

COMP 1410 - Microsoft Office Excel 2013

CREDIT:	1 semester hour
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
INSTRUCTOR:	Kathryn Hulet, CIT Department Faculty, hulet@dixie.edu
PROGRAM DIRECTOR:	Linda Rogers, CIT Department Faculty, 652-7838 rogersl@dixie.edu
YEAR:	2015-2016
OFFICE HOURS:	Please e-mail or call me at above phone number for appointment.
MATERIALS REQUIRED:	<u>Microsoft Office Excel 2013, Illustrated Series, Introductory with SAM License</u>
SOFTWARE/HARDWARE:	Microsoft Office 2013, USB disk, Approximate prints required: 20



COURSE DESCRIPTION

This course is recommended for all students. It covers basic spreadsheet skills, including layout and labeling, entering and editing data, the use of mathematical functions for calculations, graphing, and charting results. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 5-6 hours a week to meet course requirements. This course is a graded course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can it be used to meet transfer requirements for business-related programs. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie University Student Code of Conduct (found in college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

PROGRAM LEARNING OUTCOMES: SPREADSHEETS: Find various kinds of data, represent and manipulate that data in tabular and various visual forms such as charts

- ✓ PLO 1 Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, and software programs.
- ✓ PLO 2 Skill – Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, financial accounting and electronic presentation software.
- ✓ PLO 3 Skill – Create and manage files using various types of data storage including local and cloud storage.
- ✓ PLO 4 Skill – Utilize computing digital solutions to retrieve, store and submit data.

At the completion of this course, the student should be able to complete the following objectives.

- ✓ LO 1 Create and save a spreadsheet workbook
- ✓ LO 2 Format and adjust size of a cell or range of cells
- ✓ LO 3 Use formulas in the spreadsheet to include but not limited to sums, averages, and percents
- ✓ LO 3 Learn to print formulas
- ✓ LO 4 Preview and Print a spreadsheet and or workbook so as to adjust to paper size

- ✓ LO 5 Copy or Move a cell or range of cells
- ✓ LO 6 Perform in-cell editing and formatting
- ✓ LO 7 Insert and delete columns or rows
- ✓ LO 8 Justify cell contents to left, center, or right of cell
- ✓ LO 9 Justify titles or labels to left, center, or right of cell ranges
- ✓ LO 10 Insert or delete rows or columns in appropriate locations
- ✓ LO 11 Format cell contents as to size, font, and numeric formats
- ✓ LO 12 Create, save, open, label and print a chart
- ✓ LO 13 Edit a chart by adding titles, axis labels, legends and change the type of chart
- ✓ LO 14 Use relative/absolute cell addresses
- ✓ LO 15 Working with tables, table styles, and table data

COURSE COMPLETION SCHEDULE

The Weekly Due Dates Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule, but the work needs to be turned in by the weekly deadlines. Homework is worth 30 points for each week's assignment that is turned in by/or before due date. There is no extra credit for this course; however students have access to Assignment keys to correct their homework against. **If SAM Projects are not completed by due date, the SAM projects will no longer be available to be submitted.**

TESTS

There will be one final proctored test to be taken after all homework is completed. Test score must be 80% or better, and you are allowed 1 retake on the test. When folder is cleared to take your tests, take your course folder and a picture ID to the Grading Station. Allow one hour for each test. Submit completed test to the Grading Station for submission to your instructor. There will be a penalty for late tests.

GRADING

The student's final grade is based on points earned from completing assignments and the final proctored test. Listed below are the percent each section of the course contributes to the total grade:

Assignments	70%	Points:	240
Tests	30%	Points:	100
		Total Points:	340

Grades will be issued on a percentage of total points possible as follows:

A	94+	B+	87-89	C+	77-79	D+	67-69	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		