



Syllabus

5 credits
Fall 2009

Basic Information

Description Designed for the beginning spreadsheet user. Learn to build spreadsheets using formulas, spell check, find/replace, toolbars, printing, formatting of text and numbers, fonts and borders, functions, charts, range names, macros, pivot tables, workbooks, and linking and embedding.

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Office Hours Wednesdays: 10:00 am – 12:00 noon
other times by appointment

Teaching Assistant Atsuko Donovan, adonovan@shoreline.edu, (206) 546-4643, Room 1306

Prerequisites COMPASS reading score of 80 and placement into MATH 080 or instructor's permission. Student option grading.

In addition, although technology becomes easier to use all the time, distance learning courses do require a basic level of computer competency. Review the list below to make sure you have the computer skills to take this course.

- ✓ I know how to connect to the World Wide Web using a Web browser.
- ✓ I know how to send and receive e-mail using the e-mail system of my choice.
- ✓ I know how to open, save, and manage files.
- ✓ The computer I will use meets the basic requirements for this course and has the software required for the course. See **Required Software** below.
- ✓ I am able to work independently and without prodding. The course requires a lot of reading in lieu of course lectures.

Recommended: Keyboarding at 25+ wpm

Required Text *GO! With Microsoft Excel 2007 Comprehensive, First Edition*, by Shelley Gaskin and Karen Jolly, Pearson Prentice Hall, 2008. **ISBN 0-13-225559-6**. The text comes with a 180-day license for Office 2007.

- Required Software**
- ✓ Operating System: Windows XP (SP2) or Vista, with access to the Internet and an **e-mail account**.
 - ✓ Excel 2007, Word 2007, Access 2007, Adobe Reader. When you are installing Office 2007, be sure you do a complete installation rather than a "typical" installation.
 - ✓ File Compression: You will be submitting your work in a compressed folder. You may use any file compression program that saves in .zip format (such as EasyZip or WinZip) or you may use the compression feature of the Windows/Vista operating system.

About other versions of Excel: Excel 2007 has additional features that previous versions do not have. You will need to complete the materials on a computer with the correct version, or you will lose the points on the assignments. See the Microsoft web site for more information about Microsoft Excel 2007 <http://office.microsoft.com/home/default.aspx>.

Microsoft Works is not the same as Excel 2007 and should not be used.

Other Materials One USB storage device (128MB minimum). This is optional if you will be working strictly at home.

Time You will need a **minimum** of 10-15 hours per week to complete the work for this class. Plan and maintain your own routine for completing this work by the due dates.

Schedule See the Assignments area of our Blackboard classroom for specific instructions and support material.

Chapter	Begin by	Submit Assignments by 11 pm Pacific Time	Complete Test(s) by 11 pm Pacific Time
1. Creating a Worksheet and Charting Data	Wed. 9/23	Tues. 9/29	Tues. 9/29
2. Using Multiple-sheet Workbooks	Wed. 9/30	Tues. 10/6	Tues. 10/6
3. Using Templates, Range Names, and Lookup Functions	Wed. 10/7	Tues. 10/13	Tues. 10/13
4. Creating Charts and Tables; Sorting and Filtering Data	Wed. 10/14	Tues. 10/20	Tues. 10/20

5. Making Decisions with Functions	Wed. 10/21	Tues. 10/27	Tues. 10/27
6. Using Named Ranges, Templates, Lookup Values, and 3-D References	Wed. 10/28	Tues. 11/3	Tues. 11/3
7. Importing Data, Expanding a Table, and Utilizing Database Features	Wed. 11/4	Tues. 11/10	Tues. 11/10
8. Creating Macros, Using Depreciation and Conditional Functions, and Creating PivotTables and PivotChart Reports	Wed. 11/11 (this is Veterans' Day, so you might begin on Thurs. 11/12)	Tues. 11/17	Tues. 11/17
9. Inserting Graphic Elements into Worksheets and Charts	Wed. 11/18	Wed. 11/25	Wed. 11/25
10. Creating Templates and Creating and Validating Forms	Mon. 11/23	Wed. 11/25	
11. Nesting Functions and Consolidating Worksheets	Mon. 11/30	Tues. 12/8	Tues. 12/8
12. Working with Data Tables, Scenarios, Solver, XML, and the Document Inspector	Thurs. 12/3	Tues. 12/8	

Your instructor reserves the right to revise the assignment schedule & assignments assigned during the quarter.

See <http://www.shoreline.edu/calendars/> for the college calendar. The college is closed on the holidays listed in the schedule of classes.

Grading

Overall Weekly solutions about 50% (about 200 points)
 Quizzes (online multiple choice, production) about 50% (about 200 points)

Solutions All work should conform to the grading requirements and to the procedure for each assignment as defined in the text or by the instructor.

There are a total of 12 lessons assigned. There may be multiple files due for each lesson. There will be some weeks when more than one chapter will be assigned. Check the Assignments area of our Blackboard classroom for

specific requirements.

Work should be submitted promptly and completed accurately in order to count for full credit. No resubmissions will be accepted. Late assignments will be penalized 2 points for each day late and will not be accepted after the 5th day. The late penalty will start week 4.

Quizzes There will be an online quiz for each chapter. The quizzes should be taken after completion of the assigned materials as scheduled. You will have the opportunity to take each quiz twice.

You will only receive feedback to your answers – you will not receive the correct answers. The quizzes are timed. One point will be deducted for each minute over the allotted time. Quizzes may include multiple choice, fill-in-the-blank, or true/false questions. Quizzes will be available until 11 pm Pacific Time, Wednesday, December 9. Missed quizzes will result in a 0 grade.

Quizzes may include a production (hands-on) requirement. This portion will be a combination of problems similar to the projects completed for the chapter and real life scenarios.

Missed quizzes will result in a 0 grade.

Grade Book Check the Blackboard Grade Book on a regular basis. If you see an ! after a week, click on it, and read any additional instructions.

Keep all your work until after final grades have been posted.

Grade Scale This table shows how your grade will be recorded for the college's decimal system:

Percent	Decimal	Percent	Decimal	Percent	Decimal
95-100	4.0	83	2.8	71	1.6
94	3.9	82	2.7	70	1.5
93	3.8	81	2.6	69	1.4
92	3.7	80	2.5	68	1.3
91	3.6	79	2.4	67	1.2
90	3.5	78	2.3	66	1.1
89	3.4	77	2.2	65	1.0
88	3.3	76	2.1	64	0.9
87	3.2	75	2.0	63	0.8
86	3.1	74	1.9	62	0.7
85	3.0	73	1.8	61	0.0
84	2.9	72	1.7	60	0.0

Final Grade You can access your final grade after the quarter ends by: calling 206 542-3236 or going online <https://www.shoreline.edu/wts/waci002.html>. You will need your student ID number and pin number (birth date – mmddyy).

Other Grading Options If you are considering another grading option, please read the definitions and restrictions that are published under **Academic Regulations**, beginning on p. 30 of the current **Shoreline Community College Catalog**.

<http://www.shoreline.edu/catalog.aspx>. Be sure to discuss your plan with your instructor, your advisor(s) and your financial source(s) before making your decision. Observe all deadlines carefully. All grades will appear on your transcript, except as noted. The grades listed below will not be considered in the calculation of your GPA, except as noted.

- W** An **official withdrawal**, requiring a **Change of Program** form, signed by your instructor and submitted to the Registrar by the date determined by the registrar.
- Z** A **hardship withdrawal**. This grade may be given at the student's **written** request and the instructor's agreement that a crisis and/or unusual, extreme circumstance has interfered or interrupted the student's ability to attend class and perform course work for the current quarter. Form: **Student Written Request To Instructor For Hardship Grade**.
- P/NC Option** Inform your instructor if you want a P (**Pass**) grade rather than a decimal grade. To earn a Pass grade, you must complete the work for the equivalent of a 2.0 (or better) grade. Otherwise, the NC (**No Credit**) grade will be recorded. Form: **Pass-Option**.
- N** The N grade is used when a student **audits** a class. To audit a course, a student must register for the course and pay the required tuition and fees. Class participation will be at the instructor's discretion. Form: **Registration** or **Change of Registration**
- V** An **Unofficial Withdrawal** will be recorded when a student attends briefly, rarely or not at all and does not withdraw with a W grade. This grade will be considered to be a 0.0 in GPA calculations.
- I** At a student's request, a grade of **Incomplete** may be given when the instructor agrees that the student is unable to complete the requirements of the course during the quarter but can successfully complete the course work with no additional instruction. This grade is rarely given in this class except in unusual circumstances and generally indicates that only a small portion of the class needs to be completed. This course is designed to be completed within one quarter. The I grade is the only grade that can be changed in a student's transcript. (Of course, errors can be corrected.) Form: **Incomplete Contract**.

Criteria

Learner Outcomes Demonstrate the ability to create spreadsheets with formats and formulas that meet industry standards using spreadsheet software

Key competencies:

- Use general spreadsheet terminology
- Create, edit, save, retrieve, and print a variety of spreadsheets
- Create basic formulas
- Use built-in functions with appropriate arguments
- Build charts

- Work with multiple sheets
- Manage files and folders
- Use formatting tools for spreadsheets

Detailed outcomes are listed on the first page of each chapter.

Expectations Check the online classroom announcements and your e-mail daily (Monday – Friday).

Your work should be neat, correctly named, proofread, and corrected when you submit it.

Your work should conform to the requirements listed in the text or in this syllabus or as directed by the instructor.

Your work should be submitted early or on time.

For Each Chapter **Create a Chapter Folder** that includes your name, in this format: *Excel_Chapter_1_Avery_Smith*. Here is one way to create these folders:

1. Insert your storage device into the appropriate drive
2. From the desktop, dbl click on My Computer
3. Dbl click the appropriate drive
4. Right click in the blank window area and choose **New** and then **Folder**
5. A new folder will appear with the word **new folder** highlighted
6. Type in the name for your folder, following the example above, **using underscore characters instead of spaces**, and press the enter key

Read the content of the chapter and **complete the Projects** as described on the assignment sheet (posted in the Assignments area of our Blackboard classroom).

Submit your results:

1. **Compress the folder** - right click on the folder, choose **Send to, Compressed (zipped) Folder**. Your instructor will contact you if there is a problem with your submission.
2. **Click the appropriate chapter assignment link** (in the Assignments area of our Blackboard site), browse to the location of your compressed folder and attach your compressed folder, click **Submit**.

Complete the Chapter Quiz. Details will be posted in the Assignments area for each week. Practice for the online questions by taking the Study Guide for the chapter that is available online at www.prenhall.com/go and in the

classroom under Additional Course Material. The Study Guides will not be used for scoring, but they are a good study tool prior to taking your Quiz.

Chapter materials and quizzes are due by 11 pm. Pacific Time, on Tuesdays (except Chapters 9 and 10) as listed in the Assignments area.

Strategies

Ask Questions Ask questions when in doubt. It is your responsibility to ask questions as they arise. If you do not ask questions, your instructor will be unable to provide you with the help you may desire or need.

Your instructor is your primary source for help with course content and instructions. Send your instructor an e-mail. You can access use Blackboard by clicking on Communication, Send E-mail.

Or you may post your questions on the Homework Questions Discussion Board in Blackboard.

Do not wait until the week before the end of the quarter to ask your questions.

Start early Start your work immediately; do not wait for weekends. Completing work on a regular, routine basis will allow you to be successful. Distance Learning classes require extensive reading and do not allow the luxury of getting behind.

Read Read the text information before you work on the text exercises and quizzes. Read the assignment instructions, too. Do not rely on learning the software features simply by completing the end-of-lesson activities. Technical information usually needs rereading. Check off the steps as you work (or use a sticky note) – it is all too easy to miss a step, which may prevent you from being able to finish the project.

Backup Always have a backup of your computer work on a different device. Do not assume that your hard drive is invincible. Do not save your work on school computers.

Resources

Student Data Files for Each Chapter

There are at least 4 ways to get the starter files for your projects.

1. Publisher's web site at www.prenhall.com/go. Click on the *GO Excel 2007 Comprehensive* text.
2. In each chapter folder in the Course Documents area of our Blackboard site.
3. Campus Computers on the share drive of the local area network: locate the Q:\BusTech\BT 150 Excel 2007 folder

4. The student CD in the back of your textbook

Students with Disabilities	Students who have accommodation needs based on the Americans with Disabilities Act are required to establish their eligibility for accommodation through the Services for Students with Disabilities (SSD) Office. See http://www.shoreline.edu/studentswithdisabilities.aspx for contact information. After this initial meeting, students must request each quarter that the SSD staff send instructions to their instructors. In addition, students are encouraged to review their accommodation requirements with each instructor during the first week of the quarter. All such information is kept confidential.
SCC Identification	Be sure to get your Shoreline Community College photo ID card as soon as possible if you plan to work on campus. This card can be used to verify your eligibility for student discounts where available.
Student Open Lab	Room 4101 (in the lower level of the Library): If working on campus, check the following site for open lab times: http://www.shoreline.edu/help/ . All required software is available in this lab. (The computers in the main level of the Library are for research; they do not have the software necessary for this course.) Please do not expect any Library staff to be familiar with the software or assignments for our class.
Business Technology Tutoring Center	Room 1304, open Monday – Thursday, 12:30 – 3:30 pm. It is staffed by Ms. Sandy Kelly, who can also help you to understand the text book and the assignments. This facility will open Monday, 9/28. It will be closed on Thursday 10/1 and Monday 10/5.
	If you are working in the computer labs on campus, there is no smoking, drinking, or eating in the labs. Also, no children, no beepers or cell phone calls. To protect individuals with chemical sensitivities, please refrain from wearing any fragrance or perfume in (class)rooms. Efforts will be taken to ensure a fresh-air environment free from not only the above-mentioned fragrances but also from potentially harmful substances such as carbon monoxide, formaldehyde, carpet odor, organic solvents, and others.
Printing	Printing is not required for this class (you will be submitting your work electronically). However, if you want to print any documents, you will need to get a prepaid printing card. Check at the Library open lab or the Student Government Office for specifics.
Tutoring	If you need additional tutoring, contact Tony Costa in Room 5204 or call 206-546-7852.
TWLS	The Writing & Learning Studio provides free instructional resources for students working on essays, research papers, reports, summaries, and other kinds of writing assignments for ANY course. Students can also get tips for improving their reading

and study strategies. Free tutorial assistance is available on a walk-in basis. All students welcome. Room 1501, Mon-Fri, 8 AM to 3 PM. Check website for extended hours: <http://shoreline.edu/twls>

MLC Math Learning Center, Room 2201
Information: <http://www.shoreline.edu/math/>
Hours: <http://success.shoreline.edu/math/Schedule/hours.html>

Other Important Details

Cheating Cheating is a serious offense and may result in a failing grade. **ANY** use of work of another student with the intent to submit it as your own is considered cheating. If two assignments/tests look inappropriately similar, both assignments/tests will receive no credit (0 points). If you work with someone else on homework assignments, you must each complete your own work in its entirety; simply altering names on assignments is obviously cheating. Sharing your work with someone is also considered cheating.

Copyright Policy The copyright law of the United States (Title 17 U.S. Code) governs the making of copies of copyrighted material. A person using College equipment is liable for any infringement. Microsoft Windows, Word and Excel are copyrighted programs and may not be copied.

School Closure Distance learning courses are not likely to be affected by school closures; generally the due dates/times will remain in effect.

If the College is closed due to inclement weather, students should check the College home page (<http://www.shoreline.edu/>) or listen to **KIRO, KING, or KOMO** radio and television stations for broadcast of closures. If no mention is made of SHORELINE COMMUNITY COLLEGE (not to be confused with the Shoreline School District) being closed, it will be assumed that the College is open and all staff and faculty will be present. Every attempt will be made to keep campus roads and walkways open and students can expect that classes will start at their scheduled start times. Students should follow the course schedule and be prepared for the next scheduled class.

If the College should be closed for more than 5 days, the instructor will determine which, if any, assignments may be omitted.

School closure information is also listed on the **schoolreport.org** web site.

Lost & Found Label all equipment with your name and contact information. Create a plain text file named "README.TXT" in the root directory of all "disks." In that file, type your name and an email address that can be used to notify you if the "disk" is found by someone else.

If you find an item on campus, please give it to any college employee, who will forward it to the Safety and Security office.