

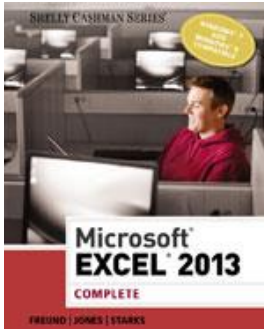


BUSN 1410 COURSE SYLLABUS Online Fall Semester 2016

Semester: 201712 Fall Semester 2016
Course Title: Spreadsheet Concepts and Applications
Course Number: BUSN 1410
Credit Hours/ Minutes: 4/4500
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 15 wks
CRN: 20106
Preferred method of contact:
tjernigan@southeasterntech.edu.

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT: Microsoft Excel 2013 Complete Edition, Course Technology/CENGAGE Learning, ISBN: 978-1-285-16844-9



REQUIRED SUPPLIES & SOFTWARE: For the online class, there are no specific supplies required. Students are required to use **Microsoft Excel 2013** for assignments. 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 ATTENDANCE: Students will have at least one week to complete tests and assignments. **All tests and assignments are due midnight on Tuesdays 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. 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 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.

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, 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.

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.)

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. 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.

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC

employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus: Monday, November 14, 3-4 P.M. ROOM TBA OR Vidalia Campus: Tuesday, November 15, Gillis Building, Lab 809. The proctored exam for this class will be a hands-on lab assignment much like a production test. Test sheet will be given to students on proctored exam day.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take chapter tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

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.

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 Blackboard, 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.

GRADING POLICY

Chapter Assignments	30%
Objective Tests	10%
Production Tests	30%
Discussion Boards	5%
Work Ethics Exam	5%
Proctored Exam	20%

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.*

**BUSN 1410-SPREADSHEET CONCEPTS AND APPLICATIONS
FALL SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <i>*Indicates assignments to submit for a grade</i>	Comp Area
Mon. Aug. 15		<p>First Day of Class: -BUSN 1410 Class Orientation (Lab 809) 3 p.m.</p> <p>**Note: For my online classes, I do not require students to send me the student packets under the Getting Started link in the course. Make sure you open the information and review it.</p>	<p>Orientation Assignments: -Click the Getting Started link on the course menu in the Blackboard course and then the Start Here Items link to complete the orientation assignments (Pledge and Student Introductions). Please review the other items and marked viewed upon completion. This is required by all students! -Make contact with instructor via email for attendance to ensure intent on completing the course.</p>	
Week 1 Aug. 15-23	Chapter 1	Chapter 1: Creating a Worksheet and a Chart	<p>-Begin Chapter 1 work Pages EX2-53. -*Extend Your Knowledge Page EX57. -*In the Lab 1 (Fourth Quarter Revenue Analysis Worksheet) Pages EX59-60. -*In the Lab 2 (Sales Analysis Worksheet) Pages EX61-62. -*Discussion Board #1-Due Tuesday, August 23, midnight.</p>	*1 **b,c,d
Week 2 Aug. 24-30	Chapter 1	Chapter 1: Creating a Worksheet and a Chart	<p>*Chapter 1 Due *Chapter 1 Objective Test *Chapter 1 Production Test *Chapter 1 assignments and tests due Tuesday, August 30, midnight.</p>	*1 **b,c
Week 3 Aug. 31-Sept. 6	Chapter 2	Chapter 2: Formulas, Functions, and Formatting HOLIDAY-MONDAY, SEPTEMBER 5	<p>-Begin Chapter 2 work Pages EX66-118. -*Apply Your Knowledge (Cost Analysis Worksheet) Pages EX119-120. -*In the Lab 1 (Loan Balance Worksheet) Pages EX123-124. -*In the Lab 2 Part 1 only (Sales Summary Worksheet) Pages EX125-126. -*Discussion Board #2-Due Tuesday, September 6, midnight.</p>	*1-4 **b,c
Week 4 Sept. 7-13	Chapter 2	Chapter 2: Formulas, Functions, and Formatting	<p>*Chapter 2 Due *Chapter 2 Objective Test *Chapter 2 Production Test *Chapter 2 assignments and tests due Tuesday, September 13, midnight.</p>	*1-4 **b,c
Week 5 Sept. 14-20	Chapter 3	Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	<p>-Begin Chapter 3 work Pages EX130-191. -*In the Lab 1 Parts 1 and 2 (Eight-Year Financial Projection) Pages EX 198-201. -*In the Lab 2 (Updating a Weekly Payroll Worksheet) Pages EX202-203. -*Discussion Board #3-Due Tuesday, September 20, midnight. -*Work Ethics Exam-Due Tuesday, September 20, midnight.</p>	*1-5 **b,c

Week 6 Sept. 21-27	Chapter 3	Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	*Chapter 3 Due *Chapter 3 Objective Test *Chapter 3 Production Test *Chapter 3 assignments and tests due Tuesday, September 27, midnight.	*1-5 **b,c
Week 7 Sept. 28-Oct. 4	Chapter 4	Chapter 4: Financial Functions, Data Tables, and Amortization Schedules	-Begin Chapter 4 work Pages EX210-260. *In the Lab 1 (Analyzing Education Savings) Pages EX266-268. -*In the Lab 2 (Consumer Debt Analysis and Interest Comparison Table) Pages EX268-270. -*Discussion Board #4- Due Tuesday, October 4, midnight.	*1-6 **b,c
Week 8 Oct. 5- 11	Chapter 4	Chapter 4: Financial Functions, Data Tables, and Amortization Schedules MID-TERM-OCTOBER 10	*Chapter 4 Due *Chapter 4 Objective Test *Chapter 4 Production Test *Chapter 4 assignments and tests due Tuesday, October 11, midnight.	*1-6 **b,c
Week 9 Oct. 12- 18	Chapter 5	Chapter 5: Working with Multiple Worksheets and Workbooks	-Begin Chapter 5 work Pages EX274-331. -*In the Lab 1 (Using a Master Sheet to Create a Multiple-Sheet Workbook) Pages EX337-339. -*In the Lab 2 Parts 1 and 2 (Consolidating Data by Linking Workbooks) Pages EX339-341. -*Discussion Board #5- Due Tuesday, October 18, midnight.	*1-6 **b,c
Week 10 Oct. 19- 25	Chapter 5	Chapter 5: Working with Multiple Worksheets and Workbooks	*Chapter 5 Due *Chapter 5 Objective Test *Chapter 5 Production Test *Chapter 5 assignments and tests due Tuesday, October 25, midnight.	*1-6 **b,c
Week 11 Oct. 26- Nov. 1	Chapter 6	Creating, Sorting, and Querying a Table	-Begin Chapter 6 work Pages EX346-394. -*Apply Your Knowledge (Creating a Table with Conditional Formatting) Pages EX396-398. -*In the Lab 1 (Using Structured References and a Lookup Table) Pages EX401-402.	*1-6 **b,c
Week 12 Nov. 2-8	Chapter 6	Creating, Sorting, and Querying a Table	*Chapter 6 Due *Chapter 6 Objective Test *Chapter 6 Production Test *Chapter 6 assignments and tests due Tuesday, November 8, midnight.	*1-6 **b,c
Week 13 Nov. 9- 15	Proctored Exam Week	Proctored Exam **PROCTORED EXAM DATES: SWAINSBORO CAMPUS: MONDAY, NOVEMBER 14, 3-4 P.M. OR VIDALIA CAMPUS: TUESDAY, NOVEMBER 15, 3-4 P.M. GILLIS BUILDING, LAB 809	*Proctored Exam: The proctored exam will be a hands-on lab assignment much like the weekly production tests.	
Week 14 Nov. 16- 22	Chapter 7	Chapter 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	-Begin Chapter 7 work Pages EX410-462. -*Extend Your Knowledge Pages EX465-466. -*In the Lab 1 (Creating a 3-D Cone Chart and WordArt Title) Pages EX468-469. *In the Lab 2 (Inserting a Balance Chart and Image on a Worksheet) Pages EX469-470.	*1-6 **b,c
		HOLIDAYS-NOVEMBER 23 AND 24		

Week 15 Nov. 28- Dec. 1	Chapter 7	Chapter 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots **NOTE THE SHIFT IN DUE DATE FOR LAST WEEK OF CLASS!	*Chapter 7 Due *Chapter 7 Objective Test *Chapter 7 Production Test *Chapter 7 assignments and tests due Thursday, December 1, midnight.	*1-6 **b,c
Thurs. Dec. 1		LAST DAY OF FALL SEMESTER		
* 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.	

ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)

- **ASSIGNMENTS:** All assigned labs from the textbook must be submitted via the assignment links in the chapter folders for grading by the due dates as indicated above. It is the student's responsibility to make sure all assignments are completed and submitted. **NOTE: ALL BOOK WORK, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS!!** Always key your name and assignment information in the Document Properties of the documents before submitting it for grading. Provide your name, the name of the assignment, and class information (BUSN 1410-Fall 2016) ****Ten Points will be deducted automatically for not following directions.**

REFER TO THE CHAPTER FOLDERS IN THE BLACKBOARD COURSE UNDER THE CHAPTER ASSIGNMENTS LINK ON THE MENU TAB FOR ANY ADDITIONAL INFORMATION REGARDING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR OBTAINING AND REVIEWING THIS INFORMATION.

- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated. At least two comments are required for each assigned discussion board (at least one original post by student and at least one reply to another student in class).**
- **OBJECTIVE TESTS AND PROCTORED EXAM:** Students will take Objective Tests covering the material in the textbook (chapters). Proctored Exam will be given during week 13. Failure to take tests or the proctored exam will result in a grade of zero. No exceptions. Tests will only be made available during the weeks assigned.
- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me so I know which class you are in. **For example: BUSN1410/Tina Jernigan. Using the Email option in the BB course will add your name and class on it.**
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

BUSN 1410-SPREADSHEET CONCEPTS AND APPLICATIONS

(ONLINE CLASS) GRADING SCALE INFORMATION



1. Three points will be assessed per error on assigned labs. Instructor reserves the right to deduct less or more depending on type of error. ****Note that the chapter work (lab work) for each chapter must be completed to understand the concepts in the course, but will not be assigned a grade; therefore, it's not required. However, instructor reserves the right to ask for chapter work at any given time during the semester to evaluate students' work. A grade of zero would be assigned for any not completed.**
2. Assigned labs will be averaged together to arrive at one chapter grade.
3. Five discussion boards are assigned throughout the semester. The discussion board assignments are found under the Discussion Board link on the course menu. Students are required to post at least two comments for each discussion board. This means at least one original posting by the student and at least one reply. Discussion board responses should be thought provoking and not simply "one-liners". Watch spelling and grammar as this is an assignment that will be graded.
4. Work Ethics training is a required part of this course. The work ethics exam counts 5 percent of the course grade. Any work ethics exams not completed will be assigned a grade of zero.

***REVISED FALL SEMESTER 2016**

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

**BUSN 1410 DISCUSSION BOARD
GRADING RUBRIC**

Performance	Exceptional 100	Proficient 90	Satisfactory 80	Unsatisfactory 0
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the discussion board.	
Posts & Word Count	<ul style="list-style-type: none">• Posts at least one original comment and replies to at least one student in class.	<ul style="list-style-type: none">• Posts at least one original comment but had no replies to students.	<ul style="list-style-type: none">• Posts no original comment but replied to at least one student in class.	<ul style="list-style-type: none">• Posts no original comments or replies to assigned discussion board.

***NOTE: A GRADE OF ZERO WILL BE ASSIGNED FOR ANY DISCUSSION BOARDS NOT COMPLETED BY THE DUE DATES. THESE CANNOT BE POSTED LATE.**

****INSTRUCTOR RESERVES THE RIGHT TO ADJUST DISCUSSION BOARD REQUIREMENTS AT ANY TIME DURING THE SEMESTER.**

**BUSN 1410 WORK ETHICS ASSESSMENT
GRADING RUBRIC**

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.

- **If a work ethic topic(s) is not answered, the student will receive 0 points.**
- **A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Exam.**