



OTTERBEIN
UNIVERSITY

Syllabus

COMP 1020-01

Spreadsheet Fundamentals with Excel

Fall Semester 2024

Basic Information

Credits: 1.0
Time: T 8:45 - 9:40 a.m.
Location: Art & Communication C142

Instructor Information

Name: Dr. Barry Wittman
E-mail: wittman1@otterbein.edu
Office: Art & Communication C123
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

Text Book

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



Course Catalog Description

A hands-on introduction to spreadsheet concepts and Microsoft Excel. Completion of web-based training exercises as well as independently-produced projects.

Student Learning Outcomes

By the end of the course, students will be able to:

- I. Create multi-page Excel spreadsheets
- II. Apply Excel functions effectively and correctly
- III. Create formulas containing cell references
- IV. Use relative and absolute references to cells on multiple worksheets
- V. Apply formatting techniques to effectively visualize cell data
- VI. Use charting techniques to effectively visualize spreadsheet information
- VII. Create and work with tables
- VIII. Use conditional cell formatting
- IX. Perform what-if analysis

Method for Determining Course Grade

The final grade for this course will depend upon the grades and scores earned on course components weighted as follows:

24%	Assignments
24%	Projects
5%	Self-assessments
12%	Chapter tests
20%	Unit tests
	Test 1: Tentatively scheduled for 09/24/2024
	Test 2: Tentatively scheduled for 10/29/2024
	Test 3: Tentatively scheduled for 12/03/2024
15%	Final Exam: Tuesday, 8:00 - 10:00 a.m., 12/10/2024

Grades will be computed by rounding numerical percentages to the nearest integer and applying the following table:

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	0-59
B	83-86	C-	70-72		

Grades for each project, assignment, self-assessment, and test will be recorded in [Brightspace](#). Students may compute their current average by using these scores with the weights listed above.

Attendance and Participation Policy

This course does not have a mandatory attendance policy. Its format is hybrid. Students are required to come to class only on the three unit test days and the final exam. On other days, students are welcome to come to class for help understanding the material.

Except in the case of documented emergencies, tests cannot be made up afterwards. For excused absences, students must arrange to take the test *before* the normally scheduled time. Arrangements must be made with the instructor at least two weeks prior to the scheduled time.

Students are expected to maintain an attitude of respect at all times toward their colleagues, the equipment, and the instructor. Students who use offensive language or are otherwise disruptive of the classroom will be asked to leave.

Expectations for Out-of-Class Work

All work is individual work in this course. The files for each kind of work (assignments, projects, self-assessments, and chapter tests) should be uploaded to or completed on [Labyrinth Labs](#) before 11:59 p.m. on the due date.

Late work will not be accepted, with the following exception. Each student has 3 grace days. These grace days may be used together or separately to allow a 24-hour extension of the deadline per grace day for all course materials (assignments, projects, and self-assessments) for a given chapter. A student wishing to use a grace day must inform the instructor via e-mail *before* the normal deadline.

Under no circumstances should any student look at the Excel spreadsheets of another student.

Academic Honesty

Academic dishonesty includes cheating, complicity, falsification, multiple submission, and plagiarism. To understand better what each of these kinds of dishonesty entails, see the full statement on Academic Dishonesty in the [Campus Life Handbook](#), beginning at the bottom of page 47.

All cases of suspected Academic Dishonesty will be forwarded to Academic Affairs. To learn more about the process, see the above cited section of the [Campus Life Handbook](#). Academic Dishonesty may result in automatic failure of the assignment or the course itself, or even suspension or expulsion proceedings.

You are plagiarizing when you:

- Copy material from a source without using quotation marks and proper citation.
- Follow the movement of the source, substituting words and sentences but keeping its meaning, without citing it.
- Lift phrases or terms from a source and embed them in your own prose without using quotation marks and proper citation.
- Borrow ideas (that are not common knowledge) from a source without proper citation.
- Turn in a paper wholly or partially written by someone else.

If you are uncertain about when and how to cite sources, or what is allowable in completing assignment and exams, please speak with your professor.

All work in this course must be completed by students individually, without assistance from anyone other than the instructor. Students can discuss the course material with each other, but all work must be done individually. For all activities in the course, students are expected to act according to the official policy on academic dishonesty and the highest standards of personal integrity.

Although generative AI tools like ChatGPT are impressive, they must not be used for help on any work to be turned in for this class. ChatGPT may be used to explain problems or to suggest answers but only *after* the work in question has been turned in. Students who do not solve problems for themselves have missed the opportunity to gain the skills of logical analysis and translation to Excel syntax.

For the first infraction of academic honesty in this course, the instructor will seek a penalty of a 0 for the project, assignment, or exam in question and a reduction of a full letter grade in the final grade. If a second infraction occurs, the instructor will seek the maximum penalty possible under the University's regulations.

Statement on Credit Hour Definition/Expectation for Student Work

For each credit hour of classroom or direct faculty instruction, students are expected to engage in two hours of out-of-class work (readings, homework, studying, project preparation, etc.). A one-credit-hour course requires three total hours per week of work, whether in the classroom or outside. These expectations are the same for blended and online courses, with some or all of the direct faculty instruction occurring online instead of in a classroom.

Nondiscrimination at Otterbein

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any

other legally protected status in its programs and activities. All Otterbein faculty and staff share in the responsibility to create a safe learning environment for all students and for the campus as a whole. Students who believe they have been discriminated against should contact the Office of Human Resources, (614) 823-1805 / hr@otterbein.edu.

Any person may report sexual harassment, sexual violence, dating violence, and stalking by contacting Julie Saker, Deputy Title IX Coordinator at (614) 823-1154 / jsaker@otterbein.edu.

If a student would prefer to share information about sexual harassment, sexual violence or discrimination to a *confidential* employee who does not have a reporting responsibility, they can contact the Counseling Center, (614) 823-1333 / counseling@otterbein.edu, or the WGSRC Peer Advocates, wgsrc@otterbein.edu.

Information about these policies can be found [here](#).

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.

Counseling Services

Given the level of uncertainty in the world, many students might experience feelings of threat, fear, and uneasiness. For extra support – in the way of just being able to verbalize your feelings to an interested outsider, gaining some reassurance and validation of your feelings, making plans to move forward optimistically and safely – reach out to any staff. Otterbein staff want to provide not only respect but also verbal and emotional support and encouragement. The Counseling Center can be reached at (614) 823-1333. You can also call or text 988, the Suicide and Crisis Lifeline of Ohio, for 24/7 access to a mental health professional.

Academic Support Center

The Academic Support Center (ASC) helps students develop and strengthen the skills necessary to attain their academic goals. They support student learning and success through: tutoring, teaching, disability services, and academic coaching. Students will also find many useful resources on the [ASC Tips and Tools page](#). All services are free for Otterbein students. Their purpose is to help students be academically successful. Please contact them to request a tutor or learn more about the ASC by calling (614) 823-1610 or visiting the [ASC website](#).

Library Services

The Courtright Memorial Library provides a broad range of services and resources, from color printing and a game collection to 24/7 access to more than 220 scholarly databases and e-books [here](#). On-campus students can access in-person help, quiet study spaces, and open computer labs during the library's [open hours](#).

Students can also access the many e-textbooks on reserve by clicking the Course Reserves tab on the library [web page](#) or find help for a specific subject area by searching [LibGuides](#).

Need more help? Students can chat with a librarian by clicking the Ask Me tab on the right side of the library homepage. Students also may e-mail the library at library@otterbein.edu. For in-depth research help, make an appointment for a virtual research consultation with your [personal librarian](#).

Tentative Schedule

The following is a tentative schedule of the topics to be covered in each week. This schedule is subject to change as need dictates. Students will be informed of changes by the instructor in class. A schedule will be kept on the [course webpage](#).

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		