

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring/2011

COURSE NUMBER: CTS 130 (5H1)

INSTRUCTOR: Deborah Jo W. Wilson

COURSE TITLE: Spreadsheet

OFFICE NO: NA

CREDIT HOURS: 3

OFFICE/VIRTUAL HOURS: E-mail Instructor

CONTACT HRS/WK: 4 (2 lecture, 2 lab)

PHONE NO: (252)789-0246 ~ Dr. Broughton

PREREQUISITES: CIS 110 or CIS 111 or OST 137

FAX: (252)792-0826

COREQUISITES: None

E-MAIL: jwilson@mcc.martincc.edu

COURSE DESCRIPTION:

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

PROGRAM LEARNING OUTCOMES:

1. Use application software to produce and edit word processing, spreadsheet, and database files.
2. Install and configure switches and routers in multiprotocol networks that use LAN and WAN interfaces.
3. Explain the fundamentals of basic PC security.

COURSE LEARNING OUTCOMES:

1. Demonstrate knowledge of the role and function of Spreadsheets in business using various assessments such as computer-based testing and use the computer to solve problems
2. Create Worksheet and embedded charts to build worksheets.
3. Perform calculations in spreadsheets using formulas and functions.

REQUIRED TEXTBOOKS:

Parsons, June Jamrich & Oja, Dan & Ageloff, Roy & Carey, Patrick (2008). New Perspectives On Microsoft Office Excel 2007-comprehensive. Boston, MT: Thomson Course Technology. ISBN# 1-4239-0585-7

SUPPLEMENTAL RESOURCES:

Microsoft Office Excel 2007 (2010)
Flash drive

LEARNING/TEACHING METHODS:

There will be a combination of lecture, reading assignments, hands-on assignments, class discussion, and outside reading assignments.

ASSESSMENTS/METHODS OF EVALUATION:

- | | |
|---|------------|
| 1. Quizzes | 10% |
| 2. Weekly Assignments | 40% |
| 3. Outside Reading Assignments | 5% |
| 4. Midterm (written 5%-production 10%) | 15% |
| 5. Final (written 10%-production 20%) | 30% |

GRADING POLICY:

A = 90 - 100
B = 80-89
C = 70-79
D = 60-69
F = Below 60

COURSE OUTLINE:

This schedule is tentative and subject to change at the instructor's discretion.

WEEK 1	Syllabus Review/Academic Calendar Intro to Excel
WEEK 2	Managing Your Files Getting Started with Microsoft Office 2007
WEEK 3	(January 17 Holiday - No Class/January 18 - No Class) (Monday classes meet on Tuesday, January 18) Student Blackboard Training Excel Tutorial 1: Getting Started with Excel Excel Tutorial 1 continued
January 25, 27	
February 1, 3, 8, 10	Excel Tutorial 2: Formatting
February 15, 17, 22, 24	Excel Tutorial 3: Working with Formulas and Functions
March 1, 3, 8	Excel Tutorial 4: Working with Charts and Graphics
March 15, 17	MIDTERM – Written/Production
March 22, 24, 29, 31	Excel Tutorial 5: Working with Excel Tables, Pivot Tables, and PivotCharts
April 5, 7, 12, 14	Excel Tutorial 6: Managing Multiple Worksheets and Workbooks
April 19, 21	Excel Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering
April 26, 28	Outside Reading Assignments/Final Exam Workday!
TBA	FINAL EXAM – Written/Production

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks.

CTS 130 is a hybrid course. Weekly assignments will be completed in class and in Blackboard. Class attendance will be taken at seated class sessions. The attendance requirement for the CTS 130 course is eighty percent (80%). This means a student is only allowed to miss six seated class sessions. If a student fails to report to class within 15 minutes of the scheduled beginning time, they will be considered tardy. Three tardy arrivals equal one absence.

Leaving a class session early will result in a tardy (15 minutes early) or absence (over 15 minutes).

The census date is the date on which ten percent (10%) of the total course hours have met. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will mark the attendance roster with an NA for Never Attended. This will affect financial aid.

Students who miss more than six contiguous contact hours or fail to attend 85% of the total class hours without verifiable contact, (In PERSON, by EMAIL or by PHONE) with the instructor will be Administratively Withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA.

Keep in mind, students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" which is published in the academic calendar for each academic year.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:

***In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

1. Students are expected to complete all assignments by the due date. Late work of any kind will not be accepted.
2. Students are expected to actively participate in class by asking and answering questions, sharing in class discussions and class activities, and working in groups. Working in groups requires the respect of your fellow students and all group members doing their fair share of the task.
3. Lying, cheating, and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated. Any violation will result in disciplinary action such as loss of grade (a zero for an assignment) or loss of credit (an "F" for the course).

4. Use of cell phones and other electronic devices is prohibited during class. These devices should be in the “off” position. If there is an emergency situation and you need your cell phone on, please notify the instructor before the start of class.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.