OFFICE TECHNOLOGY 12C   SPREADSHEET PROJECTS   REEDLEY COLLEGE

QUARTER 1, SPRING 2010   T TH, 12:00 – 1:50, BUS 41   #51895: 1/11/10 TO 3/12/10

INSTRUCTOR: TONI ENSZ   OFFICE: BE 46   PHONE: 638-3641, EXT: 3785
                                                      BUS 41: 638-3641, EXT. 3335
EMAIL: toni.ensz@reedleycollege.edu
OFFICE HOURS: T TH 9:00-10:00 AND W 12:00 – 1:00 IN BUS 41 OR BY APPOINTMENT

Required Text and Supplies:

- 1 GB JUMP DRIVE (FLASH DRIVE, MEMORY STICK, USB DRIVE)
- MICROSOFT OFFICE EXCEL 2007, COMPREHENSIVE CONCEPTS AND TECHNIQUES   AUTHOR: CASHMAN

COURSE DESCRIPTION:
This course is designed to cover advanced spreadsheet operations including pivot tables, sorting and filtering lists, creating macros, linking spreadsheets, and advanced formulas and functions. Students are expected to complete computer assignments outside of class.

COURSE OUTCOMES:

A.   import and export data from a variety of applications
B.   understand and utilize templates
C.   manage multiple worksheets
D.   effectively use custom and conditional formatting
E.   manage print jobs from multiple worksheets
F.   utilize named ranges for formulas and print jobs
G   customize toolbars to meet the needs of a specific worksheet
H.   create, edit and utilize macros
I.   efficiently analyze and summarize data
J.   consolidate workbooks
K.   manage workgroup collaboration
L.   effectively use a pivot table
M.   understand What-If analysis

COURSE OBJECTIVES:
In the process of completing this course, students will:

A.   import and export data from multiple sources
B.   use templates
C.   work with multiple worksheets
D.   use custom and conditional formatting
E.   print multiple worksheets
F.   work with named ranges
G.   customize a toolbar
H.   use and create macros
I.   summarize data
J.   analyze data
K.   use workgroup collaboration
L.   use data consolidation

COURSE CONTENT:
This course consists of lectures, demonstrations, discussions, and hands-on computer applications.
There will be limited lab time available during class. Students must have access to computers outside of
class time to complete assignments.

COURSE CONTENT OUTLINE:

A.   Importing and Exporting Data
B.   Publish worksheets and workbooks to the Web
C.   Create, edit, and apply templates
D.   Create workspaces
E.   Use data consolidation
F.   Formatting Numbers
G.   Create and apply custom number formats
H.   Use conditional formats
I.   Use named ranges in formulas
J.   Customize toolbars and menus
K.   Create, edit, and run macros
L.   Use subtotals with lists and ranges
M.   Define and apply filters
N.   Add group and outline criteria to ranges
O.   Use data validation
P.   Analyzing Data
Q.   Create a Microsoft PivotTable®, Microsoft PivotChart®, and PivotTable/PivotChart Reports
R.   Forecast values with what-if analysis
S.   Create and display scenarios
T.   Modify passwords, protections, and properties
U.   Create a shared workbook
V.   Track, accept and reject changes to workbooks
W.   Merge workbooks

ATTENDANCE AND TARDIES:
- Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.

- If you decide to drop the course, **it is your responsibility** to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **Check the Schedule of Courses for the drop date.**

- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.

- In this class, you are allowed 4 absences before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non participation and 3 points for each tardy.

- Students are expected to be on time. Two tardies are considered 1 absence.

HOLIDAYS:
- Monday, January 19
- Friday, February 13
- Monday, February 16

TESTS:
- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:
- A comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: **Thursday, March 11, during class.**

GRADING:

Production Work   50%
Tests & Quizzes   25%
Class Participation 10%
Final   15%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

CELL PHONES:
Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking.

ADA
If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY
Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

Receipt and Acknowledgement of OT 12C syllabus

I, _____acknowledge the receipt of this OT 12C syllabus.
    (Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly

understand the policies regarding **Attendance**, **make-ups, cell phones,** and **Grading,** as

outlined in this document.

              Signature _____

              Id # _____

              Date _____

              Phone # _____

              Email _____