

Central Ohio Technical College
Business, Engineering, Math & Technology
Business Management
Autumn Quarter, 2008
September 24, 2008 to December 14, 2008
Syllabus Part I

On-Line Sections

Course Title: Spreadsheet Applications I

Course Number: 2037 NV, VV, WV & XV (On-line course)

Course Credit: 3

Contact Hours: 5 (1 hours lecture and 2-2 hour labs)

Instructor: Bonnie Buchanan, Assistant Professor
Office: H 181
E-Mail Address: bbuchana@cotc.edu
Office hours: Posted on faculty web site: <http://www.cotc.edu/bbuchanan/>
Mail box: Located in Services Center in Founders Hall

Course Prerequisites: Basic keyboarding skills, and knowledge of Windows.

Course Description: This course provides the student the opportunity to develop the skills necessary to create and efficiently use spreadsheets. It is designed to take the student step-by-step through the features of Microsoft Excel for Windows. Numerous practical in-depth spreadsheets should be completed.

Required Resources:

Textbook(s): None (for on-line course only)

Other resources: **SimNet Access code.** Go to faculty web page for direct link.

Note: You can use your SimNet Access code for 2 years to take software courses on-line.

Accessing course: The course web site can be accessed by clicking on the following link:
<https://cotc.simnetonline.com/Students/CombinedLogin.aspx>

Faculty web site: The link to the instructor's home page is: <http://www.cotc.edu/bbuchanan/>

Additional Resources:

ITS Resources: Tech Connect:
<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Course Registration Instructions:

Click on the link above to access the course log-in screen.

You **MUST** have a student registration course for access to assignments. If you did not purchase a code from the campus bookstore, you can purchase one on-line via a link on the course access page. See the link under "**Accessing the Course**" (above)

Follow the directions on the registration web page to gain access. *Note: You will need to click on "I don't have an access code" link to purchase your code on-line.*

Important! Read the SimNet for Office 2007 Student Guide. It is located on the instructor's faculty web site. Your Course Registration email will serve as verification that you have read and understand the Student Guide and syllabus.

Once you have entered your registration code and registered for the course, send the instructor an email verifying that you have accessed the course and that you understand and have read the SimNet Student Guide and syllabus. Students will be held accountable for understanding both.

The subject line must contain the following:

The course number, section and "Course Registration Verification"

Example: 2037 VV, Course Registration Verification, Liz Jones

Any subsequent emails sent to the instructor, MUST contain the course number in the subject line.

Course composition:

The on-line SimNet Office 2007 simulation course is comprised of the following:

When you first sign into the course, there are five tabs at the top of the page. Click on Assignments to access your lessons, practice exams and exams.

Complete the lessons first, then the practice exams (which you can take twice and drop the lower grade) and finally, the exams for EACH section.

Lessons: There are three sections/tabs for each lesson that need to be completed: "Teach me"; "Show me"; and "Let me try". You must complete all three sections to receive credit.

Exams and Practice Exams: When finishing practice exams and exams, it is imperative that you click on "End Exam" in order for your grade to be calculated.

There is a lesson, practice test(x2) and exam due the first week of the quarter. Be sure to see the **Course Calendar**.

SimNet Technical Support:

Contact McGraw-Hill Technical Support if you require assistance:

Toll free: 1-800-331-5094

Sunday (6 PM -11 PM Central)

Monday-Thursday (8 AM – 11 PM Central)

Friday (8 AM – 6 PM Central)

Virus Policy:

All e-mail sent through COTC is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted. It is the student's responsibility to ensure that a virus free assignment is delivered on time to the instructor.

General Policies:

For individual issues, students should contact the instructor directly by e-mail or telephone. You should use the instructor's COTC e-mail address, as well as your COTC email account for all e-mail communication. E-mail and telephone messages will normally be answered within 48 hours. E-mails must identify the course number and assignment in the subject line for credit.

Student Responsibilities:

This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students..

Students are expected to initiate contact with the instructor.

Written Assignments:

Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format. Plagiarism will not be tolerated and students found violating the college policy, will be reported for disciplinary action according to the COTC Academic Misconduct Policy.

First week assignment: As part of COTC's requirement to have accurate course attendance records, you are required to contact the instructor by the end of the first week of the quarter via the COTC email system. You must provide the following information:

- *Full name which is used for COTC records and any nickname you want used
- *E-mail address
- *Confirmation that you have accessed the web site using the login and password that you created and you have navigated through the web site and understand how to utilize all the resources.

Failure to complete this portion of the first week's assignment will result in you being reported "not attending" to the Records and Registration office.

General Policies

Missing an Exam or Lesson: The start time for most assignments is 12:00 Midnight on Mondays and the end time is 11:00 PM on Sundays. Check the course calendar for specific dates. Make-ups will only be given in **exceptional** circumstances. A student unable to complete a scheduled lesson or exam by the due date MUST notify the instructor PRIOR to the scheduled time. Failure to do so may result in a grade of zero.

Special Accommodations:

Disability Statement: Any student with a documented disability, which may require special accommodations, should self-identify to the instructor as early as possible in order to receive effective and timely accommodation. Please realize that all instructors are not trained in working with all types of physical, emotional or mental conditions.

Academic Misconduct: Under the jurisdiction of the COTC Appeals Board, academic misconduct includes, but is not limited to the following:

Dishonesty with respect to examinations, assignments, or other activities of the classroom or laboratory.

Presentation of another person's work without the proper use of established or designated forms of acknowledgment such as footnotes, quotations, bibliographies, etc. (plagiarism).

Any form of academically unethical behavior involving misuse of the College computers.

Assessment Initiative: As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, papers, etc., may be used. The data gathered will not identify individual students and is not related to the students' grade for the course, but will be used to improve student learning at COTC.

Course Evaluation: Grading will be based on the initiative of the student, the correctness of the solution, the accuracy of the solution, the completeness of the solution, and the quality of the presentation.

FINAL GRADE will be computed using the following point distribution:

93% to 100%	-	A
90% to 92%	-	A-
87% to 89%	-	B+
83% to 86%	-	B
80% to 82%	-	B-
77% to 79%	-	C+
73 % to 76%	-	C
70% to 72%	-	C-
67% to 69%	-	D+
63% to 66%	-	D
60% to 62%	-	D-
Less than 60%	-	E

Grades are calculated by averaging all lessons, practice exams, exams and final paper

Note: Course evaluation schedule is subject to change by instructor. Proper notification will be given to students in the event a change occurs.

Important Dates to Remember:

Withdraw Date: Please refer to the COTC Academic web page for specific information on withdrawing from this course.

COURSE CALENDAR

Changes may occur in this calendar due to unforeseen events.

***Weeks begin on a Monday and end Sunday (except for Week 1)
Assignments due Sunday at 11:00 PM of the current week***

You MUST have a SimNet Access code before logging into the course for the first time. Please access the course web site via the instructor's web page: <http://www.cotc.edu/bbuchanan/>

Week one: September 24th at 12:00 midnight to September 28th at 11:00 PM - INTRODUCTION

- Read course syllabus completely
- Read the SimNet user's guide completely
- Review the course calendar and list of assignments and be aware of all due dates
- Send email to instructor stating that you have read and understand the syllabus and user guide (specific instructions can be found under "first week's assignment" above.
- Log into the SimNet site for 2037, Spreadsheet Applications and access your assignments for Week 1
- Complete Week 1's lessons, practice exam and exam

Week Two: September 29th to October 5th - FORMULAS

- Complete lessons, practice exams and Exam

Week Three: October 6th to October 12th - ADVANCED FORMULAS

- Complete lessons, practice exams and Exam

Week Four: October 13th to October 19th – FORMATTING

- Complete lessons, practice exams and Exam

Week Five: October 20th to October 26th – MORE FORMATTING

- Complete lessons, practice exams and Exam

Week Six: October 27th to November 2nd – INTRODUCTION TO CHARTS

- Complete lessons, practice exams and Exam

Week Seven: November 3rd to November 9th – ADDITIONAL EXCEL SKILLS

- Complete lessons, practice exams and Exam

Week Eight – November 10th to November 16th – REVIEW OF EXCEL SKILLS

- Complete lessons, practice exams and Exam

Week Nine and Ten – November 17th to November 30th – APPLICATION OF SKILLS LEARNED

Final Paper and Project Due no later than December 7th at 11:00 PM

Contents of final paper can be found below.

Application of Skills Final Paper and Project – Excel

Your final project must contain the following:

- 3 to 4 page paper, typed, double-spaced with one-inch margins
- A cover page with the name of the course, title of paper and your name
- The paper MUST be sent as an attachment to bbuchana@cotc.edu no later than December 7th

Subject line MUST contain "2037, Final Project and your name".

Contents of paper:

- Introductory paragraph (basic paper introduction about MS Excel 2007 as well as an introduction to what your paper will contain).
- The primary uses of MS Excel in a business and/or personal setting
- Some of the key features of MS Excel (charts, graphs, formulas, formatting, etc.)
- How you plan to integrate your new Excel skills at work or at home.
- Any additional information you want to add about Excel and its application.
- What you liked/disliked about SimNet and any suggestions you have for improvement.

Contents of MS Excel Workbook:

Develop a workbook (personal budget, list of expenses, etc.) from scratch.

Contents:

- At least 4 different formulas ($=A1+B3+C10$) or functions (Sum, Avg, Max, etc.)
- At least 5 different number or text formats (bold, italic, borders, fills, etc.)
- At least 1 absolute and 1 relative reference
- At least 2 charts (as new sheets)
- At least 2 graphics (clip art, photos, etc.)
- At least 1 comment

Note: Develop a spreadsheet regarding 'something you know' such as a personal budget, expense record, quarterly/yearly budget, etc. Creativity is a plus!

Central Ohio Technical College
Division of Business Technologies
Business Management
Autumn Quarter – 2008
Part Two
On-Line

Course Number: 2037

Course Title: Spreadsheet Applications I

Course Description: This course provides the student the opportunity to develop the skills necessary to increase productivity and efficiency in the creation of spreadsheets. It is designed to take the student step-by-step through the features of industry standard software spreadsheet. Numerous practical in-depth spreadsheets will be completed which build on presented concepts.

Credit Hours: 3

Contact Hours: 5 (1 hour lecture and 2-2 hour labs)

Prerequisites: Basic keyboarding and knowledge of windows.

Course Goals:

- 1.0 Students will be able to use the basic features of spreadsheet software to create, edit, and format a spreadsheet and workbook for a variety of uses.
- 2.0 Students will be able to construct and apply basic formulas for a variety of calculations within a spreadsheet.
- 3.0 Students will be able to create basic charts and graphs of data from a spreadsheet for a variety of purposes.

Student Performance Objectives:

Upon completion of this course the student will be able to:

- 1.0 Students will be able to use the basic features of spreadsheet software to create, edit, and format a basic spreadsheet for a variety of uses.
 - 1.01 Students will open, create, format and key alpha and numeric data into a spreadsheet and/or workbook.
 - 1.02 Students will apply basic spreadsheet concepts for utilizing labels and values, rows and columns to a spreadsheet and/or workbook and save, modify and print the spreadsheet/workbook using a variety of formatting and editing features of the software.

- 2.0 Students will be able to construct and apply basic arithmetic formulas, reference, and relational operators for a variety of calculations within a spreadsheet. These include, but are not limited to, adding, subtracting, multiplying and dividing.
 - 2.01 Students will demonstrate the ability to construct and apply formulas within a spreadsheet for multiple function calculations.
 - 2.02 Students will apply and utilize basic functions in formulas for return values within a spreadsheet.

- 3.0 Students will be able to create basic charts and graphs of data from a spreadsheet for a variety of purposes.
 - 3.01 Students will utilize the chart wizard, as well as custom chart features to construct charts and graphs from a variety of data that has been entered and calculated into a spreadsheet/workbook.
 - 3.02 Students will incorporate spreadsheet data, as well as chart into other mediums, such as word-processed documents with attention to page formatting and other technical elements for professional document production.