Course Title: Spreadsheets	**Course Number:** IT102-5	**Effective Date:** 04/17/2012 **Revision Date:** 04/02/2012 **Applies to:** All Campuses **Online available for approved campuses**
Quarter Credit Hours: 2	**Course Length:** 12 weeks	**Lecture Hours:** 0 **Laboratory Hours:** 40 **Externship/Clinic Hours:** 0 **Study/Prep/Review Hours:** 10 **Outside Hours** 10
Instructor's Name: Nathan Weidman	**Instructor's Office Hours:**	**Meeting Days/Times: MW 1:00-2:50 PM** **Term Dates/Year: Spring 2012**

Course Catalog Description:
This course provides instruction for using a computerized spreadsheet program to manipulate various data in row and column formats. Students create, edit, and print spreadsheets.

Course Prerequisite(s): IT100 **Course Corequisite(s):** None	**Challenge Examination available?** ■ Yes ☐ No	**Research Component included?** ■ Yes ☐ No	**Portfolio Piece(s) included?** ■ Yes ☐ No

Required Media/Equipment/Software:

Custom Package ISBN: 9781256476177

GO! with Microsoft Excel 2010, Comprehensive, Gaskin, Shelley, Vargas, Alicia, and Marks, Suzanne. Prentice Hall-Pearson, 2011. ISBN 9780135098219.

MyITLab Acces codes, ISBN 9780132666404

Software: Microsoft Windows 7; Microsoft Office 2010; Internet Explorer 8. Instructor will provide information on how to use these packages

Notebook, pen, pencil, highlighter, and floppy disk or USB drive (may be bundled with text).

Resources:
MyITLab for Microsoft Office 2010, Library materials, periodicals, newspapers, and Internet resources may be used for research and other purposes.

Teaching Strategies:
Instructors utilize a variety of teaching strategies and methods in the instruction process. These may include, but are not limited to, lectures, demonstrations, group projects, guest speakers, field trips, audio-visual presentations, on-line activities, and simulated work experiences.

Additional Hours Outside of Class
Hours currently identified as Lecture, Laboratory or Externship hours are identified on the syllabus as calculated time required for delivery of content, demonstration of skill, and practical application required for reinforcement of course competencies. Additionally students will be assigned specific activities to incorporate out-of-class hours in achievement of course objectives. Out-of-class assignments will be graded as part of the overall course grade.

Outside Hours: For converted clock hour programs, assigned outside hours may be used in the calculation of total credits awarded in the class. For specific assignments, see attached course outline.

Study/Prep/Review Hours: Students are expected to be prepared for the distribution of information from their instructor through utilization of their required textbook, workbook, web resources or other outside materials. Time spent in preparation for or reflection of course lecture will approximate two hours outside of class for each lecture contact hour utilized by the instructor in delivery of the material and 1/4 hour outside of class for each hour of structured lab time. This outside preparation time may include the reading/skimming of textbook material, homework assignments, preparation for lab assignments, workbook activities, awareness/review of any safety precautions, or research of relevant supplemental information. Additionally, students are expected to record notes from course lecture to be reviewed as background for subsequent lessons, homework, or in preparation for exams. Review and reflection of classroom discussions, demonstrations, or presentation are included in the recognition of the additional outside course hours.

Course Objectives:
Upon successful completion of this course, the student will be able to:
1. Demonstrate how to create and use a basic spreadsheet.
2. Demonstrate how to edit, enhance, print, and save a worksheet.
3. Demonstrate how to create and use basic formulas and functions.
4. Demonstrate the use of advanced features such as templates and auditing tools.
5. Demonstrate an understanding of the application of spreadsheets to workplace problems.
6. Understand and use spreadsheet terminology.
7. Organize and present worksheets in a business-like format.
8. Apply critical thinking and problem solving skills using spreadsheet applications.

Topical Outline:
1. Creating, Saving and Printing Workbooks
2. Editing and Formatting Worksheets
3. Working with the Components of Worksheets
4. Formulas and Functions, Basic & Advanced
5. Using Spreadsheet Tools
6. Enhancing Worksheets
7. Selected Advanced Features (Templates, Auditing Tools, etc.)

Course Completion Requirements:
Complete all required homework/assignments, quizzes, examinations, and projects with a passing grade.

Grading and Evaluation:
Course requirements include evaluation in the areas of class participation (including attendance), homework, quizzes, examinations, and projects as follows:

Final Grades will be determined by:		*Grading Scale:*	
Class Participation	10%	90-100%	A
Homework/Assignments	30%	80-89%	B
Quizzes	10%	70-79%	C
Examinations	20%	00-69%	F
Projects	25%		
Portfolio	5%		
Total	100%		

Class Participation: This portion of the grade includes evaluation of self-directed work habits such as attendance, class preparedness, communication, and (where appropriate) professional vocabulary, dress, or grooming. Students are expected to have read the assigned chapter(s) as identified on the syllabus and be prepared to discuss the content during class hours. Class participation may include group activities, peer review, and demonstration. Class preparation will require additional study/preparation time outside of scheduled class hours. Instructor facilitated discussions may be used in verification of course objectives

Homework/Assignments: Homework will be assigned in this course. Assignments are Due at the beginning of class on the assigned Due date. Assignments turned in after the scheduled Due date and time for any reason may be assessed as late credit by the instructor. Homework is assigned as indicated on the course syllabus. Homework assignments will require outside preparation on the part of the student to execute activities in assessment of course objectives.

Quizzes: There will be both announced and unannounced quizzes. Quizzes missed for any reason will receive grades of zero (0) and cannot be made up. The lowest recorded quiz will not be counted in the final grade. Announced and unannounced quizzes will be used as a means to verify attainment of course objectives. Students will be expected to spend time outside of class studying materials in preparation for any quiz as well as time spent reviewing quiz results in preparation for homework, class discussion or examination

Examinations: The number of examinations will be equivalent to the credit hours earned in this course and may include a comprehensive final examination. There is no makeup of examinations missed. Extreme cases of absence Due to documented mitigating circumstances will be handled at the discretion of the instructor. Students are expected to utilize time outside of class in preparation for assessments. Assessments will be utilized to verify acquisition of course objectives

Projects: Project requirements will be outlined in detailed separate instructions and will reflect the practical application of fundamentals and principles discussed in this course. Projects include library research and may also include classroom/laboratory, clinic/externship/practicum, and/or other activities. Project assignments require utilization of course materials and resources in demonstration of course objectives. Students are expected to incorporate time outside of class to research, create, and prepare projects for demonstration and assessment.

Portfolio: Instructor identified portfolio assignments will require additional time outside of class in preparation for final submission of course portfolio. Portfolio assignments are an integral part of the recognition of attainment of course objectives.

Attendance Policy:
Because of the intensive nature of this course, attendance is mandatory. Students are expected to comply with the school's attendance policy as published in the school's catalog. All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction will be made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Externship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed.

Make-up Policy:
Students are accountable for all work missed during periods of absence. Students are responsible for contacting their instructors about any make-up of class work. All make-up is at the sole discretion of the instructor. Make-up of missed classes does not erase an absence from a student's record. See Grading above for additional information.

Special Needs:
Students in need of special accommodation should notify the instructor in writing by the second class session.

Course Outline:
See attached.

SESSION	DISCUSSION TOPICS	ASSIGNMENTS	NOTES DUE DATES
1	Welcome & Introductions Course Overview (Syllabus, Course Outline) Introduce Textbook Review file management procedures Discuss Individual Portfolio Projects Projects, Training and Exams are located at http://www.pearsoned.com/go, as well as MyITLabs. Students should be accessing these sites to practice and submit assignments, complete projects and take exams Your instructor will provide login information	Data files may be downloaded from http://www.pearsoned.com/go, myitlabs or managed locally	Announced and Unannounced quizzes will be given by the instructor Windows management skills are reviewed in "Creating a Folder, Saving a File, and Closing a Program" (Activity 1.05, pages 13 – 17 of the text)
2	Review Logon Procedures, Startup & Shutdown Review Storage/Download Procedures **Set up Tracking disk** Use & Care of USB flash drives – portable storage device or external storage device Online Testing/Assignments Procedures if applicable		
3	Getting Started with Excel • Create, Save, and Navigate an Excel Workbook • Creating a Worksheet • Enter Data into a Worksheet • Formatting a Cell Text • Working with Colors and Backgrounds • Formatting Calculated Values • Formatting Worksheet Cells • Exploring Options in the Format Cells Dialog Box • Copying and Pasting Formats • Working with Themes • Working with Table Styles • Highlighting Cells with Conditional Formats • Hiding Worksheet Data • Formatting the Worksheet for Printing	Read Chapter 1, pages 49 - 76	
4	Creating a Worksheet and Charting Data Session 1 Topic: Getting Started with Excel	Read Chapter 1, pages 76-88	Additional time is required outside of class for completion of

SESSION	DISCUSSION TOPICS	ASSIGNMENTS	NOTES DUE DATES
	Excel Chapter 1: Project 1A Student Video		course objectives
5	Session 1 Topic: Getting Started with Excel Excel Chapter 1: Project 1B Student Video	Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
6	Work on Portfolio Project Deliverable 1	Review Assignments	
7	Review	MyITLabs: Excel Chapter 1 – Skills-Based Exam (Scenario 1)	
8	Test 1		Quizzes: may be announced or unannounced
9	Lesson 3: Working with Formulas and Functions • Understanding Cell References • Working with Functions • Entering Data and Formulas with AutoFill • Working with Logical Functions	Read Chapter 2, pages 115 - 136	
10	Chapter 2: Using Functions, Creating Tables and Managing Large Workbooks Topic: Working with Formulas Excel Chapter 2: Project 2A Student Video (Session 3.1)	Read Chapter 2, pages 137 - 149 Assignment	
11	Topic: Working with Formulas and Functions Excel Chapter 2: Project 2B Student Video (Session 3.2)	Read Chapter 2, pages 150 - 156	
12	Review Work on Portfolio Project Deliverable 2		
13	Test 2		
14	Lesson 3: Working with Formulas and Functions • Inserting an Excel Chart • Selecting a chart type • Creating a Line Chart • Creating a Combination Chart • Creating a 3D Chart • Adding Sparklines and Data Bars • Creating a Chart Sheet	Read Chapter 3, pages 177 - 187	
15	Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-if Analysis Tools Topic: Enhancing a Workbook with Charts and Graphics Excel Chapter 3: Project 3A Student Video	Read Chapter 3, pages 188 - 194 Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
16	Topic: Enhancing a Workbook with Charts and Graphics Excel Chapter 3: Project 3B Student Video	Read Chapter 3, pages 195 - 214	
17	Review	MyITLabs: Excel Chapter 2 –	

SESSION	DISCUSSION TOPICS	ASSIGNMENTS	NOTES DUE DATES
		Skills-Based Exam (Scenario 1)	
18	Work on Portfolio Project Deliverable 3	Review Assignments	
19	Test 3 (Test 3 Import File)		
20	Managing Multiple Worksheets and Workbooks & Creating Charts, Diagrams, and Templates • Using Multiple Worksheets • Linking Workbooks • Creating a Hyperlink • Creating Templates • Using the Excel Web App and SkyDrive	Read Chapter 5, pages 299 - 313	
21	Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering Topic: Managing Multiple Worksheets and Workbooks & Creating Charts, Diagrams, and Templates Excel Chapter 5: Project 5A Student Video	Read Chapter 5, pages 314 - 321 Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
22	Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering Topic: Managing Multiple Worksheets and Workbooks & Creating Charts, Diagrams, and Templates Excel Chapter 5: Project 5B Student Video	Read Chapter 5, pages 322 - 344	
23	Work on Portfolio Project Deliverable 4	Review Assignments	
24	Review	MyITLabs: Excel Chapter 3 – Skills-Based Exam (Scenario 1)	
25	Test 4 (Test 4 Import File)		
26	: Creating Charts, Diagrams, and Templates • Create and Format Sparklines and a 3-D column Chart • Create and Format a Line Chart • Create and Modify a SmartArt Graphic • Order Form Template	Read Chapter 6, pages 367 - 382	
27	Chapter 6: Creating Charts, Diagrams, and Templates Topic: Managing Multiple Worksheets and Workbooks & Creating Charts, Diagrams, and Templates	Read Chapter 6, pages 383 - 388	
28	Creating Charts, Diagrams, and Templates Topic Managing Multiple Worksheets and Workbooks & Creating Charts, Diagrams, and Templates Excel Chapter 6: Project 6A Student Video	Read Chapter 6, pages 388 - 396 Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
29	Creating Charts, Diagrams, and Templates Topic Managing Multiple Worksheets	Read Chapter 6, pages 397 - 402	

SESSION	DISCUSSION TOPICS	ASSIGNMENTS	NOTES DUE DATES
	and Workbooks & Creating Charts, Diagrams, and Templates Excel Chapter 6: Project 6B Student Video		
30	Work on Portfolio Project Deliverable 5		
31	Review	MyITLabs: Excel Chapter 7 – Skills-Based Exam (Scenario 1)	
32	Test 5 (Test 5 Import File)		
33	Working with Excel Tables, PivotTables, and PivotCharts • Planning a Structured Range of Data • Creating an Excel Table • Maintaining an Excel Table • Sorting Data • Filtering data • Using the Total Row to Calculate Summary Statistics • Inserting Subtotals • Analyzing Data with PivotTables • Creating a PivotChart	Read Chapter 7, pages 429 - 444	
34	Chapter 7: Creating PivotTable and PivotChart Reports and Auditing Worksheets Topic: Working with Excel Tables, PivotTables, and PivotCharts Excel Chapter 7: Project 7A Student Video	Read Chapter 7, pages 445 - 457 Assignment	
35	Topic: Working with Excel Tables, PivotTables, and PivotCharts Excel Chapter 7: Project 7B Student Video	Read Chapter 7, pages 548 - 465 Case Problems, Assignments, Tasks, Training and Quizzes as assigned by Instructor	
36	Topic: Working with Excel Tables, PivotTables, and PivotCharts Excel Chapter 7: Skill-based Training	Read Chapter 7, pages 466 - 474	
37		Review Assignments	
38	Review	MyITLabs: Excel Chapter 5 – Skills-Based Exam (Scenario 1) MyITLabs: Excel Chapter 6 – Skills-Based Exam (Scenario 1)	All materials Due as assigned
39	Test 6 ((Test 6 Import File)		
40	Course Wrap Up		

Portfolio Project Assignment

You will be creating a Portfolio Project in this class.

In selecting your Portfolio item, be sure to focus on something that will benefit you in your career. For instance, if you are a Medical Assisting student perhaps you may focus on creating a tool or resource to assist you in a medical office. Any program has an opportunity to create a possible templates to be used in a job search. Listed below are just some possible suggestions. Brainstorm with your classmates and your instructor to discover additional topics that would be appropriate.

Your final product will be something that you will keep in your Professional Portfolio binder. You will be printing copies of the project as well as storing on a USB drive. In addition, you will be completing a reflective piece to discuss how the knowledge gained in this class is beneficial to your career.

If you have any questions, please ask your instructor.

Brainstorming:

Career Focus - Programs	Training
Accounting	Financial Statements Billing statement for bookkeeping services
Business Management	List of Clients (also think about a list of potential employers for submission of resumes)
Criminal Justice	Check out sheets for supplies – crime scene materials
Dental Assisting	Customer Satisfaction surveys
Early Childhood Education	Billings for children. Special event billing or sign-up
Information Technology	Computer Inventory list including columns for computer speed, RAM, storage, Operating System and software installed
Medical Assisting	Employee Vacation schedule
Massage Therapy	Billing Statement Table to be inserted in brochure with pricing information
Paralegal	Table with information on home specifics (sq footage, lot size etc)
Surgical Technology	List of instructors needed in kit for specific surgeries.
Any of the above suggestions may apply to any of the programs and please do not limit yourself to only those listed here.	

See supplemental Portfolio Template form provided by instructor