

University of New Mexico – Valencia Campus
IT121 – 501 CRN 40370
Electronic Spreadsheets
Online section

Instructor: Cindy L. Chavez
Virtual Office Online: as requested
Phone: 925-8700 Message
BLACKBOARD LEARN: learn.unm.edu

Spring 2018

UNM Email: c2chavez@unm.edu preferred

Course Location, days, and time: This is an online course which means we do not meet face to face. We meet through BlackBoard Learn. Our week begins on Monday and ends on Sunday at midnight mountain standard time.

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 or 2016 is required as the software for the class. USB “jump” or “thumb” drive if you wish to save your work. Have a backup plan in case your system fails you.

Required Text:

No Book required.

The course will use videos for training instead of students having to purchase a book.

Student Learning Outcomes:

- Create and edit spreadsheet applying special formatting choices
- Demonstrate the use of 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
- Identify 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. We can also communicate face to face through Skype in you UNM lobomail.

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 as well as the videos that have been watched. 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 Monday at 9:00** and ends on Sunday 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 module and assignment number on the assignments to be submitted.

Module 1_Assign 1_students last name

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. I repeat.... Assignments sent through email will not be accepted!!!!**

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
Discussion	5 points
Assignments	10 points
Assessments	30 to 50 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**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

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
Tentative**

Week	Topic	Due Date	Items Due
Week 1	Getting Started in BlackBoard and Managing your Files	1/21	DB video
Week 2	Introduction to GCFLearnFree.org website Getting Started with Excel Understanding OneDrive Creating and Opening Workbooks	1/28	Video
Week 3	Saving and Sharing Workbooks Cell Basics Modifying Columns, Rows, and Cells Formatting Cells	2/4	Video Discussion Challenge exercise
Week 4	Understanding Number Formats Working with Multiple Worksheets	2/11	Challenge exercises
Week 5	Using Find & Replace Checking Spelling Page Layout and Printing	2/18	Challenge exercises
Week 6	Intro to Formulas Creating More Complex Formulas Relative and Absolute Cell References	2/25	Challenge exercises
Week 7	Functions Basic Tips for Working with Data Freezing Panes and View Options	3/4	Challenge exercises
Week 8	Sorting Data Filtering Data Groups and Subtotals	3/11	Challenge exercises
Week 9	<i>Spring Break 3/12 -3/18</i>		
Week 10	Tables	3/25	Challenge exercises
Week 11	Charts Conditional Formatting	4/1	Challenge exercises
Week 12	Track Changes and Comments Inspecting and Protecting Workbooks	4/8	Challenge exercises
Week 13	Intro to PivotTables	4/15	Challenge exercises
Week 14	Doing More with PivotTables	4/22	Challenge exercises
Week 15	What-if Analysis	4/29	Challenge exercises
Week 16	Final Project	5/6	TBA

Assignments will be posted in BlackBoard in each weekly module.

All assignments are due on Sunday 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.**