



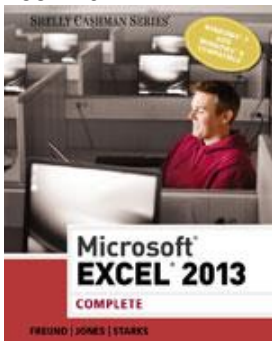
BUSN 1410 COURSE SYLLABUS HYBRID Spring Semester 2016

Semester: 201614 Spring Semester 2016
Course Title: Spreadsheet Concepts and Appl.
Course Number: BUSN 1410
Credit Hours/ Minutes: 4/4500
Class Location: Lab 809 Gillis Building
Class Meets: 9:00-9:45 a.m. M-R
(60% in class, 40% online)
CRN: 40026
Preferred Method of Contact: Email at
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

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



REQUIRED SUPPLIES & SOFTWARE: For the hybrid 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 the online portion of their 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 complete the online portion of the 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 (Hybrid): Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Any quizzes given during the semester will be averaged together to arrive at one grade for the semester. Students are expected to complete all tests and assignments by the due dates. The cut-off is midnight of each assigned week. **Students are required to submit (save) all assigned work via their student folders (P drive).** **Students will create a BUSN 1410 folder to save work in.** **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

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.**

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.)

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.

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. **Makeups are not allowed for unannounced quizzes/assignments.**

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	35%
Objective Tests	25%
Production Tests	25%
Unannounced Quizzes	10%
Work Ethics Exam	5%
	100%

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
SPRING SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <small>*Shaded assignments indicate online component.</small>	Comp Area
Week 1 (January 11-14)				
Mon. Jan. 11		First Day of Class: -Introduction to Course -Review Course Syllabus/Lesson Plan -Review Policies/Procedures for Lab -Review Required Software -Create BUSN 1410 student folder on student drive (P drive)	**All chapter work, assigned labs, and production tests are required to be saved to the student's BUSN 1410 folder on their P drive. Instructor will NOT grade work located in other locations. Students are required to save work in the folders. **Note that students may use Microsoft Excel off campus via the Remote Lab if needed and will be able to save work to their P drive.	
Tues. Jan. 12	Chapter 1	Chapter 1: Creating a Worksheet and a Chart	Chapter 1 lecture/demonstration (Personal Budget) Pages EX2-45	*1 **b,c
Weds. Jan. 13			Chapter 1 continued-lab work	*1 **b,c
Thurs. Jan. 14			Chapter 1 continued-lab work *Chapter 1 Objective Test-Due Thursday, January 14, midnight.	*1 **b,c
Week 2 (January 18-21)				
Mon. Jan. 18		HOLIDAY-NO CLASS		
Tues. Jan. 19	Chapter 1	Chapter 1: Creating a Worksheet and an Embedded Chart	-Extend Your Knowledge Page EX57 -In the Lab 1 Pages EX59-60 -In the Lab 2 Pages EX61-62	*1 **b,c
Weds. Jan. 20			-Extend Your Knowledge Page EX57 -In the Lab 1 Pages EX59-60 -In the Lab 2 Pages EX61-62	*1 **b,c
Thurs. Jan. 21			*Chapter 1 Production Test *Chapter 1 assignments and Production Test-Due Thursday, January 21, midnight.	*1 **b,c
Week 3 (January 25-28)				
Mon. Jan. 25	Chapter 2	Chapter 2: Formulas, Functions, and Formatting	Chapter 2 lecture/demonstration (Hyper Mass Online Storage) Pages EX67-117	*1,2,3,4 **b,c
Tues. Jan. 26			Chapter 2 continued-lab work	*1,2,3,4 **b,c
Weds. Jan. 27			Chapter 2 continued-lab work	*1,2,3,4 **b,c
Thurs. Jan. 28			Chapter 2 continued-lab work -*Chapter 2 Objective Test-Due Thursday, January 28, midnight.	*1,2,3,4 **b,c

Week 4 (February 1-4)				
Mon. Feb. 1	Chapter 2	Chapter 2: Formulas, Functions, and Formatting	-Apply Your Knowledge Pages EX119-120 -In the Lab 1 Pages EX123-124 -In the Lab 2 Part 1 only Pages EX125-126	*1,2,3,4 **b,c
Tues. Feb. 2			-Apply Your Knowledge Pages EX119-120 -In the Lab 1 Pages EX123-124 -In the Lab 2 Part 1 only Pages EX125-126	*1,2,3,4 **b,c
Weds. Feb. 3			-Apply Your Knowledge Pages EX119-120 -In the Lab 1 Pages EX123-124 -In the Lab 2 Part 1 only Pages EX125-126	*1,2,3,4 **b,c
Thurs. Feb. 4			*Chapter 2 Production Test *Chapter 2 assignments and Production Test-Due Thursday, February 4, midnight.	*1,2,3,4 **b,c
Week 5 (February 8-11)				
Mon. Feb. 8	Chapter 3	Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	Chapter 3 lecture/demonstration (FroYoToGo) Pages EX131-190	*1,2,3,4,5 **b,c
Tues. Feb. 9			Chapter 3 continued-lab work	*1,2,3,4,5 **b,c
Weds. Feb. 10			Chapter 3 continued-lab work	*1,2,3,4,5 **b,c
Thurs. Feb. 11			Chapter 3 continued-lab work -*Chapter 3 Objective Test-Due Thursday, February 11, midnight.	*1,2,3,4,5 **b,c
Week 6 (February 15-18)				
Mon. Feb. 15	Chapter 3	Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	-In the Lab 1 Parts 1 and 2 Pages 198-201 -In the Lab 2 Pages EX202-203	*1,2,3,4,5 **b,c
Tues. Feb. 16			-In the Lab 1 Parts 1 and 2 Pages 198-201 -In the Lab 2 Pages EX202-203	*1,2,3,4,5 **b,c
Weds. Feb. 17			-In the Lab 1 Parts 1 and 2 Pages 198-201 -In the Lab 2 Pages EX202-203	*1,2,3,4,5 **b,c
Thurs. Feb. 18			*Chapter 3 Production Test *Work Ethics Exam *Chapter 3 assignments, Work Ethics Exam, and Production Test-Due Thursday, February 18, midnight.	*1,2,3,4,5 **b,c
Week 7 (February 22-25)				
Mon. Feb. 22	Chapter 4	Chapter 4: Financial Functions, Data Tables, and Amortization Schedules	Chapter 4 lecture/demonstration (FCU, Credit Union) Pages EX210-260	*1-6 **b,c
Tues. Feb. 23			Chapter 4 continued-lab work	*1-6 **b,c
Weds. Feb. 24			Chapter 4 continued-lab work	*1-6 **b,c
Thurs. Feb. 25			Chapter 4 continued-lab work -*Chapter 4 Objective Test-Due Thursday, February 25, midnight.	*1-6 **b,c
Week 8 (February 29-March 3)				
Mon. Feb. 29	Chapter 4	Chapter 4: Financial Functions, Data Tables, and Amortization Schedules	-In the Lab 1 Pages EX266-268 -In the Lab 2 Pages EX268-270	*1-6 **b,c
Tues. Mar. 1			-In the Lab 1 Pages EX266-268 -In the Lab 2 Pages EX268-270	*1-6 **b,c
Weds. Mar. 2			-In the Lab 1 Pages EX266-268 -In the Lab 2 Pages EX268-270	*1-6 **b,c

Thurs. Mar. 3		MID-TERM	*Chapter 4 Production Test *Chapter 4 assignments and Production Test-Due Thursday, March 3, midnight.	*1-6 **b,c
Week 9 (March 7-10)				
Mon. Mar. 7	Chapter 5	Chapter 5: Working with Multiple Worksheets and Workbooks	Chapter 5 lecture/demonstration (Williams Franchise Holdings) Pages EX274-331	*1-6 **b,c
Tues. Mar. 8			Chapter 5 continued-lab work	*1-6 **b,c
Weds. Mar. 9			Chapter 5 continued-lab work	*1-6 **b,c
Thurs. Mar. 10			Chapter 5 continued-lab work -*Chapter 5 Objective Test-Due Thursday, March 10, midnight.	*1-6 **b,c
Week 10 (March 14-17)				
Mon. Mar. 14	Chapter 5	Chapter 5: Working with Multiple Worksheets and Workbooks	-In the Lab 1 Pages EX337-339 -In the Lab 2 Part 1 and 2 Pages EX339-341	*1-6 **b,c
Tues. Mar. 15			-In the Lab 1 Pages EX337-339 -In the Lab 2 Part 1 and 2 Pages EX339-341	*1-6 **b,c
Weds. Mar. 16			-In the Lab 1 Pages EX337-339 -In the Lab 2 Part 1 and 2 Pages EX339-341	*1-6 **b,c,
Thurs. Mar. 17			*Chapter 5 Production Test *Chapter 5 assignments and Production Test-Due Thursday, March 17, midnight.	*1-6 **b,c
Week 11 (March 21-24)				
Mon. Mar. 21	Chapter 6	Chapter 6: Creating, Sorting, and Querying a Table	Chapter 6 lecture/demonstration (Coastal Realty Agent Commission Table) Pages EX346-394	*1-6 **b,c
Tues. Mar. 22			Chapter 6 continued-lab work	*1-6 **b,c
Weds. Mar. 23			Chapter 6 continued-lab work	*1-6 **b,c
Thurs. Mar. 24			Chapter 6 continued-lab work -*Chapter 6 Objective Test-Due Thursday, March 24, midnight.	*1-6 **b,c
STUDENT BREAK (MARCH 28-MARCH 31)				
Week 12 (April 4-7)				
Mon. Apr. 4	Chapter 6	Chapter 6: Creating, Sorting, and Querying a Table	-Apply Your Knowledge Pages EX396-398 -In the Lab 1 Pages EX401-402	*1-6 **b,c
Tues. Apr. 5			-Apply Your Knowledge Pages EX396-398 -In the Lab 1 Pages EX401-402	*1-6 **b,c
Weds. Apr. 6			-Apply Your Knowledge Pages EX396-398 -In the Lab 1 Pages EX401-402	*1-6 **b,c
Thurs. Apr. 7			*Chapter 6 Production Test *Chapter 6 assignments and Production Test-Due Thursday, April 7, midnight.	*1-6 **b,c

Week 13 (April 11-14)				
Mon. Apr. 11	Chapter 7	Chapter 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screen Shots	Chapter 7 lecture/demonstration (Clear Pool Inc.) Pages EX410-462 EX426-477	*1-6 **b,c
Tues. Apr. 12			Chapter 7 continued-lab work	*1-6 **b,c
Weds. Apr. 13			Chapter 7 continued-lab work	*1-6 **b,c
Thurs. Apr. 14			Chapter 7 continued-lab work -*Chapter 7 Objective Test-Due Thursday, April 14, midnight.	*1-6 **b,c
Week 14 (April 18-21)				
Mon. Apr. 18	Chapter 7	Chapter 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screen Shots	-Extend Your Knowledge Pages EX465-466	*1-6 **b,c
Tues. Apr. 19			-In the Lab 1 Pages EX468-469	*1-6 **b,c
Weds. Apr. 20			-In the Lab 2 Pages EX469-470	*1-6 **b,c
Thurs. Apr. 21			-In the Lab 2 Pages EX469-470	*1-6 **b,c
Week 15 (April 25-28)				
Mon. Apr. 25	Chapter 7	Chapter 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screen Shots	Chapter 7 continued-lab work	*1-6 **b,c
Tues. Apr. 26			Chapter 7 continued-lab work	*1-6 **b,c
Weds. Apr. 27			Chapter 7 continued-lab work	*1-6 **b,c
Thurs. Apr. 28			*Chapter 7 Production Test *Chapter 7 assignments and Production Test-Due Thursday, April 28, midnight.	*1-6 **b,c
Mon. May 2		SPRING SEMESTER ENDS-LAST DAY OF CLASS		*1-6 **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 Core Educational Competencies**

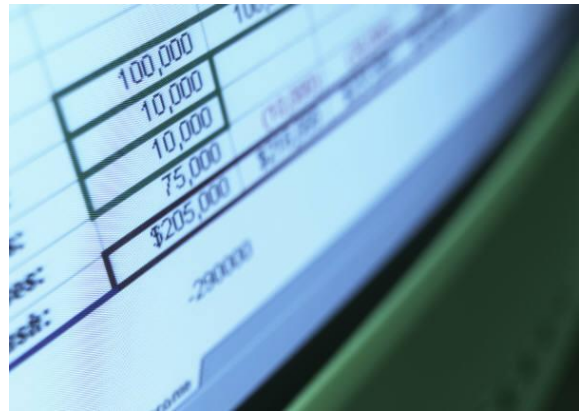
- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Reminders:

-Shaded portion on above lesson plan indicates hybrid portion of course. You will complete objective and production test and submit assignments for grading.

-Chapter assignments (lab work and assigned labs for a grade) along with tests will have due dates of midnight of each assigned week. Although class will meet Monday through Thursday, this gives students the weekend to have labs completed and work saved in student folders. There will be NO drop box submissions for the hybrid class. **ALL WORK (CHAPTER ASSIGNMENTS AND PRODUCTION TESTS) MUST BE SAVED IN THE STUDENT FOLDERS TO RECEIVE CREDIT. INSTRUCTOR MAY ACCESS WORK AT ANY TIME TO CHECK STUDENT PROGRESS DURING THE ASSIGNED WEEKS. OBJECTIVE TESTS WILL BE THE ONLY GRADED ASSIGNMENT SUBMITTED VIA BLACKBOARD.**

BUSN 1410 Hybrid SPREADSHEET CONCEPTS AND APPLICATIONS



GRADING SCALE:

- Assigned labs will be averaged together to arrive at one chapter grade. Three points per error. All assignments (lab work, assigned labs, and production tests) will be saved in student folders for grading.
- Point deductions for objective tests will be based on the number of questions on the test. Objective tests will be submitted in BLACKBOARD.
- Point deductions for production tests will be three points per error. Production tests will be saved in student folders for grading.
- Failure to key name in the Document Properties of the worksheets will result in an automatic ten-point deduction. No exceptions. Take ownership of your work!!
- **NO** assignments may be submitted late for this class-this includes assigned labs and tests. Cut off is midnight of each assigned week.

***GRADING SCALE SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION.**

****REVISED SPRING SEMESTER 2016**

**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.**