COURSE TITLE: Spreadsheets for Business Environments  
COURSE NUMBER: CGS 2518

COURSE DESCRIPTION (with prerequisites):
This course provides an in-depth study of spreadsheets utilizing a problem-solving approach. Spreadsheet-based solutions are explored for common business tasks and problems. The course presents a thorough coverage of spreadsheet functions and tools, along with a deep understanding of their purpose in a business environment. The course is ideal for students with professional interests related to business and economics, as well as for students wishing to obtain a deeper understanding of spreadsheets in general.

Prerequisite: CGS 1100 with a C or better or consent of department.

NAME(S) OF INSTRUCTORS:
TBA

EFFECTIVE ACADEMIC YEAR:
2012-13

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day
Handout whether or not an absence is excusable and what affect the absence or tardy
may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third
attempt a student (1) must bear the full cost of instruction (unless waived by
Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup
policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor
Code is based on the premise that each student has the responsibility to (1) uphold the
highest standards of academic honesty in his/her own work; (2) refuse to tolerate
academic dishonesty in the college community; and (3) foster a high sense of honor and
social responsibility on the part of students. Further information regarding the Academic
Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone
with a disability. Chipola’s goal is for students to obtain maximum benefit from their
educational experience and to effectively transition into the college environment.
Students with disabilities are requested to voluntarily contact the Office of Students with
Disabilities to complete the intake process and determine their eligibility for reasonable
accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print,
electronic, and multimedia format to support the educational objectives of the College.
On-line catalogs, e-books and electronic databases can be accessed by using the
LINCCWeb icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have
questions about database usage consult the “How to Use the Chipola Databases” on
the Library website or call the Library at 850/718-2274 during regular hours. Library
hours are posted each semester at the building entrance and on the Library website.
See your Instructor First Day Handout for individual instructor recommendations and
resources.

**TECHNOLOGY RESOURCES:**
The Information Technology Center, located in the library, is equipped with computer
workstations. Lab hours are posted each semester at the building entrance and on the
Library website. The **ACE Lab**, located in Building L, is available for tutoring and is
equipped with computer workstations. Lab hours are posted each semester at the room
entrance. The college’s learning management system is **Desire 2 Learn (d2l)**. Classes
become available on d2l on the first day of the semester. It is the student’s
responsibility to log onto the d2l system the first day of class to establish the first day of
attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**
CGS 2518 is not a General Education Core course. However, it does address several discipline-specific competencies in the Technology Area.
T-1 Apply appropriate technologies to a range of tasks.
T-2 Communicate, collaborate, and create content effectively, using state-of-the-art information technologies.
T-3 Locate, access, evaluate, and use information from digital/electronic sources.
T-4 Identify ethical, social, and legal issues related to information technology.
T-5 Identify essential issues related to information security.

**Associate in Science degree in Business Administration Learning Outcomes**
B-1 Demonstrate knowledge of the principles, practices and supervisory responsibilities of management, and ethical and legal issues in a business environment
B-2 Apply general business work place competencies, including employability skills and office computer skills
B-3 Perform accounting tasks and understand business accounting concepts
B-4 Communicate effectively in oral and written form, exhibit college level computation and problem-solving skills, and interact appropriately with people of other cultures or backgrounds [Gen. Ed.]

**LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS**

<table>
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<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CGS 2518</th>
<th>DISCIPLINE-SPECIFIC COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA/AS PROGRAM ASSESSMENT</th>
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<td>• Understand the purpose of spreadsheet software and select</td>
<td>T-1, T-2, T-3, B-2, B-3</td>
<td>H, Proj., Q, T</td>
<td>Proj., T</td>
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and apply the appropriate software features to accomplish tasks within their discipline,
- Retrieve data for computation, analysis, and reference,
- Organize data for effective analysis using PivotTables and PivotCharts,
- Use data tables and spreadsheet scenarios for “what-if” analysis,
- Organize a problem for solution with spreadsheet software,
- Create formulas and functions appropriate for problems in their discipline,
- Organize and use multiple worksheets within a workbook,
- Use auditing capabilities of the worksheet to look for and correct errors,
- Apply principles of effective worksheet layout in building a spreadsheet template
- Apply fundamental spreadsheet skills and tools in problem solving,
- Solve problems with statistical analysis tools provided in spreadsheet programs
- Use visualization and charting skills to display worksheet information for accurate and valuable analysis or presentation
- Apply logic in decision making
- Design and implement a complex spreadsheet project that includes multiple integrated spreadsheets.

**Assessment Codes**

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:
1. Read and study assigned material from the text;
2. Complete practice exercises and daily assignments and submit in a timely manner;
3. Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, online resources, and any other pertinent source;
4. Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.