SPRING 2022: ONLINE
#52546: 3/14/22 – 5/20/22
TUESDAYS, 10:00 – 11:50 A.M., ZOOM
(ADDITIONAL HOURS ONLINE – TBA)

INSTRUCTOR: TIFFANY DIX

COMMUNICATION POLICY

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: tiffany.dix@reedleycollege.edu
Please remember to include your full name, course, and any other pertinent information. I will try my best to respond within 24 hours.
(NOTE: Regular Business Hours are Monday through Friday, 9am - 5pm)

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, please call: **(559) 462-0234**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.
(Same 24hr. response time applies to phone messages)

Office Hours: I will be available to meet with students one-on-one daily as follows:
> **Monday through Friday, 9-10am, Virtual via Zoom**
> *(Meeting link & password will be posted in Canvas 'Announcements')*

REQUIRED TEXT AND SUPPLIES

❖ MICROSOFT EXCEL 2016 COMPREHENSIVE. FREUND. ISBN 9781305870727; COPYRIGHT 17. PUBLISHER CENGAGE. BINDING PAPERBACK
  • THIS TEXTBOOK IS THE SAME ONE USED IN OT12A.
❖ USB DRIVE *(AKA FLASH DRIVE, JUMP DRIVE, MEMORY STICK)*

*IMPORTANT NOTE: Each student is required to have his or her own textbook. You will not be allowed to work from copies or share with another student. 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:
- ✓ import and export data from a variety of applications
- ✓ utilize templates
- ✓ manage multiple worksheets
- ✓ effectively use custom and conditional formatting
- ✓ create, edit and utilize macros
- ✓ manage workgroup collaboration
- ✓ effectively use a pivot table
- ✓ effectively use What-If analysis techniques
- ✓ sort and filter lists

COURSE OBJECTIVES

IN THE PROCESS OF COMPLETING THIS COURSE, STUDENTS WILL:

1. import and export data from multiple sources
2. use templates
3. work with multiple worksheets
4. use custom and conditional formatting
5. print multiple worksheets
6. work with named ranges
7. customize a toolbar
8. use and create macros
9. summarize data
10. analyze data
11. use workgroup collaboration
12. use data consolidation
13. sort and filter lists

COURSE CONTENT OUTLINE

1. Importing and Exporting Data
2. Publish worksheets and workbooks to the Web
3. Create, edit, and apply templates
4. Create workspaces
5. Use data consolidation
6. Formatting Numbers
7. Create and apply custom number formats
8. Use conditional formats
9. Use named ranges in formulas
10. Customize toolbars and menus
11. Create, edit, and run macros
12. Use subtotals with lists and ranges
13. Define and apply filters
14. Add group and outline criteria to ranges
15. Use data validation
16. Analyzing Data
17. Create a Microsoft PivotTable®, Microsoft PivotChart®, and PivotTable/PivotChart Reports
18. Forecast values with what-if analysis
19. Create and display scenarios
20. Modify passwords, protections, and properties
21. Create a shared workbook
22. Track, accept and reject changes to workbooks
23. Merge workbooks

PARTICIPATION / ATTENDANCE

Participation is KEY in an online learning environment! As such, your participation score will be based on several factors, including weekly class meetings, discussion board responses, homework and test submissions.

- Students will be dropped from this course as a "no-show" if they do not attend the initial mandatory face-to-face meeting on Tuesday, March 15th.
- If you decide to drop the course at any time throughout the semester, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a failing grade.

Tuesday, April 19th is the final drop date for this course!

LATE WORK / TESTS

It is very important that you pay close attention to all posted due dates as I do not allow late work of any kind. There are no make-ups for missed assignments, tests or quizzes. However, if you foresee an unavoidable situation on an upcoming test date, you may arrange to take the test early. Please contact me to discuss your specific situation.

HOLIDAYS

- Monday – Friday, April 11th through 15th – Spring Break

FINAL EXAM

A comprehensive final exam will be given at the end of the quarter.
Final Exam Date:
TBA

GRADING

✓ *PARTICIPATION:*　　*20%*
✓ *QUIZZES:*　　　　　*20%*
✓ *LAB PROJECTS:*　　*50%*
✓ *FINAL EXAM:*　　　*10%*

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

ACCESSING YOUR PROGRESS GRADES:

Progress grades will be available via Canvas throughout the semester.

ADA COMPLIANCE

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.

❖ If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. *Cheating, in this class, is handing in the same assignment as another student as if it was your own.*

❖ 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.

IMPORTANT! PLEASE READ:
Syllabus Receipt and Acknowledgment

Please submit response via Canvas *(syllabus assignment)* acknowledging that you have read and understand the entire course syllabus.