

Quarter 2, Spring 2019  
Mrs. Pam Gilmore

MW 1-2:50 in CTL-1  
Office: BUS-48B

#51689: 3/18/19-5/24/19  
Phone: 638-0300, Ext: 3786

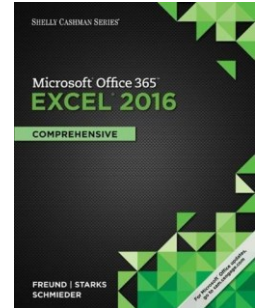
Email: Use CANVAS INBOX or your school email to [pam.gilmore@reedleycollege.edu](mailto:pam.gilmore@reedleycollege.edu)

#### OFFICE HOURS:

Mondays-Thursdays, 12-1 in BE-48B and Fridays, 10-11 online; Or by Appointment

#### REQUIRED TEXT AND SUPPLIES:

- USB Drive (aka Jump drive, Flash drive, Thumb drive)
- Microsoft Excel 2016 Comprehensive. Freund. ISBN 9781305870727; Copyright 17. Publisher Cengage. Binding Paperback [RC Bookstore \$217.35]
- This textbook is the same one used in OT12A.
- 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 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:

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

- |  |  |
|--|--|
| A. import and export data from a variety of applications | E. create, edit and utilize macros             |
| B. utilize templates                                     | F. manage workgroup collaboration              |
| C. manage multiple worksheets                            | G. effectively use a pivot table               |
| D. effectively use custom and conditional formatting     | H. effectively use What-If analysis techniques |
|  | I. sort and filter lists                       |

#### COURSE OBJECTIVES:

In the process of completing this course, students will:

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

## 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:

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 3<sup>RD</sup> CONSECUTIVE  
ABSENCE OR ON THE 4<sup>TH</sup> 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: EASTER, APRIL 15-19

DROP DEADLINE: MONDAY, APRIL 22

## 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. 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: **Monday, May 20, 1-2:50 pm.**

### 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.

