

Pearson Course Code
nightingale37464



South Portland, Maine 04106
Academic Department

Title: Spreadsheet Applications

Catalog Number: CMPT 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

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 with Due Dates

Week	Topics	Due Date
January 16	Introduction to the Course - Navigating in Myitlab	None
January 23	<i>Chapter 1 - Introduction to Excel</i> End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	February 2
January 30	<i>Chapter 2 – Formulas and Functions</i> End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	February 9
February 6	<i>Chapter 3 - Charts</i> End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	February 16
February 13	<i>Chapter 4 – Datasets and Tables</i> End of Chapter Quiz Simulation Training & Skill-Based Exam Grader Project Assessment	February 23
February 20	Capstone Grader Exam on Chapter 1 - 4	March 2
February 27	<i>Chapter 5 – Subtotals, PivotTables, and PivotCharts</i> End of Chapter Quiz Simulation Training Grader Project Assessment	March 9
March 6	<i>Chapter 6 - What-If Analysis</i> End of Chapter Quiz Simulation Training Grader Project Assessment	March 23

Week	Topics	Due Date
March 13	*No Class – Spring Break	None
March 20	<i>Chapter 7 - Specialized Functions</i> End of Chapter Quiz Simulation Training Grader Project Assessment	March 30
March 27	<i>Chapter 8 – Statistical Functions</i> End of Chapter Quiz Simulation Training Grader Project Assessment	April 6
April 3	<i>Chapter 9 – Multiple-Sheet Workbook Management</i> End of Chapter Quiz Simulation Training Grader Project Assessment	April 13
April 10	<i>Chapter 10 – Imports, XML, and Power Add-Ins</i> End of Chapter Quiz Simulation Training Grader Project Assessment	April 20
April 17	<i>Chapter 11 – Collaboration and Workbook Distribution</i> End of Chapter Quiz Simulation Training Grader Project Assessment	April 27
April 24	<i>Chapter 12 – Templates, Styles, and Macros</i> End of Chapter Quiz Simulation Training Grader Project Assessment	May 4
May 1	Final Capstone Grader Exam	May 11

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 2016.
- 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%

Communications 5%

- Submitting work and returning emails in a timely manner
- ALL EMAILS SHOULD HAVE A SUBJECT LINE OF -> **CMPT 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 Excel 2016, Comprehensive by Poatsy, Mulbery, and Davidson, © 2017 by Pearson Education, Inc., Prentice Hall 9780134479446

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

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

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, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct