

# Course Syllabus

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**Department** : Office Systems  
**Course Title** : Spreadsheet  
**Section Name** : POFI\_1449  
**Start Date** : 08/27/2012  
**End Date** : 12/07/2012  
**Modality** : ONLINE  
**Credits** : 4

## Instructor Information

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**Name** : Sharman Adkins  
**OC Email** : sadkins@odessa.edu  
**OC Phone #** : (432) 335-6468

Office Hours: MW 8:30-10:00 am, 11:20-12:50  
TTH 8:00-9:30 am, 12:20-12:50 pm  
Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

### Course Description

In-depth coverage in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features and graphics. Lab fee required.

### Prerequisites/Corequisites

Prerequisite: POFT 1429; and COREQUISITE: POFT 1425 or approval of instructor.

### [ICOs](#)

(1,2,3)

## **Course Objectives**

1. \*Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. \*Proofread documents.
4. Verify calculations made by others.
5. \*Interpret written information in prose.
6. Demonstrate competency in reading and performing assignments.
7. \*Create documents to format worksheet/database.
8. Demonstrate ability to perform basic calculations.
9. Approach practical problems by choosing appropriate math techniques.
10. Apply principles to similar problem-solving situations.
11. \*Organize and maintain information.
12. Demonstrate ability to use computers to process information.
13. \*Apply spreadsheet knowledge to create, edit, process graphs, and print reports.
14. \*Use efficient learning techniques to acquire and apply new knowledge and skills.
15. \*Perform basic math calculations to write formulas for spreadsheet/database.
16. Demonstrate mastery of basic formulas.
17. Set column widths, format, global format, repeat, characters, copy data.
18. Demonstrate mastery of advanced functions, ranges, @formulas, templates, tables, macros.
19. \*Create, edit, sort, and extract data records and fields.
20. Demonstrate ability to perform cursor movements quickly.
21. Enter labels and values.
22. Correct errors.
23. Save and print document.
24. Insert/delete columns and rows.
25. Learn parts of worksheet.

**\*INDICATES INTEGRATED, CORE CURRICULUM SKILLS**

(Math, Reading, Communications, Technological Literacy and/or Critical Thinking)

## Required Materials

**Microsoft Excel 2010 Illustrated Complete**, Reding and Wermers. Course Technology CENGAGE Learning publisher. ISBN 978-0-838-74713-4

Bundled w/ Microsoft Excel 2010 software and BB course cartridge access code

**USB drive for external storage**

**Must have a good/dependable internet connection.**

Assignments—every week has instructions in Blackboard. Use this to help remind you of due dates.

DUE DATE	ASSIGNMENT	OBJECTIVE
Week 1 Due Sept. 3, 11:55 pm	Syllabus and Discussion Board	
All DUE Sept. 10, 11:55 pm	Unit A-Windows 7 Unit B-File Management Windows 7— <b>Ind. Challenge 3</b> (screen shot), Topic Rev. Questions (TRQS)	Windows 7, File Management
Sept. 17, 11:55 pm	Unit A-Office 2010—Topic Review Questions (TRQ Unit A-Excel 2010—TRQ, <b>Ind. Challenge 1, Real Life Chall.</b>	Office 2010 Suite, Excel Introduction
Sept. 24, 11:55 pm	Unit B--- TRQ, <b>Ind. Challenge 1, Ind. Challenge 2</b> Unit C— TRQ, <b>Inc. Challenges 1 and 3</b>	Formulas and Functions, Formatting a Worksheet
Oct. 1, 11:55 pm	Unit D— TRQ, <b>Ind. Challenge 1 and Ind. Challenge 2</b>	Charts
	<b>UNIT 1 TEST</b>	Open Sept. 30-Oct.1, will close by 11:55 pm on Oct. 1
Oct. 8, 11:55 pm	Unit E— TRQ, <b>Skills Review and Ind. Challenge 1</b>	Analyzing Data in Formulas
Oct. 15, 11:55 pm	Unit F— TRQ, <b>Ind. Challenge 2</b> Unit G— TRQ, <b>Ind. Challenge 1 and 2</b>	Managing Workbook data and Table data
Oct. 22	Unit H— TRQ, <b>Ind. Challenge 1 and 2</b>	Analyzing Table Data
	<b>UNIT 2 TEST</b>	Open Oct . 21-22 Will close 11:55 pm Oct. 22
Oct. 29 11:55 pm	Unit I— TRQ, <b>Skills Review and Ind. Challenge 1</b> Unit J— TRQ, <b>Skills Review and Ind. Challenge 2</b>	Automating Tasks, Enhancing Charts,
Nov. 5 11:55 pm	Unit K— TRQ, <b>Skills Review and Ind. Challenge 1</b>	What-If Analysis

Nov. 12 11:55 pm	Unit L— TRQ, <b>Skills Review and Ind. Challenge 1</b>	Pivot Tables
	<b>UNIT 3 TEST</b>	Open Nov. 11-12 Will close 11:55 pm Nov. 12
Nov. 19 11:55 pm	Unit M— TRQ, <b>Skills Review and Ind. Challenge 3</b>	Exchanging Data w/ other programs
Nov. 26 11:55 pm	Unit N— TRQ, <b>Skills Review and Ind. Challenge 1</b>	Sharing Excel Files, Incorporating Web Info
Dec. 3 11:55 pm	Unit O— TRQ, <b>Skills Review, Real Life Ind. Challenge Web Apps</b>	Customizing Excel and Worksheet Management
TBA	<b>FINAL EXAM</b>	<b>TBA</b>

### Grading Policy

Grades are posted in Blackboard before the next assignment is due. You can access the graded assignments in the GRADES module of Blackboard by clicking on the grade and entering the link. You will see assignments listed that you DID NOT make 100 on. I have put comments on listed files and the grade for that file. Download the files and open them in EXCEL on your computer to view the comments so that you will know what you got incorrect.

#### METHOD OF EVALUATION:

Homework = 50%

Tests=50%

NO LATE WORK ACCEPTED. NO MAKE-UP EXAMS GIVEN.

#### DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

### Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

You may also get help with Blackboard through the LRC. There are labs available there if you need to use them when the labs are closed in Sedate Hall.

### Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### **Student Portal**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm)

### **Important School Policies**

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

#### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and

- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

#### Disclaimer

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at [nstewart@odessa.edu](mailto:nstewart@odessa.edu).**