	OTTERBEIN UNIVERSITY ENGINEERING & COMPUTER SCIENCE DEPARTMENT <b>COMP 1020</b> Spreadsheet Fundamentals with Excel Fall 2022					
	Class	T 8:45 - 9:40 a.m. in Towers 127				
	Class Web Page http://faculty.otterbein.edu/DStucki/COMP1020/					
	Instructor David J. Stucki					
	Office	Towers 139				
	<b>Office Hours</b>	MWF 11:30 – 12:30, or by appointment				
Conclusion memory formers	Email	DStucki@otterbein.edu				
	Phone	823-1722				
	Open Lab	MWF 1:50 – 2:45 in The Point 113				

Objectives	<ul> <li>By the end of this course, you will be able to:</li> <li>create multi-page Excel spreadsheets,</li> <li>apply Excel functions effectively and correctly,</li> <li>create formulas containing cell references,</li> <li>use relative and absolute references to cells on multiple worksheets,</li> <li>apply formatting techniques to effectively visualize cell data,</li> <li>use charting techniques to effectively visualize spreadsheet information,</li> <li>create and work with tables.</li> <li>use conditional cell formatting,</li> <li>perform what-if analysis</li> </ul>					
Description	A hands-on introduction to spreadsheet concepts and Microsoft Excel. Students will complete web-based training exercises as well as independently-produced projects. <b>1 credit hour</b>					
Prerequisites	None.					
Text	Microsoft Excel 2021 & 365: Comprehensive, by Alex Scott					
	Either print edition w/lab access: 978-1-64061-402-4					
	Or digital edition w/lab access: 978-1-64061-403-1					
Class Format	Although not listed as such, this course operates in a hybrid format supported by the course Labyrinth eLab web page. We will meet once a week for topic introduction, Q&A, and quizzes. Most work will be self-paced subject to submission schedules. You will need to have access to Microsoft Excel. All campus labs have Excel 365, which is the version on which the text and assignments are based. As an Otterbein student you also have the option to install and use a free copy of Office 365 on your personal computer. See the ITS web page for details.					
Exams	There will be three (3) in-person unit tests and an in-person final exam that must be taken in the classroom online with your professor present during our regular meeting time in the designated weeks (see below). These will be closed-book in-class tests that cover course material and lab exercises. The final exam is scheduled for <b>Tuesday</b> , <b>December 6</b> , at 8:00 am.					
Exercises and Projects	You will also complete and submit the following for each of chapters 1-12 in the textbook (on your own time outside of class): three (3) online reinforce-your-skills exercises, one (1) online project grader lab, one (1) online self-assessment, and one (1) online chapter test. These are available through the Labyrinth eLab site (see below for details on how to access the site).					

How to Register and Access	Click on the link below to learn more about how to get started using the eLab section for this class:						
	http://www.labyrinthelab.com/getstarted_students.php						
	<ul> <li>The course code is always provided to you by your instructor (see below). The license key can be acquired in a couple different ways:</li> <li>It can be bundled with your Labyrinth textbook, or</li> <li>It can be purchased separately from the textbook, either in a school bookstore or directly from the Labyrinth Learning web site.</li> </ul>						
	On the eLab homepage there is a link to purchase a license key if you do not have one.						
	Course URL: https://lms.labyrinthelab.com/addcourse.php?code=JBmjk630-32130 Course Code: JBmjk630-32130						
Work Load	"Students are expected to spend three hours per week (including class hours) in study for each semester hour of credit attempted." (Otterbein College Bulletin) Since COMP 1020 is 1 credit hour, 42 hours of study are expected: 3 hours / week, including both in class and out of class time.						
Disabilities	Otterbein University is committed to ensuring that students with disabilities have access to an education. In order to receive appropriate accommodations in my class, you must first be registered with the Office for Disability Services (823-1618 or KManley@otterbein.edu). If you need an accommodation based on the impact of a disability, you should contact me to arrange an appointment as soon as possible. At the appointment we can discuss the course format, anticipate your needs and explore potential accommodations. If necessary, we can work cooperatively with the Disability Services Coordinator to determine optimal accommodations in this course.						
Academic Misconduct Policy	All members of the Otterbein College community of learners are expected to follow the rules and customs of proper academic conduct. Proper conduct includes avoiding academic misconduct as defined in the <u>Student Life Handbook</u> . Students are encouraged to help each other learn the course material. Unless specifically prohibited, you may discuss homework problems and lab exercises with one another. Participants in these discussions usually enjoy the benefit of deeper and greater learning. However, all work submitted for evaluation that is based on discussions with others must be your own work; created with your own hands and fingers while thinking it thru.						
	Any work submitted for evaluation that includes work done by another, copying of another's work, or the result of following another's step-by-step keystrokes and mouse clicks, is a case of academic misconduct. When academic misconduct is found in any assignment or examination you submit, you will receive a zero grade for that assignment or exam. The misconduct will also be reported to the Office of the Academic Dean. If a previous academic misconduct offense is on your record, you will receive a grade of F for this course and a referral to the judicial system.						

## **Point Distributions**

The course has 600 possible points, distributed as follows:

Item	% of Total	How Many?	Points per Item	<b>Total Points</b>
Exercises	24%	36	4	144
Labs	24%	12	12	144
Self-Assessment	5%	12	2.5	30
Chapter Tests	12%	12	6	72
Unit Tests	20%	3	40	120
Final Exam	15%	1	90	90

## **Grading Scale**

Given that the course is worth 600 points, grade ranges can be expressed in points instead of percentages. This scale represents 90-80-70-60 with 2% range for +/-.

Range	Grade	Range	Grade	Range	Grade
552-600	А	480-491	B-	408-419	D+
540-551	A-	468-479	C+	360-407	D
528-539	B+	432-467	С	0-359	F
492-527	В	420-431	C-		

## Schedule

week	readings	Mon	Tue	Wed	Thu	Fri	Sat	Sun	assignments
		15-Aug	16	17	18	19	20	21	
1	U1/CH1	22	23	24	25	26	27	28	first day (in-class introduction)
2	U1/CH2	29	30	31	1-Sep	2	3	4	E1-R1, E1-R2, E1-R3, E1-P1, self1, test1, E2-R1, E2-R2, E2-R3, E2-P1, self2, test2
3	U1/CH3	5	6	7	8	9	10	11	E3-R1, E3-R2, E3-R3, E3-P1, self3, test3
4	U1/CH4	12	13	14	15	16	17	18	E4-R1, E4-R2, E4-R3, E4-P1, self4, test4
5		19	20	21	22	23	24	25	unit 1 test (in-class)
6	U2/CH5	26	27	28	29	30	1-Oct	2	E5-R1, E5-R2, E5-R3, E5-P1, self5, test5
7	U2/CH6	3	4	5	6	7	8	9	E6-R1, E6-R2, E6-R3, E6-P1, self6, test6
8	U2/CH7	10	11	12	13	14	15	16	E7-R1, E7-R2, E7-R3, E7-P1, self7, test7
9	U2/CH8	17	18	19	20	21	22	23	E8-R1, E8-R2, E8-R3, E8-P1, self8, test8
10		24	25	26	27	28	29	30	unit 2 test (in-class)
11	U3/CH9	31	1-Nov	2	3	4	5	6	E9-R1, E9-R2, E9-R3, E9-P1, self9, test9
12	U3/CH10	7	8	9	10	11	12	13	E10-R1, E10-R2, E10-R3, E10-P1, self10, test10
13	U3/CH11	14	15	16	17	18	19	20	E11-R1, E11-R2, E11-R3, E11-P1, self11, test11
14	U3/CH12	21	22	23	24	25	26	27	E12-R1, E12-R2, E12-R3, E12-P1, self12, test12
15		28	29	30	1-Dec	2	3	4	unit 3 test (in-class)
finals		5	6		8		10	11	final exam (in-class)
23	first day (j	n-class)							
4	4 chapter 1 AND chapter 2 assignments are due in elab					no classes - HOL			
11	chapter 3	assignmen	ts are due	in elab					
18	.8 chapter 4 assignments are due in elab								
20	unit 1 test	(in-class)							
2	chapter 5	assignmen	ts are due	in elab					
9	chapter 6	assignmen	ts are due	in elab					
16	chapter 7 assignments are due in elab								
23	chapter 8 assignments are due in elab								
25	unit 2 test (in-class)								
6	chapter 9 assignments are due in elab								
13	13 chapter 10 assignments are due in elab								
20	20 chapter 11 assignments are due in elab								
27	chapter 12 assignments are due in elab								
29	unit 3 test	(in-class)							
6	final exam	i (in-class)							