UF sponsored events taking place out of town. Such justifications **MUST** be made in writing to the instructor in advance. In case of a medical justification, a doctor's note explaining the nature of the condition, and the dates involved, is required in advance. A note merely saying the student "has been seen" is insufficient. Justification for not attending an exam does **NOT** include family reunions or vacations of any kind, no matter how long it has been planned. For justified exam absences, makeups will be arranged on a case-by-case basis.
2. **Homework:** Unsubmitted homework counts as a zero. No late homework is accepted. Exceptions must be justified in advance: the rules are the same as for exams. Homework submission is at 12 noon on the day it's due. **STRONG ADVICE:** finish a day early. Unacceptable excuses for not doing your assignment include (but are not limited to): "my machine broke", "there was a power outage", "I lost my hard drive", "I forgot my password". **General rule:** if you're still working on your assignment with only minutes (or even hours) left until the deadline, **you're asking for trouble** (Murphy's Law). Before attempting the homework, do the exercises on the **myitlab** site; they're there for a reason.
3. **Grades:** 40% of your grade will consist of your homework (10 or 11 of them), and 60% will be your exams (3 exams, 20% each). All assignments are to be done on the [www.myitlab.com](http://www.myitlab.com) site.

No exceptions. To use the site, you must be on a Windows 2000 or Windows XP (SP2) computer, running Internet Explorer 7. **No other platforms are compatible with myitlab** (sorry Mac users). The **myitlab** software has been installed on the computers in the CIRCA lab in CSE 211. For grading questions, contact the TA by email. Grading questions and re-grading issues must be resolved within 1 week of the due date of the assignment.

4. **Grading scale:**

A	92-100	
A-	90-91	
B+	87-89	
B	83-86	
B-	80-82	
C+	77-79	
C	73-76	
C-	70-72	
D+	67-69	
D	63-66	
D-	60-62	75 or higher is required for a
E	0-59	grade of S (S/U option)

5. **Other Policies:** For technical assistance with **myitlab**, contact Pearson by phone, email or chat session (contact information is on the **myitlab** site). For academic questions, contact the TA or the instructor in office hours or by email. Whenever you send email to us, the email must have "CGS-2531" as its subject. Don't forget to include your name. Before emailing or asking questions, always read the syllabus, the announcements, and the schedule. It is quite possible that your question has already been answered in one of these places. We will answer your questions and resolve your issues the quickest, and most clearly, during office hours. We receive many emails and reply to them in their order of importance.
6. **Advice: always start early.** The assignments and your studying will be easier the sooner you begin. Starting early will allow you more time to ask the specific questions you need answered in order to complete the assignment.
7. **Getting help.** You can help from friends and each other, but if someone else does your assignment, and you don't learn how to do it, you will undoubtedly fail the exam.
8. **FAQs:**
- Can I buy a used textbook ? Yes, but you still need to buy the Pearson access code.
  - Do I need to buy Office 2007? We recommend it, but it's not required (you can work in the CIRCA lab). Microsoft offers a trial version of Office 2007, good for 60 days.