



## **BUSN 1410-Spreadsheet Concepts and Applications**

### **COURSE SYLLABUS**

**Hybrid**

**Spring Semester 2018**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

Class Location: Lab 809 Gillis Building

Class Meets: 9:30-11:00 T/R

(60% Class; 40% online)

Course Reference Number (CRN): 40021

Preferred Method of Contact: Email

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tina Jernigan

Office Location: 807, Gillis Building

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

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

Phone: (912) 538-3123

Fax Number: (912) 538-3106

**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.

## **REQUIRED SUPPLIES & SOFTWARE**

**For this hybrid course, there are no specific supplies required. Students are required to use Microsoft Excel 2016 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 Georgia Virtual Technical Connection (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**

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 required by the instructor. Students are expected to complete all tests and assignments by the due dates. The cut-off is midnight of each assigned week. **Students are to upload and attach the assigned labs to the Module folders in the Blackboard course under the Module Assignments link. The assigned labs are bolded on the lesson plan. The Module work (lab work) will be demonstrated in class and will not be graded unless instructor specifically ask for it from students.**

## **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.)**

Failure to take tests/quizzes will result in a grade of zero. 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 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:

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

### ACCESSIBILITY STATEMENT

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

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on 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](http://www.southeasterntech.edu) ([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 Assignments	50%
Module Tests	50%

### 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
Tuesday January 9		<b>First Day of Class:</b> <ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Review Syllabus/Lesson Plan</li> <li>• Review Required Software</li> <li>• Review Policies/Procedures for Lab</li> </ul>	<b>Class:</b> Review Office 2016 and Windows 10 in the book. No assignments from this section.	1-5 a,c
Thursday January 11	Module 1	Creating a Worksheet and a Chart	<b>Class:</b> Lecture and demonstration over Module 1 Pages 2-49. <b>Hybrid:</b> Begin: <b>Apply Your Knowledge Pages 50-51</b> <b>In the Lab 1 Pages 53-54</b> <b>In the Lab 2 Pages 55-56</b>	1-5 a,c
Tuesday January 16	Module 1	Creating a Worksheet and a Chart	<b>Class:</b> Complete lecture and demonstration on Module 1. <b>Hybrid:</b> Complete Module 1 assigned labs	1-5 a,c
Thursday January 18	Module 1	Creating a Worksheet and a Chart	<b>Class:</b> Review for test <b>Hybrid:</b> <b>Module 1 Test</b> <b>Module 1 assigned labs and test due Thursday, January 18, midnight.</b>	1-5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday January 23	Module 2	Formulas, Functions, and Formatting	<b>Class:</b> Lecture and demonstration over Module 2 Pages 58-105. <b>Hybrid:</b> Begin: <b>Apply Your Knowledge Pages 106-107</b> <b>In the Lab 1 Pages 109-110</b> <b>In the Lab 2 Pages 110-112</b>	1-5 a,c
Thursday January 25	Module 2	Formulas, Functions, and Formatting	<b>Class:</b> Complete lecture and demonstration on Module 2. <b>Hybrid:</b> Complete Module 2 assigned labs	1-5 a,c
Tuesday January 30	Module 2	Formulas, Functions, and Formatting	<b>Class:</b> Review for Test	1-5 a,c
Thursday February 1	Module 2	Formulas, Functions, and Formatting	<b>Hybrid:</b> <b>Module 2 Test</b> <b>Module 2 assigned labs and test due Thursday, February 1, midnight.</b>	1-5 a,c
Tuesday February 6	Module 3	Working with Large Worksheets, Charting, and What-If Analysis	<b>Class:</b> Lecture and demonstration over Module 3 Pages 114-173. <b>Hybrid:</b> Begin: <b>In the Lab 1 Parts 1 and 2 Pages 177-180</b> <b>In the Lab 2 Pages 110-112</b>	1-5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Thursday February 8	Module 3	Working with Large Worksheets, Charting, and What-If Analysis	<b>Class:</b> Complete lecture and demonstration on Module 3. <b>Hybrid:</b> Complete Module 3 assigned labs	1-5 a,c
Tuesday February 13	Module 3	Working with Large Worksheets, Charting, and What-If Analysis	<b>Class:</b> Review for Test	1-5 a,c
Thursday February 15	Module 3	Working with Large Worksheets, Charting, and What-If Analysis	<b>Hybrid:</b> <b>Module 3 Test</b> <b>Module 3 assigned labs and test due Thursday, February 15, midnight.</b>	1-5 a,c
Tuesday February 20	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<b>Class:</b> Lecture and demonstration over Module 4 Pages 186-232. <b>Hybrid:</b> Begin: <b>Apply Your Knowledge Pages 233-234</b> <b>In the Lab 1 Pages 236-238</b> <b>In the Lab 2 Pages 238-240</b>	1-5 a,c
Thursday February 22	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<b>Class:</b> Complete lecture and demonstration on Module 4. <b>Hybrid:</b> Complete Module 4 assigned labs	1-5 a,c
Tuesday February 27	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<b>Class:</b> Review for Test	1-5 a,c
Thursday March 1	Module 4	Financial Functions, Data Tables, and Amortization Schedules	<b>Hybrid:</b> <b>Module 4 Test</b> <b>Module 4 assigned labs and test due Thursday, March 1 midnight.</b>	1-5 a,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday March 6	Module 5	Working with Multiple Worksheets and Workbooks	<b>Class:</b> Lecture and demonstration over Module 5 Pages 242-295. <b>Hybrid:</b> Begin: <b>In the Lab 1 Pages 300-301</b> <b>In the Lab 2 Parts 1 and 2 Pages 302-303</b>	1-6 a,c
Thursday March 8	Module 5	Working with Multiple Worksheets and Workbooks	<b>Class:</b> Complete lecture and demonstration on Module 5. <b>Hybrid:</b> Complete Module 5 assigned labs	1-6 a,c
Tuesday March 13	Module 5	Working with Multiple Worksheets and Workbooks	<b>Class:</b> Review for Test	1-6 a,c
Thursday March 15	Module 5	Working with Multiple Worksheets and Workbooks	<b>Hybrid:</b> <b>Module 5 Test</b> <b>Module 5 assigned labs and test due Thursday, March 15 midnight.</b>	1-6 a,c
Tuesday March 20	Module 6	Creating, Sorting, and Querying a Table	<b>Class:</b> Lecture and demonstration over Module 6 Pages 306-357 <b>Hybrid:</b> Begin: <b>Apply Your Knowledge Pages 359-361</b> <b>In the Lab 1 Pages 363-365</b>	1-6 a,c
Thursday March 22	Module 6	Creating, Sorting, and Querying a Table	<b>Class:</b> Complete lecture and demonstration on Module 6. <b>Hybrid:</b> Complete Module 6 assigned labs	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday March 27	Module 6	Creating, Sorting, and Querying a Table	<b>Class:</b> Review for Test	1-6 a,c
Thursday March 29	Module 6	Creating, Sorting, and Querying a Table	<b>Hybrid:</b> <b>Module 6 Test</b> <b>Module 6 assigned labs and test due Thursday, March 29 midnight.</b>	1-6 a,c
<b>APRIL 2-5</b>				
<b>SPRING BREAK-NO CLASSES</b>				
Tuesday April 10	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Class:</b> Lecture and demonstration over Module 7 Pages 370-424	1-6 a,c
Thursday April 12	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Class:</b> Continue lecture and demonstration on Module 7. <b>Hybrid:</b> Begin: <b>Extend Your Knowledge Pages 427-428</b> <b>In the Lab 1 Pages 429-430</b> <b>In the Lab 2 Pages 430-432</b>	1-6 a,c
Tuesday April 17	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Class:</b> Complete lecture and demonstration on Module 7 <b>Hybrid:</b> Complete Module 7 assigned labs	1-6 a,c
Thursday April 19	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Class:</b> Review for Test	1-6 a,c
Tuesday April 24	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Class:</b> Review for Test <b>Hybrid:</b> <b>Module 7 Test</b>	1-6 a,c
Thursday April 26	Module 7	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots	<b>Hybrid:</b> <b>Module 7 assigned labs and test due Thursday, April 26 midnight.</b>	1-6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday May 1		<b>SPRING SEMESTER ENDS</b>		

## **BUSN 1410 COMPETENCY AREAS**

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

## **GENERAL CORE EDUCATIONAL COMPETENCIES**

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

## **GRADING SCALE INFORMATION**

- Three points will be assessed per error on assigned labs. Instructor reserves the right to deduct less or more depending on type of error. Key your name, current semester, and title of assignment in the Document Properties of the workbooks. This is required to avoid a ten-point deduction. Take ownership of your work! All assigned labs are to be uploaded and attached to the Module assignments links in the BB course.
- Assigned labs will be averaged together to arrive at one module grade. The assigned labs are indicated by bold on the lesson plan. The module work will be done together in class and not graded unless instructor ask for it.
- Module tests (objective-based) will be given this semester for each module.

## **REVISED SPRING SEMESTER 2018**

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