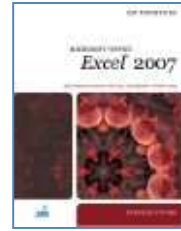


PROFESSOR: Ms. Gail M. Gehrig
OFFICE: South Campus, F-224
PHONE: (904) 646-2393
E-MAIL: gmgehrig@fscj.edu
WEBSITE: <http://www1.fscj.edu/gmgehrig>
BLACKBOARD: <http://bb.fscj.edu>
OFFICE HOURS: **M** 3:45-5:45; **T** 2:45-5:45; **R** 9:45-2:45
COURSE: CGS 2512, Fall 2009 (#308522)



COURSE DESCRIPTION (CGS 2512)

This course is designed for individuals who wish to master and use spreadsheet software. The course is directed toward novices, first-time owners of personal or business computers and individuals who would like to learn more about spreadsheet software and operations. Covered in the course are the history and terminology of spreadsheet software, spreadsheet design and construction, and uses of spreadsheets to solve financial problems. Also covered are spreadsheet graphics, spreadsheet database and spreadsheet automation with macros. Microsoft 2007 will be used in this course.





TEXTBOOK

 Parsons, Oja, Ageloff, and Carey, **New Perspectives on Microsoft Excel 2007 - Introductory**, Course Technology (2008) (*ISBN-10: 1-4239-0584-9*)





TECHNOLOGY REQUIREMENTS

Please use the following checklist to determine your computer readiness. You should own or have access to a computer (PC or Mac) with personal access to the Internet (e.g., computer with a modem or cable modem connection). The minimum specifications include:

PC

-  Minimum AMD or Pentium processor with Windows XP (SP/2) or Vista
-  Microsoft Excel 2007 (PC)
-  Firefox 2.0 or above browser - or - Internet Explorer 5.0 or above
-  Adobe Acrobat Reader (www.adobe.com) plug-in

MAC

-  Any PowerPC or Intel-based Mac with Mac OS X
-  Microsoft Excel 2008 (Mac)
-  Firefox 2.0 or above browser - or - Internet Explorer 5.0 or above
-  Adobe Acrobat Reader (www.adobe.com) plug-in

EVALUATION

Student progress will be evaluated based on projects, assessments, and discussions. The following table describes the relationship to the final grade.

Component	Number	Points
Projects (8x40, 2x15)	8	350
Assessments		
• Review		0
• Practice (8x20)	8	160
• Midterm and Final (2x100)	2	200
Discussions		90
Total		800

- Projects will be evaluated based on correctness, completeness, and appearance.
- Projects are due by midnight on the due date.
- Late projects will **NOT** be accepted. Submit what you have completed, as partial credit may be awarded.
- **NO** makeup assessments will be given. If you will be unable to make a scheduled assessment, please make arrangements *in advance* with the professor.

GRADING SCALE

Points	Grade
90-100	A
80-89	B
70-79	C
60–69	D
Below 60	F
Failure due to non-attendance	FN

GUIDELINES FOR STUDENT SUCCESS

- ✓ Each student is expected to attend class regularly and participate in the discussions.
- ✓ Read the assigned materials. Ask questions on the discussion board, if you don't understand a concept.
- ✓ When working on projects on the computer, *save* your work often. When you think it would be inconvenient to recreate your work, save your work.
- ✓ Submit projects on time.
- ✓ Create a portfolio of your work. Maintain a folder of your returned projects until the term ends.
- ✓ You may ask for assistance from your professor or another student; however *your work must be your own*. Students are expected to complete their own tasks. Evidence of academic

dishonesty will be handled according to the appropriate college Board rule and may result in a failing grade for the project or assessment, or failure in the course. For more information refer to the *Procedures for Handling Alleged Academic Dishonesty* policy in the college catalog or

<http://floridastatecollegecatalog.fscj.edu/content.php?catoid=11&navoid=684&bc=1&hl=dishonesty>.

- ✓ ***Don't get behind in the course!*** Make sure you plan plenty of time for studying/working on this course. If you “get stuck” on something that doesn't seem to work, don't “stay stuck”. Post a discussion item or call or email your professor or study friends.

FREQUENTLY ASKED QUESTIONS

1. *How long will I have to wait for a response from the instructor to my e-mail?*

I will usually respond to e-mails within 2 working days.

2. *What is proper e-mail etiquette?*

E-mail to other learners and the instructor should be addressed in a manner appropriate to polite interactions.

3. *What will help me succeed in this course?*

- **Strong discipline and desire to succeed.** You'll need to log-in to class often during the typical week, motivating yourself to meet the requirements for success.
- **Ability to work well independently.** You'll develop the support of fellow learners all taking the same coursework together, but it will be different than a typical classroom environment. If you work well independently, your chance of success is higher.
- **Being computer savvy.** If you're not familiar with the Internet and e-mail communication, we recommend that you take a computer enrichment class prior to enrolling in this course. Professors assume you know how to access and send data on the Internet.

4. *What is the College Code of Ethics?*

Consistent with The Code of Ethics of the Education Profession in Florida, 6B-1.06, Principles of Professional conduct for the Education Profession in Florida, an obligation to the learner requires that an individual shall not harass or discriminate against any learner on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each learner is protected from harassment or discrimination.

PROPOSED COURSE SCHEDULE*

Date	Topics	Tutorial	Project Due	Assessment Due
9/1	Getting Started with Excel	1		
9/7	<i>SCHOOL CLOSED – Labor Day</i>			
9/8	<i>Drop Deadline (A12)</i>			
9/8	Formatting a Worksheet	2	1	
9/15	Working with Formulas and Functions	3	2	
9/22	Working with Formulas and Functions (cont.)	3		
9/29	Working with Charts and Graphs	4	3	
10/6	Assessment (tutorials 1-4)		4	
10/13	Working with Tables, PivotTables, & PivotCharts	5		1
10/19	Managing Multiple Worksheets	6	5	
10/22	<i>Withdrawal Deadline (A12)</i>			
10/26	Using Advanced Functions	7	6	
11/3	Developing an Excel Application	8	7	
11/10	Working with Text Functions & Custom Formats Integrating Excel (Appendix)	A B	8	
11/11	<i>SCHOOL CLOSED – Veterans' Day</i>			
11/17	Assessment (tutorials 5-8, appendix A-B)		9	
11/21	End of term			2

* The instructor reserves the right to adjust the schedule as needed. Students will be provided an updated course schedule.