

**ACCT 1120  
Fall 2015 Syllabus/Lesson Plan**

**\*\*Disclaimer Statements\*\***

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***



**ACCT 1120  
SPREADSHEET APPLICATIONS  
COURSE SYLLABUS  
Hybrid  
Fall Semester 2015**

**Semester:** Fall 2015

**Course Title:** Spreadsheet Applications

**Course Number:** ACCT 1120

**Credit Hours/ Minutes:** 4 / 4500

**Class Location:** Room 839, Gillis Building

**Class Meets:**

**40% Hybrid/60% Face to Face 10:30-12:10 M/W**

**CRN: 20016**

**Instructor:** Lori L. Sweat

**Office Hours:** 1:00-3:30 M/W

**Office Location:** Room 837, Gillis Building

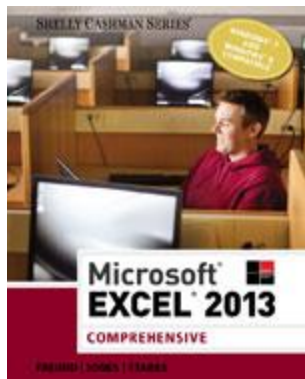
**Email Address:** [lsweat@southeasterntech.edu](mailto:lsweat@southeasterntech.edu)

**Phone:** 912-538-3100, Ext 2223

**Fax Number:** 912-538-3106

**My preferred contact method:** STC email

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.



**REQUIRED TEXTS:** Microsoft Excel 2013, Comprehensive, Freud, Jones & Starks, Cengage, 2014, ISBN: 978-1-285-16843-2.

**SAM 2013 code**—see instructor for more information. You should have access already from your COMP 1000 course.

**REQUIRED SUPPLIES & SOFTWARE:** Traditional portion of the course may require paper and pencil. Students will be required to complete homework assignments in **Microsoft Excel 2013**. Therefore, the online portion of the course will require access to Microsoft Excel 2013. Office 2013 can be purchased in the STC Bookstore. Students may use available computer labs on campus or STC Remote Lab (IDS-Citrix) to access the software from remote locations. Students working off campus should have a **dependable** internet connection, Internet Explorer 9 or higher, **Mozilla Firefox (recommended)** or Google Chrome. **Remember, if you choose to use the software that is provided on the STC Remote Lab, you may experience slow response times or outages. This will not be used as an excuse for late work!** Due to the variety of home internet connections, students may consider purchasing Office 2013 from the STC Bookstore,

or purchasing a 180 day (6 month) full evaluation version from the STC Bookstore.

Note: Students will be saving work in your personal folder on the P: drive. Students will need to create a folder named ACCT 1120. **In the ACCT 1120 folder, students will need to create a folder for each chapter.**

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL 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 complete the online portion of the course.

**COURSE DESCRIPTION:** This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects.

**MAJOR COURSE COMPETENCIES:** 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.

**PREREQUISITES:** COMP 1000

**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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

## STUDENT REQUIREMENTS (Hybrid):

- Regardless of this being a hybrid course, students are responsible for checking e-mails and Angel announcements DAILY.
- **To log in to Angel.**
  - Go to the STC website: [www.southeasterntech.edu](http://www.southeasterntech.edu); click on mySTC
  - Or go to <https://my.southeasterntech.edu>
  - Login to mySTC using the student id # and bannerweb pin#.
  - Click the Angel Icon.
- Lab assignments must be completed by the date/time specified on the attached lesson plan and cannot be sent by email; they should be saved in the ACCT 1120 folder on your P: drive (and submitted in SAM where applicable. Assignments may be submitted early. **Homework lab assignments will not be graded after the due date/time resulting in a zero (0).**
- **Production tests and objective tests are posted for several days and must be completed by the date/time specified on the attached lesson plan.** There are no makeup exams, and students who miss an exam will be assigned a grade of zero.
- Please do not wait until the last moment to submit in case you have internet problems with your computer **because no make-up exams are allowed, and there are no exceptions.** If internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time **IF** the exam will be reset. Only one test per student will be reset per semester **if** the instructor is notified in time according to the instructions and **if** the request is granted.
- **Students are expected to come prepare for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson plan has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible.**
- Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments.
- Please make every effort to be in class every day.
- Students should subscribe to remind.com for reminders from the instructor via email or text. Instructions will be provided.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.

Students are highly encouraged to use the publisher's website for interactive quizzes, flash cards, crossword puzzles, and other student resources. These will assist in preparation for your test. The website is [http://www.cengagebrain.com/cgi-wadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9781285168432&token=](http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285168432&token=)

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 in a course.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) **The 65% point for fall semester is Tuesday, October 27.**

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 accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

**MAKEUP GUIDELINES:** Lab assignments must be completed by the date specified; assignments may be submitted early. Lab assignments cannot be sent by email; they should be saved in the ACCT 1120 folder on your P: drive (and submitted in SAM where applicable) by the deadlines shown on the attached lesson plan. **Homework lab assignments will not be graded after the due date resulting in a zero (0).**

Exams are posted for several days and must be completed by the date specified. There are no makeup exams, and students who miss an exam will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have Internet problems with your computer **because no make-up exams are allowed, and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time **IF** the exam will be reset. **Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted.**

Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments. Please make every effort to be in class every day.

Any zeros recorded will be included in the final score calculation.

**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:

#### **--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.

#### **--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.

#### **--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 second 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.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

#### **GRADING POLICY**

Production Tests	50%
Objective Tests	30%
Lab Assignments/Quizzes	20%
	<u>100%</u>

#### **GRADING SCALE**

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

#### **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.*



## Syllabus Addendum-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
  - Please make arrangements to be here on time.
  - Attendance is taken daily at the beginning of class.
  - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
  - Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- During chapter demonstrations, students are expected to watch and/or work along with the instructor. Students should not be working on other assignments for this or other classes during demonstrations. If you cannot watch and work during the demonstration, please just watch. Understand that you are still responsible for completing the activity outside of demonstration time.
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**



# ACCT 1120

(1) Logging in to SAM:

<http://sam.cengage.com/Login> username is [9XXXXXXXX@stc-smail.southeasterntech.edu](mailto:9XXXXXXXX@stc-smail.southeasterntech.edu)  
password is your 6 digit BANNER pin

(2) Student resources to accompany the Microsoft® Excel® 2013: textbook are located at:

[http://www.cengagebrain.com/cgi-wadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9781285168432&token=](http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285168432&token=)

Choose the chapter

- Flash cards
- Glossary
- Practice test
- Computer Genius
- Wheel of Terms
- Crossword Puzzle
- BTW (by the way)
- Q & A (questions & answers)
- Interactive Flash Cards

(3) When completing assignments (not using SAM) that require student data files OR should you ever need additional practice, you should follow these steps to retrieve the student data files.

Right click on the Start button.

Choose Open Windows Explorer

Choose Course Material (M:)

Scroll down and choose Accounting\ACCT 1120

Choose the chapter folder you need and open the file you need. Immediately, choose File, Save As, and choose your P: drive to save your work.

**ACCT 1120 Spreadsheet Applications  
Fall Semester 2015 Lesson Schedule**

**Schedule is tentative and subject to change**

**Assignments are a minimum; instructor reserves the right to add assignments as necessary to meet  
Technical College System of Georgia curriculum standards.**

Date	Chapter	Content <b>**Bold red font indicates online/hybrid component unless traditional class time is available for completing assignments.</b>	Assignments Tests	*Course Competency Area ** General Education Core Competency Area
<b>Week 1 August 17-24</b>				
	1	<p>First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulation Coverage</p> <p>Creating a Worksheet and a Chart</p> <p>Acknowledgement of Policies/Honor Pledge/ Student Profile due at end of class, Monday, August 17.</p> <p>Lecture/demonstration on Chapter 1.</p> <p>All students will “test” log into ANGEL before leaving class Monday, August 17.</p> <p>All students will “test” log into SAM before leaving class Wednesday, August 19.</p> <ul style="list-style-type: none"> <li>• <b>Complete Apply Your Knowledge: Changing the Values in a Worksheet EX 55-56.</b> <b>Note: The screen shots on page EX 56 have errors.</b> <ul style="list-style-type: none"> <li>○ <b>Worksheet before Formatting---The amount in F8 SHOULD be \$52,089.78.</b></li> <li>○ <b>Worksheet after Formatting--The amount in F8 SHOULD be \$56,567.68.</b></li> <li>○ <b>Omit step 7.</b></li> </ul> </li> <li>• <b>Complete Extend Your Knowledge: Creating Styles and Formatting a Worksheet. Omit Step 8.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by the end of class Monday, August 24. This deadline should actually be midnight, Wednesday, August 19, but in the event that a student is late getting their book, this deadline has been extended—ONLY THIS DEADLINE. Please understand that you will still be responsible for the week 2 deadline AS SCHEDULED.</b></p>		<p>*1,2,3,4 **b, c</p>

**Week 2 August 25-31**

1	<p>Creating a Worksheet and an Embedded Chart</p> <ul style="list-style-type: none"> <li>• Complete Lab 1: Fourth Quarter Revenue Analysis Worksheet EX 59-60. <ul style="list-style-type: none"> <li>○ After step 10, save as with “step 10” on the end of your file name.</li> <li>○ Omit step 13.</li> </ul> </li> <li>• Complete Lab 2: Sales Analysis EX 61-62. <ul style="list-style-type: none"> <li>○ Step 5—creating the pie chart <ul style="list-style-type: none"> <li>▪ Add a chart title: Yearly Sales</li> </ul> </li> <li>○ Save as requested in step 7.</li> <li>○ After completing step 8, “save as” with “step 8” added to your file name.</li> <li>○ Omit Steps 9, 11 &amp; 12.</li> </ul> </li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Wednesday, August 26.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 1 objective test in Angel and submit by midnight Wednesday, August 26.</b></li> <li>• <b>Complete Chapter 1 production test in SAM and submit by midnight Wednesday, August 26.</b></li> </ul>	*1,2,3,4,5 **b, c
2	<p>Lecture/demonstration on Chapter 2 Formulas, Functions, and Formatting</p>	

**Week 3 September 1-7**

**STC will be closed on Monday, September 7 – Labor Day Holiday**

	2	<p>Formulas, Functions, and Formatting</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Cost Analysis Worksheet EX 119-120. <ul style="list-style-type: none"> <li>○ While formatting on step 5: also apply accounting format with 2 decimals to D14:G16</li> <li>○ Don't print on step 8, but "save as" and add "formulas" to the end of your file name. Omit step 9. So you will have two files: <ul style="list-style-type: none"> <li>▪ Apply 2-1 Britteny Tax Complete</li> <li>▪ Apply 2-1 Britteny Tax Complete formulas.</li> </ul> </li> </ul> </li> <li>• Complete Extend Your Knowledge: Applying Conditional Formatting to Cells EX 121. Omit step 5.</li> <li>• Complete Analyze, Correct, Improve: Correcting Formatting, Functions, and Formulas in a Worksheet EX 122-123. <ul style="list-style-type: none"> <li>○ Section 1: step c---do NOT fill format</li> <li>○ Omit Section 3.</li> </ul> </li> <li>• Complete Chapter 2, Lab 1: Loan Balance Worksheet EX 123-124. Omit step 13.</li> <li>• <b>Complete Lab 2: Sales Summary Worksheet EX 125-127. Omit step 16.</b></li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Wednesday, September 9.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 2 objective test in Angel and submit by midnight Wednesday, September 9.</b></li> <li>• <b>Complete Chapter 2 production test in SAM and submit by midnight Wednesday, September 9.</b></li> </ul>	*1,2,3, 4,5 **b, c
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**Week 4 September 8-14**

3	<p>Working with Large Worksheets and What-If Analysis</p> <p>Lecture/demonstration on Chapter 3.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge EX 193-194. <ul style="list-style-type: none"> <li>○ Save your answers to Parts 1 &amp; 2 in a word document.</li> <li>○ Part 3, Omit step 8.</li> </ul> </li> <li>• Complete Extend Your Knowledge: The Fill Handle and Nested IF Functions EX 195-196. <ul style="list-style-type: none"> <li>○ Omit Part 2, step 5.</li> </ul> </li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, September 14.</b></p> <p><b><u>As you complete these labs, please consider the necessity of including absolute cell references so that your formulas can be copied to other locations.</u></b></p>	<p>*1,2,3,4,5 **b, c</p>
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**Week 5 September 15-21**

3	<p>What-If Analysis, Charting, and Working with Large Worksheets</p> <ul style="list-style-type: none"> <li>• Complete Lab 1: Eight-Year Financial Projection EX 198-202. <ul style="list-style-type: none"> <li>○ You should save on 7 occasions: <ul style="list-style-type: none"> <li>▪ Part 1, Step 11: Lab 3-1 Adaptive solutions Online Eight-Year Financial Projection</li> <li>▪ Part 1, Step 12: “save as” Lab 3-1 Adaptive solutions Online Eight-Year Financial Projection formulas</li> <li>▪ Part 2, step 6: Lab 3-1 Adaptive Solutions Online Eight-Year Financial Projection (this will be same file as step 11, but with a chart added)</li> <li>▪ Part 3, Step 1, save as: <ul style="list-style-type: none"> <li>• Lab 3, Case 1</li> <li>• Lab 3, Case 2</li> <li>• Lab 3, Case 3</li> </ul> </li> <li>▪ Part 3, Step 2, open : Lab 3-1 Adaptive Solutions Online Eight-Year Financial Projection (from part 2, step 6 above), complete the requirements and save as: <ul style="list-style-type: none"> <li>• Lab 3-1 Adaptive Solutions Online Eight-Year Financial Projection CT</li> </ul> </li> </ul> </li> </ul> </li> <li>• Complete Lab 2 Updating a Weekly Payroll Worksheet EX 202-203. Omit part 3, step 3.</li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, September 21.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 3 objective test in Angel and submit by midnight Monday, September 21.</b></li> <li>• <b>Complete Chapter 3 production test in SAM and submit by midnight Monday, September 21.</b></li> </ul>	<p>*1,2,3,4,5 **b, c</p>
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**Week 6 September 22-28**

4	<p>Financial Functions, Data Tables, and - Amortization Schedules Lecture/demonstration on Chapter 4.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Loan Payment Calculator EX 262-263. <ul style="list-style-type: none"> <li>○ You should have 3 files when complete: <ul style="list-style-type: none"> <li>▪ After step 5, save as Apply 4-1 Loan Payment Calculator</li> <li>▪ Step 6: add “a” to the end of your file name</li> <li>▪ Step 6: add “b” to the end of your file name</li> </ul> </li> <li>○ Omit steps 9-11.</li> </ul> </li> <li>• Complete Extend Your Knowledge: Two-Input Data Table EX 263-265. <ul style="list-style-type: none"> <li>○ Omit step 13.</li> </ul> </li> <li>• <b>Complete Analyze, Correct, Improve: Functions, Custom Borders, Cell Names, What-If Analysis, and Protection EX 265-266.</b> <ul style="list-style-type: none"> <li>○ <b>Omit Part 2, step f.</b></li> </ul> </li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, September 28.</b></p>	*1,2,3,4 **b, c
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**Week 7 September 29-October 5**

4	<p>Financial Functions, Data Tables, and Amortization Schedules</p> <ul style="list-style-type: none"> <li>• Complete Lab 1: Analyzing Education Savings EX 266-268. You will have 2 files when complete: <ul style="list-style-type: none"> <li>○ Step 11: Lab 401 Education Savings Calculator</li> <li>○ Step 12 asks for TWO separate changes: <ul style="list-style-type: none"> <li>▪ save the first by “save as” and add “step 12a” to the end of your file name.</li> <li>▪ save the second by “save as” and add “step 12b” to the end of your file name.</li> </ul> </li> </ul> </li> <li>• Complete Lab 2: Consumer Debt Analysis and Interest Comparison Table EX 268-270. You will have 3 files when complete: <ul style="list-style-type: none"> <li>○ Step 13: Lab 4-2 Consumer Debt Calculator</li> <li>○ Step 14 has two goal seek requirements: <ul style="list-style-type: none"> <li>▪ save as and add 14a to the end of your file name</li> <li>▪ save as and add 14b to the end of your file name</li> </ul> </li> <li>○ Omit step 16.</li> </ul> </li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, October 5.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 4 objective test in Angel and submit by midnight, Monday, October 5.</b></li> <li>• <b>Complete Chapter 4 production test in SAM and submit by midnight Monday, October 5.</b></li> </ul>	<p>*1,2,3,4 **b, c</p>
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Week 8 October 6-12		
5	<p>Working with Multiple Worksheets and Workbooks</p> <p>Lecture/demonstration on Chapter 5.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Consolidating Data in a Workbook EX 334.               <ul style="list-style-type: none"> <li>○ Omit step 6.</li> </ul> </li> <li>• <b>Complete Extend Your Knowledge: Creating and Editing Custom Format Codes EX 335-336.</b> <ul style="list-style-type: none"> <li>○ <b>Omit steps 7 &amp; 9.</b></li> </ul> </li> <li>• <b>Complete Analyze, Correct, Improve: Using Custom Formats, Rounding Totals, and Correcting 3-D Cell References EX 336-337.</b> <ul style="list-style-type: none"> <li>○ <b>Omit part 2, step f.</b></li> </ul> </li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, October 12.</b></p>	<p>*1,2,3,4,5 **b, c</p>

- Complete Apply Your Knowledge: Consolidating Data in a Workbook EX 334.
  - Omit step 6.
- **Complete Extend Your Knowledge: Creating and Editing Custom Format Codes EX 335-336.**
  - **Omit steps 7 & 9.**
- **Complete Analyze, Correct, Improve: Using Custom Formats, Rounding Totals, and Correcting 3-D Cell References EX 336-337.**
  - **Omit part 2, step f.**

**The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, October 12.**

**Week 9 October 13-19**

5	<p>Working with Multiple Worksheets and Workbooks</p> <ul style="list-style-type: none"> <li>• Complete Lab 1: Using a Master Sheet to Create Multiple-Sheet Workbook EX 337-339. <ul style="list-style-type: none"> <li>○ Omit step 15.</li> </ul> </li> <li>• Complete Lab 2: Consolidating Data by Linking Workbooks EX 339-341. <ul style="list-style-type: none"> <li>○ After part 1, step 7: Save as Lab 5-2 Commission Annual Complete. THEN close all the workbooks.</li> <li>○ Part 2, step 3, save as Lab 5-2 Commission Annual Complete Revised. Save again after Step 5.</li> <li>○ Omit part 2, step 7.</li> </ul> </li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, October 19.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 5 objective test in Angel and submit by midnight Monday, October 19.</b></li> <li>• <b>Complete Chapter 5 production test in SAM and submit by midnight Monday, October 19.</b></li> </ul>	*1,2,3,4,5 **b, c
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**Week 10 October 20-26**

6	<p>Creating, Sorting, and Querying a Table Lecture/demonstration on Chapter 6.</p> <ul style="list-style-type: none"><li>• <b>Complete Apply Your Knowledge: Creating a Table with Conditional Formatting EX 396-398.</b><ul style="list-style-type: none"><li>○ Save step 13 with “step 13” at the end of your filename.</li><li>○ Save step 14 with “step 14” at the end of your filename.</li><li>○ Save step 15 with “step 15” at the end of your filename.</li><li>○ Save step 16 with “step 16 at the end of your file name.</li><li>○ Omit step 18.</li></ul><p>There should be 4 files associated with this single assignment.</p></li><li>• <b>Complete Extend Your Knowledge: Using Functions EX 398-399.</b> Omit step 13.</li></ul> <p>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, October 26.</p>	*1,2,3,4 **b, c
<p><b>Note: Students who withdraw on or before Tuesday, October 27 receive a grade of “W”</b></p>		

**Note: Students who withdraw on or before Tuesday, October 27 receive a grade of "W"**

**Week 11 October 27-November 2**

6	<p>Creating, Sorting, and Querying a Table</p> <ul style="list-style-type: none"> <li>• Complete Lab 1: Using Structured References and a Lookup Table EX 401-402. <ul style="list-style-type: none"> <li>○ Omit step 7.</li> </ul> </li> <li>• Complete Lab 2: Querying a Table EX 403-404. <ul style="list-style-type: none"> <li>○ Save step 1 with "step 1" at the end of your file name.</li> <li>○ Save step 2 with "step 2" at the end of your filename.</li> <li>○ Save step 3 with "step 3" at the end of your filename.</li> <li>○ Save step 4 with "step 4" at the end of your filename.</li> <li>○ Save step 5 with "step 5" at the end of your filename.</li> <li>○ Save step 6 with "step 6" at the end of your filename.</li> <li>○ You should have 6 files associated with this lab.</li> <li>○ Omit step 7.</li> </ul> </li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, November 2.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 6 objective test in Angel and submit by midnight, Monday, November 2.</b></li> <li>• <b>Complete Chapter 6 production test in SAM and submit by midnight Monday, November 2.</b></li> </ul>	*1,2,3,4 **b, c
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**Week 12 November 3-9**

7	<p>Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots</p> <p>Lecture/ demonstration on Chapter 7.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Using a Template to Create a Consolidated Workbook EX 463-465. <ul style="list-style-type: none"> <li>○ Omit step 17.</li> </ul> </li> <li>• Complete Extend Your Knowledge: Inserting a SmartArt Organization Chart and Image on a Worksheet EX 465-466. <ul style="list-style-type: none"> <li>○ Omit step 11.</li> </ul> </li> <li>• Complete Analyze, Correct, and Improve: Manipulating SmartArt and Using Find &amp; Replace EX 467. <ul style="list-style-type: none"> <li>○ Omit step 3.</li> </ul> </li> <li>• Complete Lab 1: Creating a 3-D Cone Chart and WordArt Title EX 468-469. <ul style="list-style-type: none"> <li>○ Omit step 13.</li> </ul> </li> <li>• Complete Lab 2 Inserting a Balance Chart and Image on a Worksheet EX 469-470. <ul style="list-style-type: none"> <li>○ Omit step 13.</li> </ul> </li> <li>• <b>Complete Lab 1A in Sam and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, November 9.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 7 objective test in Angel and submit by midnight Monday, November 9.</b></li> <li>• <b>Complete Chapter 7 production test in SAM and submit by midnight Monday, November 9.</b></li> </ul>	*1,2,3,5 **b, c
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**Week 13 November 10-16**

8	<p>Working with Trendlines, PivotTable Reports, PivotChart reports, and Slicers</p> <p>Lecture/ demonstration on Chapter 8.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Creating a PivotTable EX 532-533 <ul style="list-style-type: none"> <li>○ Step 6: Save your results with “Step 6” at the end of your file name.</li> <li>○ Step 7: Save your results with “Step 7” at the end of your file name.</li> <li>○ Step 9: Save your results with “Step 9” at the end of your filename.</li> <li>○ Step 12: Save your results with “Step 12” at the end of your filename.</li> <li>○ You should have 4 files associated with this assignment.</li> <li>○ Omit step 14.</li> </ul> </li> <li>• Complete Extend Your Knowledge: Grouping Content in PivotTables EX 533-534. <ul style="list-style-type: none"> <li>○ Omit step 8.</li> </ul> </li> <li>• <b>Complete Analyze, Correct, and Improve: Manipulating a Chart and Adding a Trendline EX 535-536.</b> <ul style="list-style-type: none"> <li>○ <b>Omit step 3.</b></li> </ul> </li> <li>• <b>Complete Lab 1: Creating a PivotTable Report and Pivot Chart Report EX 536-538.</b> <ul style="list-style-type: none"> <li>○ <b>Omit step 9.</b></li> </ul> </li> <li>• <b>Complete Lab 1a <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, November 16.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 8 Objective Test in Angel and submit by midnight, Monday, November 16.</b></li> <li>• <b>No production test for Chapter 8</b></li> </ul>	*5 **b, c
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Week 14 November 17-23		
9	<p>Formula Auditing, Data Validation, and Complex Problem Solving</p> <p>Lecture/demonstration on Chapter 9</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Calculating the Bundles for a Shipment EX 607-608. <ul style="list-style-type: none"> <li>○ Omit step 7.</li> </ul> </li> <li>• Complete Lab 1 Creating a PivotTable Report and PivotChart Report EX 612-613. <ul style="list-style-type: none"> <li>○ Omit step 9.</li> </ul> </li> <li>• <b>Complete Lab 1A in Sam and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, November 23.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 9 objective test in Angel and submit by midnight Monday, November 23.</b></li> <li>• <b>No Chapter 9 production test</b></li> </ul>	*5 **b, c



Week 15 November 24-30 Happy Thanksgiving!		
10	<p>Using Macros, Controls, and Visual Basic for Applications (VBA) with Excel Lecture/demonstration on Chapter 10.</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Creating a Macro and Assigning It to a Button EX 674-675. <ul style="list-style-type: none"> <li>○ Omit step 11.</li> </ul> </li> <li>• Complete Extend Your Knowledge: Creating and Using a Start-Up Macro EX 676-677. <ul style="list-style-type: none"> <li>○ Omit step 8.</li> </ul> </li> <li>• <b>Complete Lab 1a <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, November 30.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Chapter 10 Objective test by midnight Monday, November 30.</b></li> <li>• <b>No Chapter 10 production test.</b></li> </ul>	*2 **b, c

Week 16 November 30-December 7 Merry CHRISTmas!		
11	<p>Collaboration Features for Workbooks</p> <p>Lecture/demonstration on Chapter 11</p> <ul style="list-style-type: none"> <li>• Complete Apply Your Knowledge: Working with Comments and Tracked Changes EX 742-743. <ul style="list-style-type: none"> <li>○ Omit step 7.</li> </ul> </li> <li>• Complete Extend Your Knowledge: Consolidating Worksheets by Category EX 743-744. <ul style="list-style-type: none"> <li>○ Omit step 8.</li> </ul> </li> <li>• Complete Analyze, Correct, Improve: Preparing and Sharing a Workbook EX 745-746. <ul style="list-style-type: none"> <li>○ Omit step 3.</li> </ul> </li> <li>• Complete Lab 1: Merging Workbooks EX 746-747. Omit step 7.</li> <li>• <b>Complete Lab 1A <u>in Sam</u> and submit.</b></li> </ul> <p><b>The above files should be saved on your P: drive, ACCT 1120 folder, within the appropriate chapter folder by midnight Monday, December 7.</b></p> <p>For test prep, go to:  <a href="http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token">http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&amp;product_isbn_issn=9781285168432&amp;token</a></p> <p><b>Choose the chapter</b>  Complete practice test, Computer genius, wheel of terms, crossword puzzle.</p> <p><b>Tests:</b></p> <ul style="list-style-type: none"> <li>• <b>No Chapter 11 objective test</b></li> <li>• <b>No Chapter 11 production test</b></li> </ul>	*6 **b, c

## \*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 Education Core 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.