OFFICE TECHNOLOGY 12C   SPREADSHEET PROJECTS   REEDLEY COLLEGE

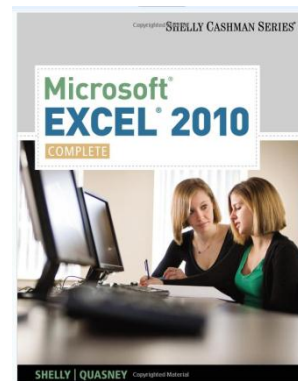|		
Quarter 2, Spring 2012	MW 1:00-2:50 in POR-5	#51674 : 3/12-5/18/12
Mrs. Pam Gilmore	Office: BUS-48A	Phone: 638-3641, Ext: 3786

Email: pam.gilmore@reedleycollege.edu

Office Hours in BE 48: Tuesdays, 12-2; Thursdays, 12-3; or by appointment

REQUIRED TEXT AND SUPPLIES:

- Jump Drive (aka USB drive, Flash drive, Thumb drive)
- Microsoft Excel 2010, Complete; Shelly Quasney; Course Technology, Cengage Learning; 2010
- ISBN-13: **978-1-4390-7901-0**
- This textbook is also used in OT12A.

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 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 Use data validation
O. Analyzing Data
P. Create a Microsoft PivotTable®, Microsoft PivotChart®, and PivotTable/PivotChart Reports
Q. Forecast values with what-if analysis
R. Create and display scenarios
S. Modify passwords, protections, and properties
T. Create a shared workbook
U. Track, accept and reject changes to workbooks
V. Merge workbooks

ATTENDANCE:

Students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent does not excuse you but is considered a professional courtesy. Students leaving class before the end of class will be counted as being absent and will lose attendance points. Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. One participation point per day is earned in this course for class participation. If you do not attend class, you cannot earn the participation point for the day. 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.

STUDENTS WILL BE DROPPED FROM THIS COURSE ON THE 3RD CONSECUTIVE ABSENCE OR ON THE 4TH NON-CONSECUTIVE ABSENCE PRIOR TO THE DROP DEADLINE.

HOLIDAYS: Easter Break, 4/2-6/12

DROP DEADLINE: TBA

CLASS PARTICIPATION

This course requires class participation. Participation points will be earned on a daily basis. There are no bad questions unless they are intended to disrupt the learning process. You may not work on homework during class. You may not study for another class, sleep, or read a book during class. CELL PHONES AND PAGERS ARE TO BE IN SILENT-MODE. (See note regarding POP Quizzes.) CELL PHONES MUST REMAIN OUT OF SITE DURING CLASS. Participation points will be lost if a student's cell phone is within view.

TARDIES:

Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. Two tardies results in a loss of 1 participation point.

LAB ASSIGNMENTS:

You will be building a lab packet as you continue in this course. Please keep all lab assignments in a neat and orderly fashion until they are due. Assignments are to be printed out as well as saved on your disk. I reserve the right to examine your work as it is saved on your disk. . *If your assignment is not saved on your jump drive and available for my review, credit will not be earned for the assignment.* Plagiarism (copying) will NOT be tolerated. Please see the Reedley College Student Handbook for further discussion regarding plagiarism. Being absent the day an assignment is due does not excuse you. Late assignments will not be accepted. You must contact me if you are absent.

QUIZZES:

Quizzes may be announced. There are no makeup's for missed quizzes. POP Quizzes will be given each time a cell phone is activated or a text message is sent or received during class.

TESTS:

There are no makeup's 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 two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: Wednesday, 5/16, 1:00-2:50.

PARTICIPATION:

Students are required to participate in all class discussions and activities. Participation Points are earned in this course. You may not start the homework during class. You may not study for another class, sleep, read a book or access the Internet during class.

GRADING:

- *QUIZZES & CLASS PARTICIPATION:*   *10%*
- *LAB ASSIGNMENTS:*   *30%*
- *TESTS:*   *60%*

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

WEB ADDRESS TO ACCESS YOUR PROGRESS GRADES:

http://sc.webgrade.classmanager.com/reedleycollege/
Your User ID is the same as your Reedley College Student ID.
I will email you your password at the end of week 2.

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.