



South Portland, Maine 04106
Academic Department

Title: Spreadsheet Applications

Catalog Number: BUSN 151

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lab

Instructor: Dennis Nightingale

Office Hours – Location:

Contact Information:

Room 105

Email: dnightingale@smccme.edu

Ross Tech Center

Meet by appointment only or after class

Course Syllabus

Course Description

The purpose of this course is to familiarize students with electronic spreadsheet development using Microsoft Excel. In this intensive hands-on course, students will create various types of worksheets for personal and professional uses. Emphasis will be placed on problem solving and developing quality worksheets using concepts and techniques found in most spreadsheet software. This course covers all basic skills and techniques and several advanced topics including how to design and print graphs and charts; develop worksheets for "what-if", "goal-seek" and "sensitivity" analysis; generate reports; use mathematical, financial, statistical, logical as well as date and time functions; generate reports; use database operations; and develop and use macros. Prerequisite(s): MATH-020, ENGL-050 Corequisite(s):

Course Objectives

Upon completion of the course the student will be familiar with the following:

- A basic working knowledge of spreadsheet applications: creating, editing, saving, printing, and retrieving a spreadsheet.
- Developing a working knowledge of Tables, Data to Information, Data Consolidation, What-if Analysis, Collaboration and Workbook Distribution, and Templates and Styles.

Topical Outline of Instruction

Week	Topics	Due Date
August 31	Introduction to the Course - Navigating in Myitlab	None
September 7	Chapter 1 – Office Fundamentals and File Management End of Chapter Quiz Grader Project Assessment	None
September 14	Chapter 1 - Introduction to Excel End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	September 25
September 21	Chapter 2 – Formulas and Functions End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	October 2
September 28	Chapter 3 - Charts End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	October 9
October 5	Chapter 4 – Datasets and Tables End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	October 16
October 12	Capstone Grader Exam on Chapter 1- 4	October 23
October 19	Chapter 5 – Subtotals, PivotTables, and PivotCharts End of Chapter Quiz Simulation Training Grader Project Assessment	October 30
October 26	Chapter 6 - What-If Analysis End of Chapter Quiz Simulation Training Grader Project Assessment	November 6

Week	Topics	Due Date
November 2	Chapter 7 - Specialized Functions End of Chapter Quiz Simulation Training Grader Project Assessment	November 13
November 9	Chapter 8 – Statistical Functions End of Chapter Quiz Simulation Training Grader Project Assessment	November 20
November 16	Chapter 9 – Multiple-Sheet Workbook Management End of Chapter Quiz Simulation Training Grader Project Assessment	November 27
November 23	Chapter 10 – Imports, XML, and Power Add-Ins End of Chapter Quiz Simulation Training Grader Project Assessment	December 4
November 30	Chapter 11 – Collaboration and Workbook Distribution End of Chapter Quiz Simulation Training Grader Project Assessment	December 11
December 7	Chapter 12 – Templates, Styles, and Macros End of Chapter Quiz Simulation Training Grader Project Assessment	December 18
December 14	Final Capstone Grader Exam	December 18

Course Requirements

- It is the student’s responsibility to read text material and/or complete training material before the lecture.
- All hands-on exercises must be completed using Microsoft Office 2013.
- Students will take part in guided exercises both in and out of class.
- Students should read and be knowledgeable of the definition of Plagiarism found in the college catalog.
- All work submitted for grading must be the students own work or properly cited.

Attendance Policy

- Attendance is mandatory for success in this course. Therefore, the student is expected to attend all classes. Attendance will be taken at every class. Students are allowed two (2) absences for any reason, such as illness, a medical appointment, a court appearance, a family problem or sleeping late. Any absences over the excused limit and the student's final course average will be lowered three (3) points for each additional absence from class.
- If a student is absent for two (2) consecutive classes or a total of four (4) classes (including the excused absences) anytime throughout the course, an administrative withdrawal from the course will be initiated. Administrative withdrawals do not alter the student's financial obligation or remove him/her from the class list. A grade of "AF" will be assigned.
- Punctuality to class is expected. For every three (3) occurrences of tardiness to class the student will receive an official absence.
- The student is responsible for all lecture material covered during an absence

Student Evaluation and Grading

Homework

1-> End of Chapter Quizzes (13)15%

- You will be allowed to take each quiz three times (the goal is for you to learn the material). Only the highest score is recorded as your grade.
- See last section of syllabus for further explanation on End of Chapter quizzes.

2-> Simulation Trainings (12) / Skill-Based Exams (4) -> Simulation (total 16) ...20%

- "Simulation Trainings" and "Skill-Based Exam" are simulation of the Microsoft Office 2013 environment. There are Training simulations in all chapters you have unlimited access to these and although they provide "Learning Aides" your completed highest grade will be counted toward your final grade. There are "Exam" simulations for the first four chapters. You are allowed to take the Exam simulations 3 times. Only the highest score is recorded as your grade.
- See last section of syllabus for further explanation on Simulation Homework

3-> Grader Assessment Projects (13) 40%

- The files are downloaded from and submitted in myitlab in each individual chapter. These projects are completed in the real (not a simulation) application. They are submitted and graded in myitlab. You are allowed to submit these twice – your grade will be an average of your two submissions. *If you are sharing a computer with another student be certain to create your own labeled folder to store all your own Graders – submitting another student's work or the files they downloaded, even if "by accident" has [harsh penalties](#). These file are downloaded with many "markers" to determine if they belong to you – do not copy & paste any part of another student's file into yours!*
- See last section of syllabus for further explanation on Grader Assessment Projects.

Tests

- Capstone Grader Exam Covering chapters 1-4 10%
- Capstone Grader Exam Covering chapter 5-12 10%

Communications5%

- Submitting work and returning emails in a timely manner
- ALL EMAILS SHOULD HAVE A SUBJECT LINE OF -> **BUSN 151**
- Communicating clearly and accurately
 - Clearly identify who you are with all sent emails – I teach more than one class

- be sure that messages you send display your name
- If your actual email address states anything that is possibly inappropriate – GET A NEW EMAIL ADDRESS TO USE WITH YOUR PROFESSORS AND INSTRUCTORS – academic (and business) communications are not the place to proclaim your fondness for alcohol or drugs or any other possibly offensive behavior. Even if your email identifies you as a fan of a particular sports team – save that address for your friends and family
- Clearly identify any problem you are having – chapter number, page number, direction number, figure in the textbook or what paragraph or cell you are referring to. Do not assume I will know what you mean without guiding me to the area you are unsure of.
- Last but certainly not least SPELL CHECK your correspondence.

Grade Scale

Description	Letter Grade	Equivalent	Grade Points
Excellent	A	93-100	4.00
	A-	90-92	3.67
Good	B+	87-89	3.33
	B	83-86	3.00
	B-	80-82	2.67
Satisfactory	C+	77-79	2.33
	C	73-76	2.00
	C-	70-72	1.67
Unsatisfactory	D+	67-69	1.33
	D	60-66	1.00
Failure	F	0-59	0.00

Text, Tools and / or Supplies

Exploring Microsoft Office 365 Excel 2019, Comprehensive by Poatsy, Mulbery, and Davidson, © 2020 by Pearson Education, Inc., Prentice Hall 9780135452752

USB Flash drive

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request

accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a \$20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Per page costs are as follows:

- 8.5"x11" black and white: \$0.10 per page
- 8.5"x11" color: \$0.50 per page
- 8.5"x14" and 11"x17" black and white: \$0.20 per page
- 8.5"x14" and 11"x17" color: \$1.00 per page

Duplex (two-sided) pages are discounted 50% from the listed page costs.

Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right corner of the screen while logged in to an SMCC computer.

More information about the Pay-for-Print Policy is available on the IT Help tab on MySMCC.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to

attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.