

**Course Syllabus**

Spreadsheet Techniques & Programming

CGS1515, Section #839

Online Instruction

0625: Fall 2023

View [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

**Welcome**

Welcome to CGS1515. It is my pleasure to work with you during these 8 weeks. We will cover a lot of material and it is important for you to review this syllabus, and the course material and get started on time. You may work ahead. However, l**ate assignments will not be graded.**

The course uses First Day integration from Barnes & Noble which gives you instant access to the course materials.  Click on any link with the description External Learning Tool and you will access Pearson MyLab IT.  The charge for courseware access will land on your student account. Review the First Day module under Course Content for more details.

Don’t forget that there are computers and assistance in the Learning Support Commons. Do not hesitate to contact me should you have questions.

**Instructor**

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**Course Information**

**Course Description**

This course will provide students with hands-on experience and skills with a spreadsheet. Students will learn the various functions and commands of the spreadsheet as well as how to plan, create, and program spreadsheets for common business applications. It is appropriate for accounting and business majors, programmers, and spreadsheet application developers.

**Course Goals and Objectives**

1. **The student will create a complex spreadsheet by:**
   1. planning the structure and format
   2. applying financial, lookup, statistical, and logical functions
   3. constructing formulas using absolute, relative, and mixed cell referencing
   4. writing macros to eliminate detailed repetitive routines
2. **The student will analyze data by:**
   1. designing graphs and charts to compare and contrast data
   2. applying advanced functions, formulas, and rules
   3. solving “what if”, “goal-seek” and other problems
   4. creating pivot tables and pivot charts
3. **The student will use tools to eliminate detailed, repetitive routines by:**
   1. creating/writing macros
   2. editing/deleting macros using Visual Basic for Applications (VBA) programming language

**Prerequisites**

Prerequisite: COP 1000 or Prerequisite: CGS 1100. The Program strongly recommends completion of the General Education Math requirement prior to taking CGS 1515.

**Availability of Course Content**

The course is open so students may work ahead.

**Required Textbook & Other Resource Information**

Required Textbook: MyLab IT w/eText For Exploring 2019

Publisher: Pearson

ISBN:  9780135402467

Required Software: Required Software: Microsoft Office Excel 2019 or Office 365

SPC provides Microsoft Office to students at no extra cost: [Microsoft Office Download](https://www.spcollege.edu/current-students/learning-resources/microsoft-free-for-students)

Students that do not have the required software:

* You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software.
* The majority of the assignments may be completed on a PC or Mac.  Refer to the title of the grade item in the Gradebook to confirm which assignments are PC ONLY.

View the textbook sites:

* [Pay for Your Textbooks](https://www.spcollege.edu/financial-aid/receiving-financial-aid/paying-for-your-textbooks)
* [SPC Bookstore](https://spcollege.bncollege.com/shop/spcollege-tarpon-springs/home)
* [Find Course Materials](https://spcollege.bncollege.com/shop/spcollege-tarpon-springs/page/find-textbooks)

If you have any questions regarding the course textbook, contact the SPC bookstore Monday-Thursday, 10 am - 4 pm at 727-940-9019.

**Usage Rights and Permissions**

Content pages in this course contain hyperlinks to a number of online resources located on the Internet (i.e., Web pages, videos). These links go directly to the primary online source. Online resources are not copied, downloaded, or embedded in this course unless otherwise noted. When clicked, these online resources open in a new tab/page of the Web browser so that students are made aware of the primary origin of the particular resource - Web address, author/entity, date, etc.

**Learner Support**

Answers to questions regarding accommodations may be found at the [Accessibility Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services) site. If you are in need of accommodations, please contact a campus [Accessibility Services Coordinator](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services/accessibility-services-contacts). If you need a Sign Language Interpreter, complete the [Interpreter/Captionist Request Form](https://web.spcollege.edu/survey/664).

**Titans Care**

As an SPC student, it's vital that you know Titans Care. You can access resources through SPC's [Student Assistance Program (SAP)](https://mycoursessupport.spcollege.edu/student-assistance-program), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness, and more. It is SPC's belief that supporting mental wellness is everyone's charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

View the [Learning Resources](https://www.spcollege.edu/current-students/learning-resources) site.

View the [Learning Center Tutoring Schedules](http://spcollege.libguides.com/c.php?g=609501&p=4230937).

View the [Student Services](https://www.spcollege.edu/current-students/student-affairs) site.

**Important Dates**

Course Dates: View the [Academic Calendar](https://www.spcollege.edu/academic-calendar).

Drop Date: View the [Academic Calendar](https://www.spcollege.edu/academic-calendar).

Withdrawal Date: View the [Academic Calendar](https://www.spcollege.edu/academic-calendar).

Proctored Testing Dates: [Proctored Testing with Honorlock](https://mycoursessupport.spcollege.edu/information-for-online-students/proctored-testing/honorlock/proctored-testing-with-honorlock)

Financial Aid Dates: View the [Financial Aid Dates](https://www.spcollege.edu/financial-aid/financial-aid-dates).

**Attendance**

View the college-wide attendance policy included in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance") and publish that definition in each syllabus.

For this class, attendance is defined as:

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

**You need to complete the following to be considered actively participating in the class:**

1. Begin Here & Syllabus Quiz and a minimum of 70% of Week 1 assignments (approximately 5 assignments)
2. A minimum of 70% of Week 2 assignments. (approximately 3 assignments)

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. Completion of at least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express, and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

**\*\*If a student is dropped from a course and continues to work on tasks residing in resource materials housed outside of the MyCourses environment such as MyLab IT, the student will not be considered an active class participant.\*\*\***

**\*\*\*If a student retakes the course, the prior submitted assignments will not be graded. You must submit newly completed assignments.\*\*\***

**Grading**

Each unit contains a variety of assignments including training simulations and grader homework and assessment projects via MyLab IT. Each assignment has an assigned point value and that value is listed in the assignment itself, the assignment checklist, and within the course content.

|  |  |  |
| --- | --- | --- |
| Assignment | Points | Percentage |
| Start Here and Introduction | 18 | .6% |
| Module 1 | 222 | 8% |
| Module 2 | 421 | 15% |
| Module 3 | 440 | 16% |
| Module 4 | 433 | 15.4% |
| Module 5 | 428 | 15% |
| Module 6 | 423 | 15% |
| Module 7 | 415 | 15% |
| **Total** | **2,800** |  |

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Points** | **Percentage** | **Letter Grade** |
| 2520 - 2800 | 90% - 100% | A |
| 2240 - 2519 | 80% - 89% | B |
| 1960 - 2239 | 70% - 79% | C |
| 1680 -1959 | 60% - 69% | D |
| 0 -1679 | 0% - 59% | F |

**How to check your Grades and review feedback:**

* [Checking Your Grades](https://mycoursessupport.spcollege.edu/checking-your-grades)
* [Reviewing Dropbox Submissions](https://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)
* [Checking Discussion Grades and Feedback](https://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback)
* [Reviewing Quiz Submissions](https://mycoursessupport.spcollege.edu/reviewing-a-quiz)

**Assignments**

For specific due dates, see the Assignment Schedule.

All assignments are open from the beginning of the term. You may work ahead in this class.

**Students' Expectations**

* If there are problems with the completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See the Assignment Schedule for specific due dates.
* It is the student’s responsibility to follow the schedule of class assignments.
* Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation. Technological issues do not constitute an emergency, i.e. the Internet went down or my computer didn’t work.
* You will need access to Microsoft Access 2019 for this class. All SPC campus libraries and Learning Support Commons have these programs loaded on their computers.
* Also, see [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities) (Syllabus Addendum)

**Instructor's Expectations**

* I will provide meaningful activities to develop your technical and software skills.
* I will be available to you if you have questions or concerns.
* I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24-hour turnaround time, I will indicate so in an email prior
* to my absence. Holidays are always an exception.
* I will respond thoughtfully and critically to your comments, questions, and written assignments.
* I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.
* As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

**Required Interaction**

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 15 to 18 hours per week on course action items. Spending less time could be insufficient for success in this course.

Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

**Participation, Conduct, and Netiquette**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities).

**Academic Honesty**

View the [Academic Honesty Policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know).

**Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law, you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with the permission of the copyright holder. For more information on copyright visit: [Copyright.gov](https://www.copyright.gov/).

**Turnitin**

The instructor of this course may require the use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](https://turnitin.com/agreement.asp). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](https://mycoursessupport.spcollege.edu/reviewing-a-turnitin-report) tutorial.

**Student Survey of Instruction**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**Technology**

**Minimum Technology Requirements**

View the [Technical Requirements for MyCourses](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download Microsoft Office](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial.

**Minimum Technical Skills**

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

**Technical Support**

Technical support is available via the [SPC Technical Support Center](https://support.spcollege.edu/_layouts/15/start.aspx#/SitePages/Home.aspx).

**Accessibility of Technology**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Turnitin Accessibility](https://www.turnitin.com/about/accessibility)
* [Honorlock Accessibility](https://honorlock.com/accessibility-statement/)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)
* [Ensemble Accessibility](https://help.ensemblevideo.com/hc/en-us/articles/360000211806-Accessibility-Solutions)
* [Cengage Accessibility](https://www.cengage.com/accessibility/)
* [McGraw-Hill Accessibility](https://www.mheducation.com/about/accessibility.html)
* [Pearson Accessibility](https://www.pearson.com/us/accessibility.html)
* [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Turnitin Privacy](https://help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm?Highlight=privacy+statement)
* [Honorlock Privacy](https://honorlock.com/student-privacy-statement/)
* [YouTube Privacy](https://support.google.com/youtube/answer/7671399?p=privacy_guidelines&hl=en&visit_id=636916340919958182-33824501&rd=1)
* [Ensemble Privacy](https://ensemblevideo.com/company/privacy-policy.aspx)
* [Cengage Privacy](https://community.cengage.com/pyejh52637/attachments/pyejh52637/CounselingSocialWorkHelpfulResources/4/2/Privacy%20Statement.pdf)
* [McGraw-Hill Privacy](https://www.mheducation.com/privacy.html)
* [Pearson Privacy](https://www.pearson.com/corporate/privacy-notice.html)
* [Microsoft Privacy](https://privacy.microsoft.com/en-us/privacystatement)

**Instructional Continuity Plan**

To be prepared in the event of weather or other emergency disruptions, review the [Emergency Preparedness Procedures for Students](https://mycoursessupport.spcollege.edu/emergency-preparedness-procedures-for-students).