



OTTERBEIN UNIVERSITY
 ENGINEERING & COMPUTER SCIENCE DEPARTMENT
COMP 1020
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
Office Hours MWF 11:30 – 12:30, or by appointment
Email DStucki@otterbein.edu
Phone 823-1722
Open Lab MWF 1:50 – 2:45 in The Point 113

Objectives	By the end of this course, you will be able to: <ul style="list-style-type: none"> ▪ create multi-page Excel spreadsheets, ▪ apply Excel functions effectively and correctly, ▪ create formulas containing cell references, ▪ use relative and absolute references to cells on multiple worksheets, ▪ apply formatting techniques to effectively visualize cell data, ▪ use charting techniques to effectively visualize spreadsheet information, ▪ create and work with tables. ▪ use conditional cell formatting, ▪ perform what-if analysis
Description	A hands-on introduction to spreadsheet concepts and Microsoft Excel. Students will complete web-based training exercises as well as independently-produced projects. 1 credit hour
Prerequisites	None.
Text	<i>Microsoft Excel 2021 & 365: Comprehensive, by Alex Scott</i> <i>Either print edition w/lab access: 978-1-64061-402-4</i> <i>Or digital edition w/lab access: 978-1-64061-403-1</i>
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 Tuesday, December 6, 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 Labyrinth eLab

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

The course code is always provided to you by your instructor (see below). The license key can be acquired in a couple different ways:

- It can be bundled with your Labyrinth textbook, or
- It can be purchased separately from the textbook, either in a school bookstore or directly from the Labyrinth Learning web site.

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 [Student Life Handbook](#). 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	Total Points
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

