



**BUSN 1410-Spreadsheet Concepts and Applications**  
**COURSE SYLLABUS**  
**Online**  
**Fall Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

CRN: 20010

Preferred Method of Contact: [tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tina Jernigan

Office Location: Gillis Building, 807

Office Hours: 2:00-4:30 p.m. Monday-Thursday or via appointment

Email Address: [tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu)

Phone: (912) 538-3123

Fax Number: (912) 538-3106

**REQUIRED TEXT**



Cengage Unlimited Printed Access Card

Semester Access (4 months) ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore [stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu), 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Microsoft Office 365/Excel 2016 Intermediate edition. Freund/Starks, CENGAGE Learning, ISBN: 978-1-305-87071-0.

## REQUIRED SUPPLIES & SOFTWARE

Students will be required to use Microsoft Excel 2016 for this class. SAM is not required for this class at this time.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

## COURSE DESCRIPTION

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

## MAJOR COURSE COMPETENCIES

Spreadsheet Concepts, Creating and Manipulating Data, Formatting Data and Content, Creating and Modifying Formulas, Presenting Data Visually, Collaborating and Securing Data.

## PREREQUISITE(S)

COMP 1000-Introduction to Computers or Guided Elective

## COURSE OUTLINE

1. Spreadsheet Concepts
2. Creating and Manipulating Data
3. Formatting Data and Content
4. Creating and Modifying Formulas
5. Presenting Data Visually
6. Collaborating and Securing Data.

## GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Assigned work from the book must be created in Microsoft Excel 2016, saved, uploaded, and attached for grading in Blackboard. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class. **All tests and assignments are due at midnight on Monday of each week.** Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

### **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

## PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

## PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus: Monday, November 5, 2-3 p.m. Building 2, Room 2113 OR Vidalia Campus: Tuesday, November 6, 2-3 p.m. Gillis Building, Lab 809. The proctored exam for this class will be a hands-on lab assignment.**

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TCSG GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Module Assignments	35%
Module Tests	35%
Discussion Boards	10%
Proctored Exam	20%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# BUSN 1410-Spreadsheet Concepts and Applications

## Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday August 13		<p>First Day of the Semester!</p> <p><b>**Note: The first part of the book reviews Office 2016 and Windows 10. Although no required assignments, I strongly encourage you to review this section if you need to. File Management and knowing how to navigate the Windows environment is very important in order to be successful in the application courses.</b></p>	<p><b>Required Orientation Assignments:</b></p> <p>-Click the Getting Started link on the course menu in the Blackboard course and complete the Getting Started items including the Pledge Quiz and Student Introduction.</p> <p>-Make contact with instructor via email to reserve spot and intent on completing the class.</p>	
Week 1 August 14-20	Module 1	<p>Creating a Worksheet and a Chart</p> <p><b>**Note: As you begin the assignments, note that the “module work” is required to be completed. Although it will not be graded, I may ask for it if needed at any time during the semester. This is considered “lab work” if you were taking this class traditionally with the instructor. It helps you learn and apply the concepts in the module so you can successfully complete the assigned labs that will be graded.</b></p> <p><b>*You are not required to answer the questions with the green icons at the end of the labs. Save your labs exactly how it ask you to in the directions/steps.</b></p>	<p>-Begin Module 1 lab work Pages 2-49.</p> <p><b>Graded:</b> Apply Your Knowledge Pages EX50-51.</p> <p><b>Graded:</b> In the Lab 1 Pages EX53-54.</p> <p><b>Graded:</b> In the Lab 2 Pages EX55-56.</p> <p><b>Graded: Discussion Board 1-Due Monday, August 20, midnight.</b></p>	1-5 a,c
Week 2 August 21-27	Module 1	<p>Creating a Worksheet and a Chart</p>	<p><b>Graded:</b> Module 1 Test</p> <p><b>Graded:</b> Discussion Board 2</p> <p><b>Module 1 assigned labs, DB2, and test due Monday, August 27, midnight.</b></p>	1-5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 August 28- September 4	Module 2	Formulas, Functions, and Formatting  <b>HOLIDAY-MONDAY, SEPTEMBER 3</b>	-Begin Module 2 lab work Pages EX58-105. <b>Graded:</b> Apply Your Knowledge Pages EX106-107. <b>Graded:</b> In the Lab 1 Pages EX109-110. <b>Graded:</b> In the Lab 2 Pages EX110-112. <b>Graded: Discussion Board 3-Due Tuesday, September 4, midnight.</b>	1-5 a,c
Week 4 September 5-10	Module 2	Formulas, Functions, and Formatting	<b>Graded:</b> Module 2 Test <b>Graded:</b> Discussion Board 4 <b>Module 2 assigned labs, DB4, and test due Monday, September 10, midnight.</b>	1-5 a,c
Week 5 September 11-17	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	-Begin Module 3 lab work Pages EX114-173. <b>Graded:</b> In the Lab 1 Parts 1 and 2 Pages EX177-180. <b>Graded:</b> In the Lab 2 Pages EX181-183. <b>Graded: Discussion Board 5-Due Monday, September 17, midnight.</b>	1-5 a,c
Week 6 September 18-24	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	<b>Graded:</b> Module 3 Test <b>Module 3 assigned labs and test due Monday, September 24, midnight.</b>	1-5 a,c
Week 7 September 25- October 1	Module 4	Financial Functions, Data Tables, and Amortization Schedules	-Begin Module 4 lab work Pages EX186-232. <b>Graded:</b> Apply Your Knowledge Pages EX233-234. <b>Graded:</b> In the Lab 1 Pages EX236-238. <b>Graded:</b> In the Lab 2 Pages EX238-240.	1-5 a,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 October 2-8	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<b>Graded:</b> Module 4 Test <b>Module 4 assigned labs and test due Monday, October 8, midnight.</b>	1-5 a,c
Week 9 October 9-15	Module 5	Working with Multiple Worksheets and Workbooks	-Begin Module 5 lab work Pages EX242-295. <b>Graded:</b> In the Lab 1 Pages EX300-301. <b>Graded:</b> In the Lab 2 Parts 1 and 2 Pages EX302-303.	1-6 a,c
Week 10 October 16-22	Module 5	Working with Multiple Worksheets and Workbooks	<b>Graded:</b> Module 5 Test <b>Module 5 assigned labs and test due Monday, October 22, midnight.</b>	1-6 a,c
Week 11 October 23-29	Module 6	Creating, Sorting, and Querying a Table	-Begin Module 6 lab work Pages EX306-357. <b>Graded:</b> Apply Your Knowledge Pages EX359-361. <b>Graded:</b> In the Lab 1 Pages EX363-365.	1-6 a,c
Week 12 October 30- November 5	Proctored Exam	<b>Proctored Exam Dates:</b> <b>Swainsboro Campus: Monday, November 5, 2-3 p.m. Building 2, Room 2113</b> <b>OR</b> <b>Vidalia Campus: Tuesday, November 6, 2-3 p.m. Gillis Building, Lab 809.</b>	<b>*Proctored exam</b>	
Week 13 November 6-12	Module 6	Creating, Sorting, and Querying a Table	Graded: Module 6 Test <b>Module 6 assigned labs and test due Monday, November 12, midnight.</b>	1-6 a,c
Week 14 November 13-19	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	-Begin Module 7 lab work Pages EX370-424. <b>Graded:</b> Extend Your Knowledge Pages EX427-428. <b>Graded:</b> In the Lab 1 Pages EX429-430. <b>Graded:</b> In the Lab 2 Pages EX430-432.	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 15 November 20- December 3	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots  <b>HOLIDAYS-NOVEMBER 21 AND 22</b>	<b>Graded:</b> Module 7 Test <b>Module 7 assigned labs, and test due Monday, December 3, midnight.</b>	1-6 a,c
Monday December 3		<b>FALL SEMESTER ENDS</b>		

#### **BUSN 1410 Competency Areas:**

1. Spreadsheet Concepts
2. Creating and Manipulating Data
3. Formatting Data and Content
4. Creating and Modifying Formulas
5. Presenting Data Visually
6. Collaborating and Securing Data

#### **General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

#### **GRADING SCALE INFORMATION**

- Three points will be assessed per error on assigned labs. Instructor reserves the right to deduct less or more depending on type of error. **Key your name, current semester, and title of assignment in the Document Properties of the worksheets. This is required to avoid a ten-point deduction. Take ownership of your work!**
- Assigned labs will be averaged together to arrive at one module grade.
- Module tests (objective-based) will be given this semester for each module.
- Five discussion boards will be completed weeks 1-5. These count 5 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- The proctored exam for this course will be much like labs in the book. No objective-based exam will be given for the proctored. Test instructions will be given to students the day of the exam.

**\*REVISED FALL SEMESTER 2018**

**\*\*INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**BUSN 1410 DISCUSSION BOARD GRADING RUBRIC**

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.