

Quarter 1, Spring 2016

TTh 9:00-10:50 in CTL-1

#51351 : 1/11/16-3/11/16

Mrs. Pam Gilmore

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BUS-48B OFFICE HOURS: TUESDAYS, 11-1; WEDNESDAYS, 1-2; OR BY APPOINTMENT

REQUIRED TEXT AND SUPPLIES:

- USB Drive (aka Jump drive, Flash drive, Thumb drive)
- Microsoft Excel 2013 Comprehensive. Freund. ISBN 978-1-2851-6843-2. Copyright 14. Publisher Cengage. Binding Paperback [RC Bookstore \$104.25]
- This textbook is also used in OT12C.
- The textbook is required. If the textbook is not acquired by the end of the second week of instruction, the student will be dropped.

COURSE DESCRIPTION:

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Excel spreadsheets. Topics will include creating and formatting worksheets, using formulas and functions, and creating graphs.

COURSE OUTCOMES:

Upon successful completion of this course, students will be able to:

- A. create an original worksheet.
- B. open and edit an existing worksheet.
- C. apply appropriate formats to a worksheet.
- D. save and print worksheets.
- E. utilize the graph feature appropriately.
- F. correctly choose and utilize formulas and functions.

ATTENDANCE:

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. 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 and will be noted in your attendance record. Students leaving class before the end of class will be recorded as absent. 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. 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.

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 result in a loss of one participation point.

HOLIDAYS:

- Martin Luther King, Jr. Day, Monday, 1/18
- Lincoln Day, Friday, 2/12
- Washington Day, Monday, 2/15

DROP DEADLINE: 2/9/16

CLASS PARTICIPATION

Students are required to participate in all class discussions and activities. Participation points are earned in this class. You may not start the homework during class or work on lab assignments during lecture. You may not study for another class, sleep, surf the Internet, or read a book during class. Social networking apps must be turned off during class, not simply minimized. Headphones/ear buds are not to be used during lecture or exams. Hats and hoodies are not allowed to be worn inside my classes. Cleavage and underwear must be hidden in my classes.

LAB ASSIGNMENTS:

You will be building lab packets by chapter 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. Do not share your work with others. If you allow others to copy your work, both you and the others will receive ZEROs on the assignment. 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. NO EXCEPTIONS! POP quizzes will be given each time a cell phone is activated or a text message is sent or received during class. Cell phones must be out of sight during class. If a cell phone is observed out on your desk or in your lap, a pop quiz will be administered to the entire 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. As expected by your employer, you must telephone me to discuss a specific situation. Unlike your employer, I do accept and encourage email notifications since I am rarely in my office to receive your phone calls.

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, March 9, 9-10:50.

GRADING:

- *QUIZZES & CLASS PARTICIPATION:* 10%
- *LAB ASSIGNMENTS:* 20%
- *TESTS:* 70%

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

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.