

CASPER COLLEGE COURSE SYLLABUS
CMAP 1750: Spreadsheet Applications I

Semester/Year: Fall, 2015		
Lecture Hours: .5	Lab Hours: 1	Credit Hours: 1
Class Time: Flex Lab hours	Days: M-Fri, Saturdays	Room: BU 404
Instructor's Name: Lydia Whitten	Office Hours: Flex Lab hours or by appointment	
Office Phone: 268-2523	Email: lwhitten@caspercollege.edu	

Course Description: Designed to integrate information processing and spreadsheet problems and to create applications for the modern business environment. Extra laboratory work may be required.

Goal: After successfully completing this course, students will demonstrate the ability to develop accurate, readable worksheets for a variety of business applications using critical thinking skills to independently design and create fundamental worksheets in Excel.

Outcomes: Successful completion of this course will enable students to:

- Design, create, edit, format, and print worksheets
- Navigate between worksheets
- Work with cell ranges
- Create conditional formats and print titles
- Create, format, and print charts based on worksheet data
- Build fundamental formulas and functions into a worksheet
- Use statistical functions to enhance data representation
- Add or delete rows and columns in a worksheet
- Add or delete worksheets in a workbook
- Become familiar with new software features
- Solve problems using critical thinking and creativity

Methodology: This course is self-directed which means, students work at their own pace with an instructor present to provide guidance and answer questions. Students will attend a mandatory orientation session to receive class material and directions for successful completion of the course. Students are expected to make continual progress toward the completion of the course so that the course will be completed in a timely manner before the end of the semester. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

Evaluation Criteria: Grades will be computed on a point scale and weighted. Points will be totaled at the end of the semester and a percentage grade computed. Quizzes will be given following the completion of two tutorials and you will be expected to complete a final exam project. Your final grade will be weighted as follows:

- 35% Homework assignments
- 30% Quizzes
- 25% Final Exam/Project
- 10% Subjective Factor*

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

Grades are calculated using a grading software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. If you submit files through Moodle, your grade will be recorded in Moodle but keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. The grading scale is as follows:

- A 90-100%
- B..... 80-89%
- C..... 70-79%
- D 60-69%
- F..... 0-59%

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials:

- *New Perspectives* Microsoft® Excel 2013, Parsons, Oja, Ageloff, and Carey, DesJardins Course Technology, 2014, ISBN-13: 9781285169330
- USB drive to save your work for this class only
- Data files (available in Flex Lab or online)

Turning in Assignments. All documents that contain macros, animation, hyperlinks, etc., you should upload your files to the course web site in Moodle where you will find a link for each assignment. Your whole assignment must be complete before uploading. It is up to you to make sure all files are included. Incomplete work will result in a reduced grade.

Grading. These assignments are listed in the course content section. To get full credit on these assignments, complete the work carefully and completely. Spell-check all work and avoid grammar errors. If you are handing in a memo, it should look like it is ready to be mailed. Each assignment is worth 10-15 points. Lab assignments will be graded as follows:

10	Assignment is completed correctly, no spelling or grammar errors
8	A formatting error in the assignment OR 1-2 spelling/grammar errors
6	Formatting errors in the assignment OR 3-4 spelling/grammar errors
4	3-5 errors in the assignment OR 5-6 spelling or grammar errors
2	Assignment has numerous errors including spelling/ grammar errors
0	No work submitted or incorrect file submitted.

Class Policies:

As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. In addition, you are expected to complete all reading assignments, complete all homework assignments/projects and take all scheduled quizzes. Reading assignments should be completed at home before attempting to work on your assignments in the Flex Lab. Assignments must be completed and submitted in the

order listed on the syllabus.

Computer gaming, checking your personal e-mail and surfing the Internet are not part of this course. When you are in this classroom, you need to be working on classroom activities only. All Web/Internet browsing will be specific to the course needs. All computer activity in this room is monitored. By taking this course, students agree to have their activity monitored while working in BU 404. This includes browsing the Web.

Use of personal laptops, cell phones, MP3 players, etc. is PROHIBITED in the classroom. **STUDENTS ARE EXPECTED TO TURN OFF CELL PHONES OR SET THEM TO VIBRATE DURING CLASS TIME.** If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

An important objective of this class is to maximize each student's opportunity to learn by working quietly in class. You are required to show respect to your instructor and fellow classmates—be courteous and considerate of each other at all times. *Disrespectful or disruptive behaviors will not be tolerated.* Use of inappropriate behavior or language can result in dismissal from class.

This is a self-directed course. It is up to the students to manage their time appropriately. All course work is due before but no later than the final day of classes (December 11, 2015) DEPENDING ON YOUR START DATE.

It is not acceptable to turn in all of your work at once. Any attempt to do so will result in an F for the course. Students must work steadily on the course assignments; if no progress has been recorded for any two-three week period, the instructor has the option to DROP THE STUDENT FROM THE COURSE.

Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

TENTATIVE CLASS SCHEDULE

Week 1	Read Tutorial 1 before class Complete the chapter exercises, Review Assignment (RA) and Cases 2-3 Submit all work including chapter exercises
Week 2	Read Tutorial 2 before class Complete the chapter exercises, RA, and Cases 2-3 Complete Quiz 1 over Tutorials 1 and 2 Submit all work including chapter exercises
Week 3	Read Tutorial 3 before class Complete the chapter exercises, RA, and Cases 1 and 3 Submit all work including chapter exercises
Week 4	Finish Tutorial 4 Complete the chapter exercises, RA, and Cases 2-3 Complete Quiz 2 over Tutorials 3 and 4 Submit all work including chapter exercises
Week 5	Final exam: Production test—Students may use the textbook.

Labeling your assignments

Each assignment should include your name, the tutorial #, and the name of the assignment. **Unlabeled assignments will not be graded.**

Example: Student Name
 Tutorial 9, Case 1, Step #3

Instructor reserves the right to change any aspect of the course.

Flex Lab Hours, F15

MW: 9:00 am – 3:00 pm

TTH: 9:00 am—4:00 pm

MW: 5:30 pm – 8:00 pm

Friday 9:00 am – 3:00 pm

Saturdays 9:00-noon except Holiday

Weekends