



BUSN 1410-Spreadsheet Concepts and Applications

COURSE SYLLABUS

Hybrid

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/4500

Class Location: Building 2, Room 2122

Class Meets: 10:30 a.m. – 12 p.m. / Monday & Wednesday / 60% F2F and 40% hybrid

Course Reference Number (CRN): 40016

Preferred Method of Contact: Student Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Office Location: Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;

(Thursday) 12:45 – 1:15 p.m.

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:kmountain@southeasterntech.edu)

Phone: 478-289-2220

Fax Number: 478-248-6336

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.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT



Microsoft Office 365/Excel 2016 Intermediate, Freund, Steven and Joy Starks, CENGAGE Learning, ISBN: 978-1-305-87071-0.

Also Need: (If taken a course previously using SAM 2013, contact instructor for your key code. No need to purchase).

You can purchase from the [STC bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu) or 478-289-2217. SAM ACCESS KEY HAS TO BE BRAND NEW, USED KEY WILL NOT WORK.

REQUIRED SUPPLIES & SOFTWARE

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 Georgia Virtual Technical College (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 Computer Literacy 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

Southeastern Technical College 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 (HYBRID)

Students are expected to complete all work shown on the attached Lesson Plan. Students are also expected to complete all Module work, project assignments, and tests in SAM on the dates specified on the attached Lesson Plan. Assignments will be saved via the P: drive.

MODULE WORK

Module Textbook Projects (module work) from the textbook must be completed and submitted in SAM. You are expected to complete all Module Textbook Projects as indicated in your syllabus. If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Excel Project for the corresponding module. All projects in SAM and data files must be saved to the student's BUSN 1410 folder on their P: drive. All projects, training, and tests will be completed and submitted in SAM.

HYBRID ATTENDANCE

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 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" (Failing 0-59) 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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.

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

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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" (Withdrawn Failing) 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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 Southeastern Technical College’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's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA 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

Assessment/Assignment	Percentage
Module Projects	35%
Objective Tests	30%
Production Tests	35%

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

Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1 Monday January 8	Module 1	First Day of the Semester! <ul style="list-style-type: none"> • Introduction to Course • Review Course Syllabus/Lesson Plan • **Note: All of your Module projects and tests will be completed in SAM. The documents you create working through the textbook are considered as Module Textbook projects.	In Class— -Create BUSN 1410 folder on P: drive -Set up SAM Accounts -Review Blackboard Hybrid— Required Orientation Assignments: -Click the Getting Started link on the course menu in the BB course and complete the items. Complete the orientation, assignments, Pledge and Student Introductions.	
Wednesday January 10	Module 1	Creating a Worksheet and a Chart	In Class— -Lecture/Demonstration on Module 1 Textbook Project (SAM) work from book (Linda Fox Budget) Pages EX 1- EX 49 (SAM) <i>due Monday, January 15 at midnight</i> Hybrid— -Excel Module 1 Project a (SAM) -Excel Module 1 Project b (SAM)	*1-5 **a,c
Monday January 15		Martin Luther King Jr. Holiday		
WEEK 2 Wednesday January 17	Module 1	Creating a Worksheet and a Chart	In Class— Continue working on Module 1 assignments	*1-5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday January 22	Module 1	Creating a Worksheet and a Chart	Hybrid— -Module 1 Objective Test (SAM) -Module 1 Training (SAM) -Module 1 Production Test (SAM) <i>-Module 1 SAM projects, training, and tests due Monday, January 22 at midnight</i>	*1-5 **a,c
WEEK 3 Wednesday January 24	Module 2	Formulas, Functions, and Formatting	In Class— -Lecture/Demonstration on Module 2 Textbook Project (SAM) work from book (Olivia's Art Supply Salary Report) Pages EX 57-105 <i>due Monday, January 29 at midnight</i> Hybrid— -Excel Module 2 Project a (SAM) -Excel Module 2 Project b (SAM)	*1-5 **a,c
Monday January 29	Module 2	Formulas, Functions, and Formatting	In Class— Continue working on Module 2 assignments	*1-5 **a,c
WEEK 4 Wednesday January 31	Module 2	Formulas, Functions, and Formatting	In Class— Continue working on Module 2 assignments	*1-5 **a,c
Monday February 5	Module 2	Formulas, Functions, and Formatting	Hybrid— -Module 2 Objective Test (SAM) -Module 2 Training (SAM) -Module 2 Production Test (SAM) <i>-Module 2 SAM projects, training, and tests due Monday, February 5 at midnight</i>	*1-5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 5 Wednesday February 7	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	In Class— --Lecture/Demonstration on Module 3 Textbook Project (SAM) work from book (Kaitlyn's Ice Cream Shoppe Financial Projection) Pages EX 113-173 <i>due Monday, February 12 at midnight</i> Hybrid— -Excel Module 3 Project a (SAM) -Excel Module 3 Project b (SAM)	*1-5 **a,c
Monday February 12	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	In Class— Continue working on Module 3 assignments	*1-5 **a,c
WEEK 6 Wednesday February 14	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	In Class— Continue working on Module 3 assignments	*1-5 **a,c
Monday February 19	Module 3	Working with Large Worksheets, Charting, and What-if-Analysis	-Module 3 Objective Test (SAM) -Module 3 Training (SAM) -Module 3 Production Test (SAM) <i>-Module 3 SAM projects, training, and tests due Monday, February 19 at midnight</i>	*1-5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 7 Wednesday February 21	Module 4	Financial Functions, Data Tables, and Amortization Schedules	In Class— --Lecture/Demonstration on Module 4 Textbook Project (SAM) work from book (NCU Mortgage Payment Calculator) Pages EX 185-232 <i>due Monday, February 26 at midnight</i> Hybrid— -Excel Module 4 Project a (SAM) -Excel Module 4 Project b (SAM)	*1-5 **a,c
Monday February 26	Module 4	Financial Functions, Data Tables, and Amortization Schedules	In Class— Continue working on Module 4 assignments	*1-5 **a,c
WEEK 8 Wednesday February 28	Module 4	Financial Functions, Data Tables, and Amortization Schedules Midterm – Thursday, March 1	In Class— Continue working on Module 4 assignments	*1-5 **a,c
Monday March 5	Module 4	Financial Functions, Data Tables, and Amortization Schedules	-Module 4 Objective Test (SAM) -Module 4 Training (SAM) -Module 4 Production Test (SAM) -Module 4 SAM projects, training, and tests due Monday, March 5 at midnight	*1-5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 9 Wednesday March 7	Module 5	Working with Multiple Worksheets and Workbooks	In Class— --Lecture/Demonstration on Module 5 Textbook Project (SAM) work from book (Concert Venues Consolidated) Pages EX 241-295 <i>due Monday, March 12 at midnight</i> Hybrid— -Excel Module 5 Project a (SAM) -Excel Module 5 Project b (SAM)	*1-5 **a,c
Monday March 12	Module 5	Working with Multiple Worksheets and Workbooks	In Class— Continue working on Module 5 assignments	*1-5 **a,c
WEEK 10 Wednesday March 14	Module 5	Working with Multiple Worksheets and Workbooks	In Class— Continue working on Module 5 assignments	*1-6 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday March 19	Module 5	Working with Multiple Worksheets and Workbooks 65% Point	-Module 5 Objective Test (SAM) -Module 5 Training (SAM) -Module 5 Production Test (SAM) -Module 5 SAM projects, training, and tests due Monday, March 19 at midnight	
WEEK 11 Wednesday March 21	Module 6	Creating, Sorting, and Querying a Table	In Class— --Lecture/Demonstration on Module 6 Textbook Project (SAM) work from book (Coffee Craft Daily Service Table) Pages EX 305-357 <i>due Monday, March 26 at midnight</i> Hybrid— -Excel Module 6 Project a (SAM) -Excel Module 6 Project b (SAM)	*1-6 **a,c
Monday March 26	Module 6	Creating, Sorting, and Querying a Table	In Class— Continue working on Module 6 assignments	*1-6 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 Wednesday March 28	Module 6	Creating, Sorting, and Querying a Table	In Class— Continue working on Module 6 assignments	*1-6 **a,c
Spring Break April 2 – 5		Spring Break (No Classes)		
Monday April 9	Module 6	Creating, Sorting, and Querying a Table	-Module 6 Objective Test (SAM) -Module 6 Training (SAM) -Module 6 Production Test (SAM) -Module 6 SAM projects, training and tests due Monday, April 9 at midnight	*1-6 **a,c
WEEK 13 Wednesday April 11	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class— --Lecture/Demonstration on Module 7 Textbook Project (SAM) work from book (HSS Sales Analysis) Pages EX 369-424 <i>due Monday, April 16 at midnight</i> Hybrid— -Excel Module 2 Project a (SAM) -Excel Module 2 Project b (SAM)	*1-6 **a,c
Monday April 16	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class— Continue lecture/ demonstration on Module 7 assignments	*1-6 **a,c
WEEK 14 Wednesday April 18	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class— Continue working on Module 7 assignments	*1-6 **a,c
Monday April 23	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class— Continue working on Module 7 assignments	*1-6 **a,c
WEEK 15 Wednesday April 25	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	In Class— Continue working on Module 7 assignments	*1-6 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday April 30	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots Last Day of Class SPRING SEMESTER ENDS May 1	-Module 7 Objective Test (SAM) -Module 7 Training (SAM) -Module 7 Production Test -Module 7 SAM projects, training, and tests due Monday, April 30 at midnight	*1-6 **a,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 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.