OFT 160
Introduction to Spreadsheets
Online

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Office: FOH Room 205
Office hours: Monday: 2:30 – 4:00
Tuesday: 4:00 pm – 6:00 pm
Wednesday: 2:30 pm – 3:00 pm
Thursday 5:00 pm – 6:00 pm

Email Protocol: Please use the email tool in Blackboard™. If you choose to contact me via Wor-Wic email, please begin the subject line with OFT 160. I receive a number of emails each day and this will help me to locate emails from you more readily.

COURSE DESCRIPTION: This course covers spreadsheet development, including creating, editing, formatting worksheets and charts, creating and working with formulas, collaborating and securing data, and integrating worksheet data with various programs and the World Wide Web. Three lecture hours per week. Prerequisites: MTH 092 or an acceptable mathematics diagnostic score. Laboratory fee: $15. Usually offered in the fall and spring.

Text/Materials:


Software: Microsoft Windows XP or higher, Microsoft Excel 2013, and Internet Explorer will be used. You will also need Word, PowerPoint and Access 2013 (or make arrangements to use Wor-Wic Computer Labs).

Handouts/Projects Files: Additional handouts/files may be required. Instructor will provide information on obtaining this material.

Removable storage disk

Blackboard is being used for all course interactions. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply).

Please follow these directions to access course syllabi and any other materials posted for this course:
Login Information (you can also log in from your myworwic portal)
1. From Wor-Wic home page, point to "Quick Links" (top-right) and click the "Blackboard Login" link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password). Don’t know your user ID or password? Contact Student Services

EVALUATION AND GRADING:

Graded Assignments = 30%
Discussions = 10%
Electronic Media Assignment = 10%
Projects/Exams = 30%
Comprehensive Final Exam = 20%

Grading Scale

- >= 89.5 = A
- < 89.5% and >= 79.5% = B
- < 79.5% and >= 69.5% = C
- <69.5% and >= 59.5% = D
- Less than 59.5% = F

COURSE OBJECTIVES:

Upon successful completion of the course students will be able to:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate and complete file management tasks using a Windows Operating System GEO 7</td>
<td>a) Perform basic operating system and file management operations</td>
<td>• Class and Graded Assignments</td>
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<tr>
<td></td>
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<td>• Exam</td>
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<td>• Final exam</td>
</tr>
<tr>
<td>2. Apply workbook formatting for managing and sharing Worksheets and Workbooks including collaboration and security features GEO 4, 7</td>
<td>a) Navigate within and between worksheets</td>
<td>• Class and Graded Assignments</td>
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<td>b) Preview and print a worksheet or workbook.</td>
<td>• Exam</td>
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<td></td>
<td>c) Personalize environment by using Backstage.</td>
<td>• Final exam</td>
</tr>
<tr>
<td></td>
<td>d) Share spreadsheets by using Backstage.</td>
<td></td>
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<tr>
<td></td>
<td>e) Manage comments.</td>
<td></td>
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<tr>
<td></td>
<td>f) Create and format worksheets.</td>
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<tr>
<td></td>
<td>g) Manipulate window views.</td>
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<tr>
<td></td>
<td>h) Manipulate workbook views.</td>
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<tr>
<td></td>
<td>i) Ensure data integrity</td>
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<td></td>
<td>j) Manage changes to workbooks</td>
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<td></td>
<td>k) Protect and share workbooks</td>
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<td></td>
<td>l) Prepare workbooks for distribution</td>
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<tr>
<td>3. Create and format Cell Data and Worksheets GEO 1, 3, 7</td>
<td>a) Construct cell data</td>
<td>• Class and Graded Assignments</td>
</tr>
<tr>
<td></td>
<td>b) Apply AutoFill.</td>
<td>• Exam</td>
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<tr>
<td></td>
<td>c) Apply and manipulate hyperlinks</td>
<td>• Final exam</td>
</tr>
<tr>
<td></td>
<td>d) Apply and modify cell formats.</td>
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<tr>
<td></td>
<td>e) Merge or split cells.</td>
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<tr>
<td></td>
<td>f) Create row and column titles.</td>
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<tr>
<td></td>
<td>g) Hide and unhide rows and columns</td>
<td></td>
</tr>
</tbody>
</table>
| 4. Apply Formulas and Functions  
*GEO 2,3,4,7* | h) Manipulate Page Setup options for worksheets.  
i) Create and apply cell styles.  
\[\begin{aligned}
&\text{a)} \text{ Enter and edit Excel formulas and functions Enforce precedence.} \\
&\text{b)} \text{ Use copy and paste and apply paste options} \\
&\text{c)} \text{ Calculate totals with AutoSum} \\
&\text{d)} \text{ Summarize data using formulas and subtotals} \\
&\text{e)} \text{ Apply cell references in formulas.} \\
&\text{f)} \text{ Apply conditional logic in a formula.} \\
&\text{g)} \text{ Apply named ranges in formulas.} \\
&\text{h)} \text{ Apply cell ranges in formulas.} \\
&\text{i)} \text{ Apply Financial functions} \\
&\text{j)} \text{ Apply Logical functions} \\
&\text{k)} \text{ Apply Date and Time functions} \\
&\text{l)} \text{ Use conditional logic in a formula} \\
&\text{m)} \text{ Look up data by using a formula} \\
&\text{n)} \text{ Check formulas for errors}
\end{aligned}\] | •Class and Graded Assignments  
•Exam  
•Final exam  

| 5. Present Data Visually  
*GEO 1,2,7* | a) Create charts based on worksheet data.  
b) Enhance charts  
c) Print charts  
d) Apply and manipulate illustrations.  
e) Create and modify images by using the Image Editor.  
f) Apply Sparklines.  
\[\begin{aligned}
&\text{g)} \text{ Create a pivot table report} \\
&\text{f)} \text{ Filter and Sort PivotTable Data} \\
&\text{g)} \text{ Update a PivotTable report} \\
&\text{h)} \text{ Create a PivotChart report} \\
\end{aligned}\] | •Class and Graded Assignments  
•Exam  
•Final exam  

| 6. Analyze and Organize Data using Tables and PivotTables  
*GEO 2, 3,7* | a) Create tables  
b) Filter data.  
c) Sort data.  
d) Apply conditional formatting.  
e) Create a pivot table report  
f) Filter and Sort PivotTable Data  
g) Update a PivotTable report  
h) Create a PivotChart report  
\[\begin{aligned}
&\text{g)} \text{ Create a pivot table report} \\
&\text{f)} \text{ Filter and Sort PivotTable Data} \\
&\text{g)} \text{ Update a PivotTable report} \\
&\text{h)} \text{ Create a PivotChart report} \\
\end{aligned}\] | •Class and Graded Assignments  
•Exam  
•Final exam

**Recommended Materials and Prerequisite Skills:**

1. A personal computer: Pentium-based processor and Windows XP or greater with a printer and a modem.
2. Microsoft Excel 2013
3. Microsoft Office 2000 Word or higher (not Microsoft Works).
4. Microsoft PowerPoint and Access also recommended
5. Internet access.
6. Microsoft Internet Explorer 7.0 or greater.
7. Basic knowledge of the Internet and computers.
8. Know how to send and receive attachments through e-mail.
9. Able to work independently and motivated to complete assignments on a timely basis.

(If students do not have these materials available at home, they are available in the open Computer Lab, or the Media Centers in any of the academic buildings)

CLASS GUIDELINES:

Orientations:

If you are new to online learning, you can review the Distance Education Online orientation and the Blackboard Student Tutorial at:

http://www.worwic.edu/Academics/DistanceEducation/OnlineOrientation/Introduction.aspx (Go to www.worwic.edu click Academic and click Distance Education Orientation)

http://www.worwic.edu/Academics/DistanceEducation/StudentTutorial/ (Go to www.worwic.edu click Academic click Blackboard Student Tutorial)

Additionally, Orientation Materials are provided within the course to assist in learning to use Blackboard™ and the SAM assessment tools as well as expectations of the course.

Communication With Your Instructor:

If you have any questions about the course, assignments or examinations, please email me through the BlackBoard™ course email. Unless an emergency arises, I will respond to your email within 48 hours. I will check my BlackBoard™ messages every day sometime between 9 and 11 am. I typically check the Raise your Hand discussion forum first for any generic questions students may have.

Technical Help and Distance Education Information

For technical help and distance education information, please refer to Wor-Wic’s Credit Distance Education web page at:

http://www.worwic.edu/Academics/DistanceEducation/DistanceEducationOrientation.aspx
Class Guidelines – Participation and Online Attendance:

The semester begins, January 13. Class assignments, discussion postings, quizzes and exams must be completed on the week that they are due by 11:59 p.m. each Monday. The new week’s assignments will begin each Tuesday at 12:00 a.m. (unless otherwise noted).

This class is a combination of text material, SAM Assignment, projects, examinations and participation in class discussions. Material is presented through the textbook and BlackBoard.

The class is both our class and your class. Your participation is needed by the class. The synergy of students creates an online community and makes the class better. Active participation is expected and is considered in the final grade of each student.

Please remember that technology is not always reliable. Count on problems with computers and connections to the Internet and plan your assignments and exams accordingly. Notify me immediately if there are any technology issues that arise. I can’t help if I don’t know, although chronic technology issues indicate a failure to provide adequately for the course requirements.

Student Responsibility

Students are responsible for the work assigned according to the assignment schedule. They are also responsible for completing their own work and making use of supplemental resources to enhance their understanding.

Extra Credit

Extra credit work may be provided after the first exam. No individual extra credit work will be available.

Graded Assignments

Units in the book must be completed before beginning the graded assignments. All previously assigned work must be posted as indicated in the Assignment Schedule. No assignments will be completed during class time unless indicated by the instructor.

All late assignments must be turned in within one week of the assigned due date. All late assignments will be reduced by 10% for the first day it is late and 50% thereafter. No late assignments will be accepted final exam week.

Weekly Assignments: Course Objectives 1-10 (30% of cumulative grade)

Each week, students will be required to submit assignments taken from the textbook and through the SAM assessment tool to show understanding of the materials covered in that week’s lesson.

Electronic Media Assignment: Course Objectives 1-10 (10% of cumulative grade)

Writing Across the curriculum

Students will be required to complete 1 research paper. This paper must be at least 2 pages
long, use at least 2 internet sources, and have proper APA formatting. This assignment will help the student identify ways in which spreadsheets are used in business. Further instructions will be given when assigned.

_Assistance:_

Writing conferences are held in AAB 216. To sign up for a writing conference appointment access Wor-Wic’s website and complete the following:

Click on Quick Links; Click on Learning Resources; Click on Writing Conferences; Key in your Blackboard username and password to gain access to the site; Register for an appointment.

_Procedure for turning in assignments:_

Assignments should be named as indicated and proofread carefully. Electronically generated assignments are to be submitted via the link in the class Blackboard™ interface. Assignments that are not submitted properly will have 50% deducted from the grade.

Interim Exams/Projects: _Course Objectives 1- 10 (30% of cumulative grade)_

There are 3 interim projects/exams covering material from units in the book. The projects will test skills learned during the previous weeks. Study guides will be provided. Exams must be taken on campus in the Testing Center (BH 226) unless other arrangements are made at the beginning of the semester for alternate proctored location.

Final Exam/Project: _Course Objectives 1- 10 (20% of cumulative grade)_

The Final Exam/Project will test skills learned during the course. A study guide will be provided. Exams must be taken on campus in the Testing Center (BH 226) unless other arrangements are made at the beginning of the semester for alternate proctored location.

<table>
<thead>
<tr>
<th>Week</th>
<th>Weekly Topics*</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation&lt;br&gt;Windows: Unit A Getting Started with Windows&lt;br&gt;Windows: Unit B Understanding file management&lt;br&gt;Office 2013: Getting Started with Microsoft Office 2007&lt;br&gt;EMA Assignment Overview: Due 11/16</td>
<td>1/16</td>
</tr>
<tr>
<td>1</td>
<td>Excel Unit A: Getting Started with Excel 2013</td>
<td>1/23</td>
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<tr>
<td>2</td>
<td>Excel Unit B: Working with Formulas and Functions</td>
<td>1/30</td>
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<tr>
<td>3</td>
<td>Excel Unit C: Formatting a Worksheet</td>
<td>2/6</td>
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<tr>
<td>Week</td>
<td>Weekly Topics*</td>
<td>Due date</td>
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<tr>
<td>4</td>
<td>Excel Unit D: Working with Charts</td>
<td>2/13</td>
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<td>5</td>
<td>Exam Project 1 – SAM projects (Units A – D) taken in Testing Center Microsoft Tutorial discussion</td>
<td>2/20</td>
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<tr>
<td>6</td>
<td>Excel Unit E: Analyzing Data using Formulas</td>
<td>2/27</td>
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<tr>
<td>7</td>
<td>Excel Unit F: Managing Workbook Data Excel Unit G: Using Tables Excel</td>
<td>3/13</td>
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<tr>
<td>8</td>
<td>Unit H: Analyzing Table Data</td>
<td>3/20</td>
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<tr>
<td>9</td>
<td>EMA Assignment due Exam Project 2 – Taken in Testing Center Excel Unit J: Enhancing Charts</td>
<td>3/27</td>
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<tr>
<td>10</td>
<td>Excel Unit K: Using What-If Analysis (First 5 sections) Excel Unit L: Analyzing Data with PivotTables Creating Macros</td>
<td>4/3</td>
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<tr>
<td>11</td>
<td>Excel Unit M: Exchanging Data with Other Programs Using Excel for Merging</td>
<td>4/10</td>
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<tr>
<td>12</td>
<td>Excel Unit N: Sharing Excel Files and Incorporating Web Information Excel Unit O: Customizing Excel and Advanced Worksheet Management</td>
<td>4/17</td>
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<tr>
<td>13</td>
<td>Exam Project 3 (take home)</td>
<td>4/20 THURSDAY!!</td>
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<tr>
<td></td>
<td>Final Exam – Taken in Testing Center</td>
<td>4/25-5/1</td>
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</tbody>
</table>

*GEO 8 on a continuous basis

Other dates to remember:

- Class Session: January 13 – April 24
- Add period ends: January 24
- Drop period ends: February 7
- Withdrawal Period ends: March 29
- Final Exams – April 25 – May 1
**Wor-Wic Community College Institutional Policies**

**ACADEMIC HONESTY POLICY:** (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

**EMERGENCY INFORMATION STATEMENT:**
In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

**ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:**
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

**SERVICES for STUDENTS with DISABILITIES**
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

**SEXUAL VIOLENCE DISCLOSURES**
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: [http://www.worwic.edu/Administration/PublicSafety.aspx](http://www.worwic.edu/Administration/PublicSafety.aspx).