

University of New Mexico – Valencia Campus
IT121 – 501 CRN 55574
Electronic Spreadsheets
Online section

Instructor: Cindy L. Chavez
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BLACKBOARD LEARN: learn.unm.edu

Spring 2016
Office Hours: Monday and Wednesday
Face to face: 1:30 p.m. to 4:30 p.m.
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Course Location, days, and time: This is an online course which means we do not meet face to face. We meet through BlackBoard Learn.

Course Description: IT121 Introduction to electronic spreadsheets. Pre-requisite: CS150 or OBT 263 Introduction to concepts and applications of electronic spreadsheets. This course will also prepare students to take the Excel Certification test. Having industry certifications will give a person the edge when looking for a job in technology. 3 credit hours

Supplies Required: This is an online class so students will need access to High Speed Internet and should have basic keyboarding and computer skills. Excel 2013 is required as the software for the class. USB “jump” or “thumb” drive if you wish to save your work.

Required Text:

New Perspectives on Microsoft Introductory Excel 2013. ISBN: 978-1-38-16936-1
(sold in the UNM Valencia Campus bookstore) Contact the bookstore if you need them to send you the book or visit them on campus. UNM Bookstore phone number is (505) 925-8801 or click this link for more information:
<http://www.unm.edu/~unmvc/Bookstore/Bookstore.htm>

Course Objectives:

- Create and edit spreadsheet applying special formatting choices
- Employ many complex formulas and functions for “What-if?” scenarios
- Consolidate data with 3-D workbooks
- Demonstrate the use of lists by sorting and filtering the data
- Distinguish between the different types of charts, stating the advantages and disadvantages of each

Course Requirements

Class Format: This is an online class, which means that you are responsible to get your work completed and submitted on time. Since we are using technology and the Internet, let’s face it problems with technology happen so do not wait until the last minute complete your assignments. Pay close attention to the days and times that BLACKBOARD LEARN is down for upgrades and work around their scheduled outages. All assignments and correspondence will be submitted through the BLACKBOARD LEARN assignment tab.

Communicate with teacher – The best way to contact me is by email through your Learn account. You may also visit me in my office during office hours or leave a message on my office phone at (505)925-8706.

Attendance: Since this is an online course attendance will be noted by the work accomplished in BlackBoard Learn. BlackBoard will track the number of times students log in to the system. Students need to make sure to log in several times a week to make sure all work is completed.

Assignments—Assignments are listed on the calendar and through BLACKBOARD LEARN assignment tab. You have one week to complete the assignments. Our week begins on Tuesday at 9:00 and ends on Monday at 11:59 pm Mountain Standard time. You are given a due date on each assignment and if you do not submit the assignments by the deadline you will automatically have 10 percent deducted. The assignment will disappear from the list once it has been submitted. I will leave the assignments open until the end of the week before the semester ends. This will allow for late submissions just remember the 10% reduction for the assignment. You can also find an outline on the “Content Page” in BLACKBOARD LEARN that you can print out for your record.

Please use the name given in the book to name each workbook then add your name to it like this:

PacificaCoastRevised_First_LastName

Assignments/projects are to be submitted through BLACKBOARD LEARN assignment tab. You may have to zip the file before submitting it. **Assignments sent through email will not be accepted.**

Student Data Files: are loaded in BLACKBOARD LEARN on the Information page.

Make-up and Late Assignment Policy: All work is due on the due date. Late assignments will be accepted at a reduced rate of 10%.

Quizzes are taken after each lesson and can be found under the assessment tab or in the Content Page weekly folder.

Tests will be “hands on” and must be put in with the assignments as there is no other way to load them in BLACKBOARD LEARN.

Course Grading Policy

Grading:

	89% - 87% = B+	79% - 77% = C+	69% - 67% = D+
100% - 93% = A	86% - 83% = B	76% - 73% = C	66% - 63% = D
92% - 90% = A-	82% - 80% = B-	72% - 70% = C-	62% - 60% = D-
			Below 61% = F

Assignments	Points per	Total Points
Discussion	5 points	25 points
Tutorials	10 points	110 points
Reviews	10 points	110 points
Quizzes	20 points	160 points
Assessments	50 points	100 points
		Total Points = 505 points

Students with Disabilities who need Accommodations: If you are a qualified person with disabilities who might need reasonable accommodations in academic settings, please get in touch with the Jeannie Lujan, Student Services Office of [Equal Access](#) in order to make arrangements to meet your needs. Student Services Phone number: **505-925-8560**

Academic Dishonesty: The UNM Catalog definition states “Academic Dishonesty includes, but is not limited to: dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Withdrawal from Class: Please refer to the Class Schedule for deadlines for dropping a class. However, if you encounter problems towards the end of the semester after the deadline, please talk to me about dropping the class or preferably an advisor. I would rather drop you than award you an F – a grade of an F takes a long time for your GPA to recover.

Incomplete Grade Policy: If you have completed 85% of the semester (attendance and homework) and are experiencing obstacles to completing the semester, make an appointment to talk with me about receiving an incomplete. If we agree on an incomplete, you must have the remaining assignments as agreed upon completed by the end of the next semester. **PLEASE NOTE – it is your responsibility to complete the assignments in a timely manner. If not completed, your INC automatically turns into an F.** I will not remind you of your commitments.

Course Outline

Week	Tutorial	Due Date	Items Due
Week 1	Orientation, Introduction to Excel	1/25	DB
Week 2	Managing Your Files <i>Organizing Files and Folders with Windows 8</i>	2/1	Tutorial Review
Week 3	Tutorial 1: Getting Started with Excel <i>Creating a Customer Order Report</i>	2/8	Tutorial Review Quiz 1
Week 4	Tutorial 2: Formatting Workbook Text and Data <i>Designing a Sales Report</i>	2/15	Tutorial Review Quiz 2
Week 5	Tutorial 3: Calculating Data with formulas and Functions <i>Creating a Fitness Tracker</i>	2/22	Tutorial Review Quiz 3
Week 6	Tutorial 4: Analyzing and Charting Financial Data <i>Presenting Data for a Business Plan</i>	2/29	Tutorial Review Quiz 4
Week 7	Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts <i>Tracking Cash Receipts</i>	3/7	Tutorial Review Quiz 5
Week 8	<i>Midterm Test</i>	3/14	
Week 9	<i>Spring Break 3/14 -3/21</i>		
Week 10	Tutorial 6: Managing Multiple Worksheets and Workbooks <i>Summarizing Recycling Data</i>	3/28	Tutorial Review Quiz 6
Week 11	Tutorial 7: Developing an Excel Application <i>Creating a Receipt</i>	4/4	Tutorial Review Quiz 7
Week 12	Tutorial 8: Working with Advanced Functions <i>Calculating Employee Compensation and Benefits</i>	4/11	Tutorial Review Quiz 8
Week 13	Appendix A: Working with Text Functions and Creating Custom Formats <i>Cleaning Data in a Spreadsheet</i>	4/18	Tutorial Review
Week 15	Appendix B: Advanced Filters, Database Functions, and Summary IFS Functions <i>Filtering and Summarizing Database Information</i>	4/25	Tutorial Review
Week 16	Final	5/4	TBA

For each lesson students will complete the following:

- Tutorial
- Review
- Quiz

All assignments are due on Monday at 11:59 p.m. Late assignments may be submitted but will be marked late.

All assignments are to be submitted through blackboard learn.... **I will not accept emailed assignments.**