# OFADM 259—INTRODUCTION TO SPREADSHEET SOFTWARE

**Section**: 6356

**Instructor Contact Information:**

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## Course Description

A beginning course in using features of spreadsheet software. Course is designed to enable students to learn and apply the features of spreadsheet software to the creation of worksheets using the features of the spreadsheet software to automate and enhance worksheet operations.

## Scheduling

| Week | Module | Due Date |
|------|--------|----------|
| 1 | Orientation Module<br>Module 1<br>SAM Module 1 | February 17<br>February 19 |
| 2 | Module 2<br>SAM Module 2 | February 26 |
| 3 | Exam 1<br>Module 3<br>SAM Module 3 | March 5 |
| 4 | Module 4<br>SAM Module 4 | March 12 |
| 5 | SAM Capstone<br>Independent Project<br>Exam 2 | March 18 (Sat.) |

## Learning Outcomes

Upon completion of this course, students will:

1. Demonstrate the use of problem-solving principles to create, edit, save, print, and develop spreadsheets and use automated features of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, and auto format).
2. Plan, organize, and build a worksheet, using commands, tabs, and keystrokes.

## Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

### Textbook and Supplies

- *Microsoft Office 365 Excel* **2016**, Illustrated Series, by Reding (available in MJC Bookstore)
- SAM 2016 (comes with the book when purchased from the MJC Bookstore)

## Course Procedures

Weekly assignments are posted in Canvas on Sunday of the week assigned and must be completed and submitted by the following Sunday at 11:59 p.m.

### Turning in Assignments

Each assignment will be submitted as an attachment within Canvas. Only the assignments with an assignment link in Canvas are to be submitted for grading.

Each submitted assignment is awarded numerical points (usually 10 or 20 points). If your assignment has not been completed correctly, it *may* receive a zero grade and the comments will tell you to "redo" the assignment. Only one "Redo" may be allowed on each assignment and it must be resubmitted before the end of the next week. The highest grade that can be awarded on a "redo" is 70 percent of full credit, **7 of 10** points or **14 of 20** points.

## Course Components

**Textbook**. The textbook is divided into five modules. You will only complete the four modules on Excel. (**Skip** Office 2016 Module 1). There will be a quiz after each module, an exam after Modules 1 and 2, and an exam after Modules 3 and 4.

**Data Files**. The student data files will be available for you inside your weekly learning modules and also under the "Files" link in Canvas. Follow the directions in your textbook for opening the files and making the necessary changes. Make sure you save the file as indicated in the directions, and submit the final version by the due date.

**SAM**. SAM is a web-based application. Access to the program comes with your textbook. It consists of four modules (1, 2, 3, and 4). Each module contains a Training, a Training Exam, and a Project. After completing the four modules, there is a Capstone Project.

## Grading

The following criteria are used to compute your grade in this course:

| | |
|---|---|
| Quizzes | 10% |
| SAM, Module Exercises, Skills Review | 20% |
| Independent Challenges/Visual Workshops | 20% |
| SAM Capstone | 10% |
| Exams | 30% |
| Independent Project | 10% |

Grading will be based on a percentage score:

90 – 100   =   A
80 – 89   =   B
70 – 79   =   C
60 – 69   =   D

### Quizzes (10% of your grade)

Weekly quizzes will be worth 20 points each. You will *not* be allowed to retake a quiz.

### SAM, Module Exercises, Skills Reviews (20% of your grade)

Because these assignments are an evaluation of your understanding of a particular topic. You will submit reports for the SAM trainings, exams, and projects, so you should strive for the highest scores you can get. SAM scores must be at least 70% to receive full credit.

**Independent Challenges, Visual Workshops (20% of your grade)**

The Visual Workshop exercises allow you to make your own decisions while creating a document.

**SAM Capstone (10% of your grade)**

This project will assess your understanding of the materials learned throughout this course. It is worth 100 points.

**Exams (30% of your grade)**

There will be an exam after Modules 1 and 2 and an exam after Modules 3 and 4. These exams will consist of True/False and Multiple Choice questions and hands-on computer exercises.