

Course Syllabus

Department : Office Systems
Course Title : Spreadsheet
Section Name : POFI_1449
Start Date : 08/22/2011
End Date : 12/09/2011
Modality : ONLINE
Credits : 4

Instructor Information

Name : Sharman Adkins
OC Email : sadkins@odessa.edu
OC Phone # : (432) 335-6468

Office Hours: MW 8:30-10:00 am, 11:20-1:20
TTH 8:30-9:30 am, 12:20-12:50 pm
Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

In-depth coverage in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features and graphics. Lab fee required.

Prerequisites/Corequisites

Prerequisite: POFT 1429; and COREQUISITE: POFT 1425 or approval of instructor.

Scans

(2,3,6,9)

Course Objectives

1. *Create documents following directions in manuals. (4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. *Proofread documents. (2)
4. Verify calculations made by others. (3)
5. *Interpret written information in prose. (6)
6. Demonstrate competency in reading and performing assignments. (2)
7. *Create documents to format worksheet/database. (6)
8. Demonstrate ability to perform basic calculations. (3)
9. Approach practical problems by choosing appropriate math techniques.
10. Apply principles to similar problem-solving situations.(9)
11. *Organize and maintain information. (6)
12. Demonstrate ability to use computers to process information. (9)
13. *Apply spreadsheet knowledge to create, edit, process graphs, and print reports. (3)
14. *Use efficient learning techniques to acquire and apply new knowledge and skills. (3)
15. *Perform basic math calculations to write formulas for spreadsheet/database. (6)
16. Demonstrate mastery of basic formulas. (3)
17. Set column widths, format, global format, repeat, characters, copy data. (2)
18. Demonstrate mastery of advanced functions, ranges, @formulas, templates, tables, macros. (3)
19. *Create, edit, sort, and extract data records and fields. (6)
20. Demonstrate ability to perform cursor movements quickly. (6)
21. Enter labels and values. (6)
22. Correct errors. (2)
23. Save and print document. (6)
24. Insert/delete columns and rows. (2)
25. Learn parts of worksheet.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communications, Technological Literacy and/or Critical Thinking)

Required Materials

Microsoft Excel 2010 Illustrated Complete, Reding and Wermers. Course Technology CENGAGE Learning publisher. ISBN 978-0-838-74713-4

Bundled w/ Microsoft Excel 2010 software and BB course cartridge access code

USB drive for external storage

Must have a good/dependable internet connection.

Assignments

All DUE Sept. 14, 11:55 pm	Unit A-Windows 7 Unit B-File Management Windows 7—Topic Rev. Questions Unit A-Office 2010—Topic Review Questions (TRQ) Unit A-Word 2010—TRQ, Ind. Challenge 1, Real Life Chall. Unit B--- TRQ, Ind. Challenge 1, Ind. Challenge 2 Unit C— TRQ, Inc. Challenges 1 and 3 Unit D— TRQ, Ind. Challenge 1 and Ind. Challenge 2	Windows 7, File Mgt, Formulas and Functions, Charts, Formatting,
Sept. 14-15	UNIT 1 TEST	
All DUE Oct. 11, 11:55 pm	Unit E— TRQ, Skills Review and Ind. Challenge 1 Unit F— TRQ, Ind. Challenge 2 Unit G— TRQ, Ind. Challenge 1 and 2 Unit H— TRQ, Ind. Challenge 1 and 2	Analyzing Data in Formulas, Managing Workbook data, Managing Data in Tables, Analyzing Table Data
Oct. 11-12	UNIT 2 TEST	
All DUE Nov. 3 11:55 pm	Unit I— TRQ, Skills Review and Ind. Challenge 1 Unit J— TRQ, Skills Review and Ind. Challenge 2 Unit K— TRQ, Skills Review and Ind. Challenge 1 Unit L— TRQ, Skills Review and Ind. Challenge 1	Automating Tasks, Enhancing Charts, What-If Analysis, Pivot Tables, Exchanging Data w/ other programs
Nov. 3-4	UNIT 3 TEST	
Nov. 29 11:55 pm	Unit M— TRQ, Skills Review and Ind. Challenge 3 Unit N— TRQ, Skills Review and Ind. Challenge 1 Unit O— TRQ, Skills Review, Real Life Ind. Challenge Web Apps Optional project	Sharing Excel Files, Incorporating Web Info, Customizing Excel
TBA	FINAL EXAM	

Grading Policy

Grades are posted in Blackboard after I have graded them. You can access the graded assignments in the GRADES module of Blackboard by clicking on the grade and entering the link. You will see assignments that I have put comments on listed files. Download the files and open them in EXCEL on your computer to view the comments.

METHOD OF EVALUATION:

Homework = 50%

Tests=50%

NO LATE WORK ACCEPTED. NO MAKE-UP EXAMS GIVEN.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

You may also get help with Blackboard through the LRC. There are labs available there if you need to use them when the labs are closed in Sedate Hall.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

*Student are responsible for checking for changes frequently as this syllabus may be updated often, as needed.