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| CGS2510 Spreadsheet Applications |

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| COURSE INFORMATION |

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| Course Sections | Length of Term: | Term/Year |
| CRNs  23128, 24871 | Full term Jan. 7 – Apr. 21 | Spring 2018-2019 |
|  | Modality: Online | Course Credits: 3 |

This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to the terms and conditions of this contract. It is the –responsibility of the student to carefully read this syllabus/contract, and to adhere to all policies and procedures within.

Are you ready for this course?

Do you implement time management, maintain self-discipline, enjoy learning independently, and possess technology equipment and skills? These are successful characteristics of online students.

| **INSTRUCTOR CONTACT INFORMATION** |
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| **Instructor**: Professor Reneva Walker |
| **–Email**: Send a message via Canvas Inbox |
| **Phone:** (407) 582-2344     |
| **Office Location:**East Campus,  701 Econlockhatchee Trail, Orlando, FL. Bldg. 4-231 |
| **Office Hours:**by appointment |

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| COURSE DESCRIPTION |

Students learn how to solve realistic business problems using current computer spreadsheet software. How to create, modify, and print worksheets; when to apply various commands, formulas, and functions; how to create graphics and incorporate them into the worksheet; how to create a data table, and how to use a database.

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| COURSE PREREQUISITE/COREQUISITE: None |

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| VALENCIA STUDENT CORE COMPETENCIES |

**Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating usage of system and application software.

Reflect on your own and others’ **Values** from individual, cultural and global perspectives.

**Communicate**, by reading, listening and writing and speaking effectively.

**Apply** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

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| COURSE MATERIALS |

In order to successfully complete the course and receive credit, you will need:

1.  Android computer. PC computers are provided in the classroom and campus library. Limited access is provided on smart phones, tablets.

2. High speed Internet connectivity is required to submit course work Internet connectivity is provided in campus libraries. Type your ATLAS Username and Password in designated boxes.

3. EBook: Business Math Using Excel, registration packet (purchase at cash register at Valencia bookstore) or purchase thru Valencia bookstore webpage.

4. Microsoft Office 2016 Suite or Office 365 version 2016. Refer to the [Technology Requirements](https://online.valenciacollege.edu/courses/21820/pages/technology-requirements) page for further instruction.

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| PERFORMANCE CRITERIA |

See the course schedule to view all course work and respective due dates as well as assessment points. **Course work must be submitted by 11:59 p.m.** for each due date with the exception of the final exam.

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| ASSESSMENT/FINAL EXAM |

The Course Rubric page lists the grading points and scale for this course.  The sum of points earned for Chapter assignments including Final Exam, and Discussion Question will determine your course grade based on the grade scale.  Click on the Grades link in the course navigation menu to see your assignment scores.

**Final Exam**: The final exam is online and contributes toward your grade. It is not required, however.  If you fail to take the exam by the scheduled date you will earn zero points.

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| MAKE-UP POLICY |

**Discussion Questions:** No late work accepted.

Final Exam: No late work accepted.

A chapter assignment can be submitted within 24 hours after the due date, but a 25% penalty will be applied.

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| INCOMPLETE GRADE |

Students must discuss the incomplete with the instructor and obtain instructor approval. Incomplete grades will be assigned to students that meet the [college guidelines for incomplete grade status](http://catalog.valenciacollege.edu/academicpoliciesprocedures/incompletes/). The student shall provide documentation for their hospitalization, medical leave of absence, military duty, court duty, or incarceration to the instructor as soon as possible. Incomplete work must be submitted prior to the end of the next term or else a grade of F will appear on the transcript.

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| IMPORTANT DATES |

Full Term: Classes begin Jan. 7, 2019. Drop/ Refund/ Deadline 11:59 p.m. Jan. 14, 2019. No-Show deadline is 11:59 p.m. Jan. 15, 2019. Withdrawal deadline for W grade is 11:59 p.m. Mar. 22, 2019. Classes end Apr. 21, 2019. Final exam due Apr. 22, 2019 by 12:30 p.m. Credit Classes Do Not Meet Jan. 21, Feb. 15, Mar. 11-17 of year 2019.

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| COURSE OUTCOMES |

* Understand the process of creating and printing spreadsheets.
* Utilize a chart as an effective way to clarify abstract data in a worksheet.
* Examine What-If-Alternatives when using spreadsheets.
* Utilize formulas and functions in a spreadsheet.
* Enhance spreadsheets to present a professional report.

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| NO  SHOW PROCEDURE |

Submitting an online assignment prior to the No Show deadline is required to not be withdrawn from the class as a “[no show](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/).” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. Refer to Important Date section for the No Show deadline. If your plans have changed and you will not be participating in this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

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| WITHDRAWAL |

Per [Valencia Policy 4-07](http://valenciacollege.edu/generalcounsel/policy/documents/4-07-NF-NN-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals-amended.pdf) a student who withdraws from class before the established deadline for a particular term will receive a grade of W. A student is not permitted to withdraw after the withdrawal deadline. See Important Dates for the Withdrawal Deadline for the part of term of this course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F” as per [Valencia Policy](http://valenciacollege.edu/generalcounsel/policy/documents/4-07-NF-NN-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals-amended.pdf). NOTE: Before choosing to withdraw, students should speak first with your professor regarding your progress in the course and with an Academic Advisor to discuss the impact of the W on your academic progress, future fees, and financial aid. If you find yourself struggling refer to page 44 in the [student handbook.](http://valenciacollege.edu/pdf/studenthandbook.pdf) .  I DO NOT withdraw students from the course unless they do not follow the No show procedure.

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| ATTENDANCE |

Submission of chapter assignments are date stamped and this stamp will be used to meet the attendance requirement. Prompt course work submission is imperative for student success

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| STUDENT CODE OF CONDUCT |

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules articulated in the [Student Code of Conduct](http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) and the[student handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf). Even though faculty manage the classroom environment, the primary responsibility for maintaining a respectful and civil learning environment rests with the students. Students who violate the Student Code of Conduct may be referred to the Dean of Student’s Office for disciplinary action, which may result in a sanction up to and including expulsion.

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| COLLEGE POLICIES |

A full description of College Policy; and [Student Handbook](http://valenciacollege.edu/generalcounsel/policy/).

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| DRUG POLICY |

In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity. The [student code of conduct](http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) applies to the online classroom environment as well.

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| ACADEMIC INTEGRITY |

Each student is required to follow Valencia policy regarding academic honesty.  All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.”  Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the [Student Handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf) and [Catalog](http://catalog.valenciacollege.edu/).

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| OFFICE OF STUDENTS WITH DISABILITIES |

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the [Office for Students with Disabilities](http://valenciacollege.edu/osd/) (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

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| STUDENT ASSISTANCE PROGRAM |

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

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| TIPS FOR SUCCESS |

To be successful in this course, you must:

Purchase course software by or on the first day of class and register in Cengage Now.

1. Be familiar with Windows operating system and Canvas.
2. Don’t procrastinate. Keep in mind that network and hardware failures occur.
3. Allot 8 hours a week to study
4. Contact Cengage on Cengage issues. Be sure to get a case number.
5. Update your internet browsers routinely. Google Chrome is recommended.
6. Have access to a computer with a high-speed connection.
7. Have a positive attitude toward learning.
8. Complete all activities in a timely manner, as listed in the Course Schedule for this course in Canvas

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| DISCLAIMER  |

Changes may be made at the discretion of the instructor.