

Spreadsheet Fundamentals With Excel

COMP 1020

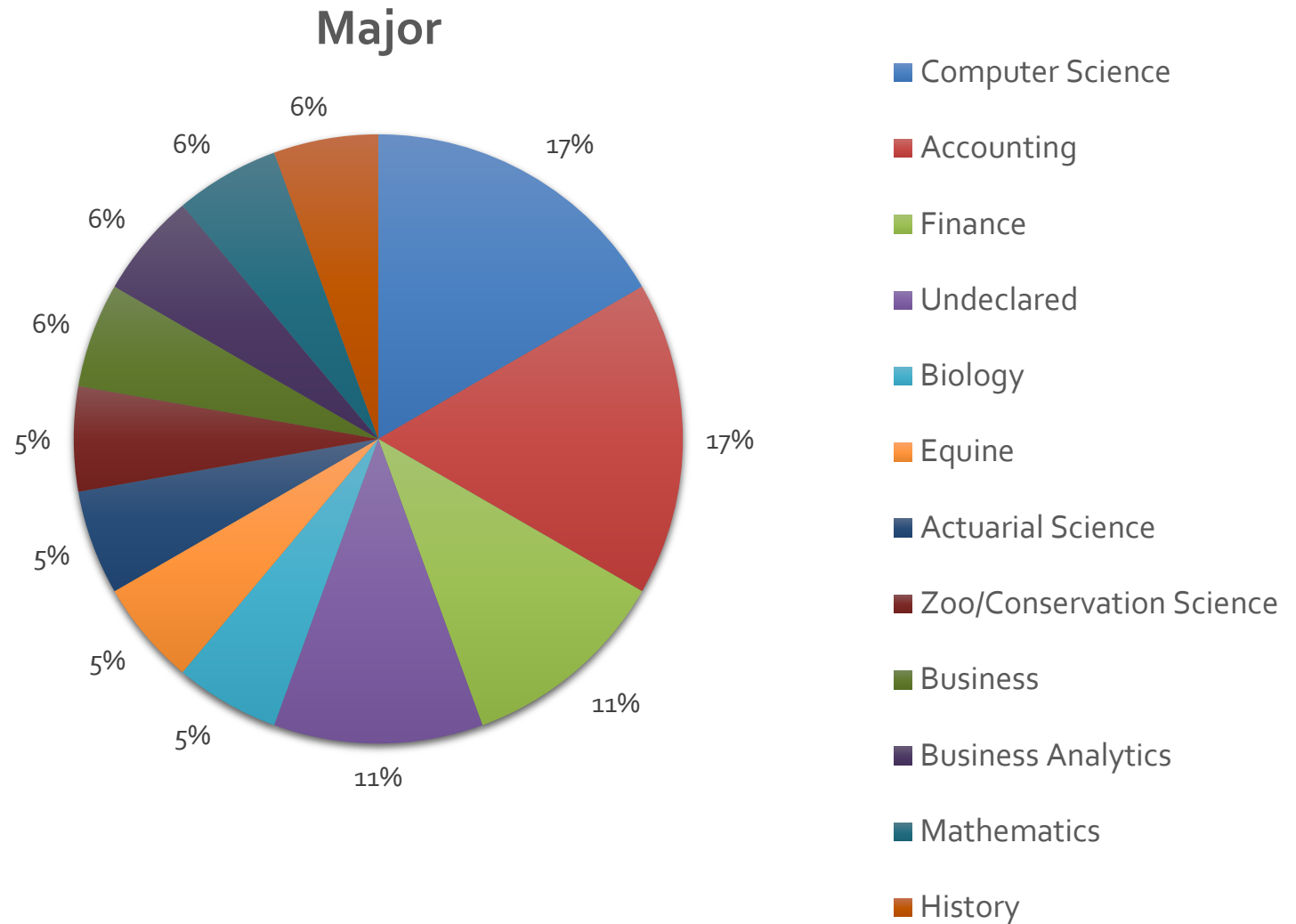
Who am I?

- Dr. Barry Wittman
- Not Dr. Barry Whitman
- Education:
 - PhD and MS in Computer Science, Purdue University
 - BS in Computer Science, Morehouse College
- Hobbies:
 - Reading, writing
 - Enjoying ethnic cuisine
 - DJing
 - Lockpicking
 - Stand-up comedy

How can you reach me?

- **E-mail:** wittman1@otterbein.edu
- **Office:** C123 (Art & Communication Building)
- **Phone:** (614) 823-2944
- **Office hours:** MWF 9:00 – 10:15 a.m.
MWF 1:45 – 2:45 p.m. (in C142)
W 4:00 – 5:00 p.m.,
TR 10:00 – 11:30 a.m.,
TR 2:00 – 4:00 p.m.,
and by appointment
- **Website:** <http://faculty.otterbein.edu/wittman1/>

Who are you?



Why are we here?

- State your name, and give the salutation you would prefer:
Mr., Ms., or another
- What's the purpose of this class?
- What do you want to get out of it?
- Do you want to be here?

Course Overview

Textbook

- Alex Scott
- ***Microsoft® Excel 2021 & 365:
Comprehensive***
- 2022, Labyrinth Learning
- ISBN-13: 978-1640614024 (Print)
- ISBN-13: 978-1640614031 (Digital)



A note about the book...

- You **have** to get the book
- This whole class is exercises out of the book
- Furthermore, you have to get a copy of the book that has an unused access code to Labyrinth eLab
- The digital version of the book is much cheaper than the paper version

Course focus

- Excel basics
- Formulas
- Functions
- Charts
- Filtering and views
- Formatting
- Date and time
- What-If analysis
- Conditions
- Lookups
- Tables
- PivotTables

More information

- For more information, visit the webpage:
<http://faculty.otterbein.edu/wittman1/comp1020>
- The webpage will contain:
 - The most current schedule
 - Notes available for download
 - Reminders about assignments, projects, and exams
 - Syllabus
 - Detailed policies and guidelines

Assignments

Twelve chapters

- This course is divided into twelve chapters
- For each chapter, there are:
 - Three assignments ("Reinforce your skills")
 - A self-assessment
 - A project
 - A test
- All this work is done online, at your own pace, provided that it's done before the deadline for each chapter

Turning in work

- Projects must be turned in by uploading them to [Labyrinth eLab](#) **before** the deadline
- Late projects will not be accepted
 - Exception: Each student will have 3 grace days
 - You can use the grace days together or separately as extensions for all the work for a single chapter
 - You must inform me **before** the deadline that you are going to use grace days

Three units

- The twelve chapters are arranged into three units
- Each unit has an in-class test
- These tests (and the final) are the only times you **must** be present in class

Chapters	Exam	Date
Chapters 1-4	Exam 1	09/24/24
Chapters 5-8	Exam 2	10/29/24
Chapters 9-12	Exam 3	12/03/24
All	Final	12/10/24 at 8-10 a.m.

Tentative schedule

Week	Class Meeting	Topics	Chapter	Notes
1	08/27/24	Excel Basics	1	
2	09/03/24	Formulas	2	Labor Day
3	09/10/24	Functions	3	
4	09/17/24	Charts	4	
5	09/24/24	Exam 1		
6	10/01/24	Filtering and Views	5	
7	10/08/24	Formatting	6	
8		Date and Time	7	October Break
9	10/22/24	What-If Analysis	8	
10	10/29/24	Exam 2		
11	11/05/24	Conditions	9	
12	11/12/24	Lookups	10	
13	11/19/24	Tables	11	
14	11/26/24	PivotTables	12	Thanksgiving
15	12/03/24	Exam 3		

Policies

Grading breakdown



Grading scale

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	60-66
B+	87-89	C	73-76	F	60-62
B	83-86	C-	70-72		

Attendance

- You must attend for the three unit tests and the final
- On all other days, you are free to come to class or work from home
- Unit tests must be made up **before** the scheduled time, for excused absences

Academic dishonesty

- Don't cheat
- **First offense:**
 - I will try to give you a zero for the assignment, then lower your final letter grade for the course by one full grade
- **Second offense:**
 - I will try to fail you for the course and kick you out of Otterbein University
- Refer to the Student Handbook for the official policy
- Ask me if you have questions or concerns
- **You are never allowed to look at another student's Excel**
- **Don't use AI tools like ChatGPT for any work that you turn in**

Disability Services

- The University has a continuing commitment to providing access and reasonable accommodations for students with disabilities, including mental health diagnoses and chronic or temporary medical conditions. Students who may need accommodations or would like referrals to explore a potential diagnosis are urged to contact Disability Services (DS) as soon as possible. DS will facilitate accommodations and assist the instructor in minimizing barriers to provide an accessible educational experience. Please contact DS at DisabilityServices@otterbein.edu. More info can also be found [here](#). Your instructor is happy to discuss accommodations privately with you as well.

Upcoming

Reminders

- Read Chapters 1 and 2
 - There's no need to read the Overview Chapter unless you really want to
- Sign up with the course code (available on [Brightspace](#)) for [Labyrinth eLabs](#)
- For Chapters 1 and 2, do:
 - Reinforce your skills: E1-R1, E1-R2, E1-R3, E2-R1, E2-R2, E2-R3
 - Self-assessments
 - Project: E1-P1 and E2-P1
 - Chapter 1 Test and Chapter 2 Test
 - **All due by 11:59 p.m. on 9/06/2024**