



Course Syllabus SEMESTER School of STEM

Introduction Information

Course Name:	<i>Electronic Spreadsheets - Excel</i>
Course & Section Number:	<i>IST235-XXX</i>
Meeting Day(s) & Time(s):	<i>Online</i>
Credits:	<i>3</i>
Contact Hours:	<i>3</i>
Instructor's Name:*	
Student Hours (Formerly Office Hours) & Location:	
OCC Phone:	
OCC Email:**	

****Please only use your student OCC email or Blackboard Messages in our course to contact me so I know you are a student and may respond safely.** Please put your course & email address on the subject line of any email.

Health & Safety Information:

Please note that while unlikely, there is a possibility courses might need to change the delivery method due to public health concerns. If this happens, the college will communicate any changes via email and/or other communication methods.

If you are not able to come to class because you are ill, please let me know as soon as possible. When possible, class materials will be available through Blackboard, Teams or Zoom. I will do my best to make special arrangements for you to make up the work you missed, if practicable.

Currently, masks are permitted to be worn on campus and in the classroom, but not required; however, this requirement may change depending on circumstances. If changes to the course delivery method are made, you will be informed via email and/or other communication methods as appropriate.

Classroom Admittance:

OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) for specifics.

Classroom Attendance for F2F, SWD, Hybrid, or WEB Classes:

Hybrid Classes: students must attend this class in person based upon the schedule published and communicated by your instructor ahead of the first meeting. Instructors will not allow a different form of instructional delivery. You may be asked to show your student ID at the initial class meeting if you are unknown to your instructor. **For every two scheduled class meetings missed your final grade will drop one letter grade no matter the reason.**

SWD: for all **Synchronous Web Delivery** Classes, the student must attend this class during the days and times set in the schedule. Example: for a 9:00, M, W SWD class, the student must be online at 9:00 every Monday and Wednesday for this class. **For every two scheduled class meetings missed your final grade will drop one letter grade no matter the reason.**

- **Web cameras:** In a synchronous course, we have a unique opportunity to interact with each other in real time that is not available in a traditional online course. I will have my camera turned on so that you may see me and interact with one another. Please have your camera on as well to do the same to build a positive class experience for everyone. Please turn your camera on to introduce yourself, ask questions, and/or respond to questions throughout the class session. Your instructor may request you use your camera and/or show your ID in certain situations, such as at the beginning of a class, when responding to questions or participating in a discussion, during exams, or for an oral presentation. If your camera is off and you do not respond to questions or participate it will count as a missed class meeting. If applicable, your instructor may assist students in blurring their backgrounds. Our online classroom is a safe environment, and we encourage and require you to fully participate.

WEB / Online: for all traditional online classes, also known as **Asynchronous** classes, the student attends at any time and day for instruction. There are no scheduled meetings.

Use of Artificial Intelligence Tools in Our Course

Use of AI is not permitted for use in this course.

AI is not a replacement for your own thinking and research. Work will be checked for its originality.

Technology, Lab Requirements, & Files:

Specific download and installation instructions are posted in Blackboard.

Student Data Files:

There are no student data files needed in this course.

General Information:

Student Code of Conduct:

All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:

All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations:

A student seeking accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a **written email** notice with the specific dates for an absence and must do so not later than fourteen (14) days after the first day of instruction. **Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy***. The request for alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

*The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection:

Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of general education or program assessment. Please save all your class materials until the end of the semester.

What Will I Learn in This Course?

Catalog Description:

This course will reinforce and expand on Excel topics covered in IST 100 and IST 131 through hands-on instruction. Covers advanced Excel features and analysis capability applied to typical business situations.

Current Textbooks, Materials, Equipment (Cost included in Course Fees):

CompTIA Excel Pro

Prerequisites:

None

Course Materials:

Inclusive Access (I.A.) Materials

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers as per the state of Ohio. Courses containing I.A. materials will have that noted when you click "Find Books" from the course schedule.

This means if your course includes I.A. digital materials, you will receive an email with subject line, "Your inclusive Access Materials," and it will include any codes or digital links. The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before that date. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course in Blackboard Labelled "Course Materials by eCampus". This folder will contain any needed codes or links to needed materials included in the I.A. program. Note: It may not include links to ebooks if they are provided separately within the course assignments.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. If a course does not contain printed materials or other materials as part of Inclusive Access those materials would need to be purchased separately using the "Find Books" link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

Course Objectives:

1. Introduce electronic spreadsheets using Microsoft Excel.
2. Describe terminology, design, and formatting of workbooks at a beginning through advanced level.
3. Explore methods to develop proficiency in editing, formatting and printing worksheets and charts from a beginning to an advanced level.
4. Explore proficiency in advanced formulas and functions.
5. Demonstrate ability to analyze data using Excel.
6. Prepare students to earn Microsoft Office Specialist: Excel Associate and Excel Expert certification exams.

Student Learning Outcomes:

1. Use spreadsheets as a problem-solving tool.
2. Design and develop spreadsheets at an advanced level.
3. Demonstrate proficiency using formatting, functions, and formulas to create useful problem solving and professional looking workbooks.
4. Demonstrate proficiency using Tables, Pivot Tables and Charts.
5. Demonstrate proficiency manipulating lists, and data analysis and management.
6. Demonstrate proficiency using Excel at an advanced level in the Capstone Project.

What Will Our Classroom Environment Be Like?

Respectful Class Communication:

Respectful communication: Our classroom is a safe space. Respect in class, online, in posts, on discussion boards, and all communications is important.

Asking for help/clarification: Students are encouraged to contact your instructor as soon as you have questions or need clarification. Your instructor will help you or connect you with someone who can assist.

Unless I am told otherwise, I will assume that every student understands everything posted in our Blackboard course and through online chats, messages, or emails. If you don't understand something, or if you don't understand why we are approaching our materials in the way we are, please ask. Future classes will build on and further develop the concepts we learn.

If you are overwhelmed, tell me. I can't help if I don't know. Working a little bit every day on a technical course is the secret of finishing successfully.

Post questions on the Class Help Forum. In this course, you can post questions in the Class Help Forum located at the top of our course. Please make sure your question has not been answered already in the Class Help Forum on the discussion board. This is the best way to get your questions answered and help your classmates!

Online courses: Communication is very important. The instructor will communicate with you by email and Blackboard announcements. It is the student's responsibility to log in to the Blackboard shell frequently (suggested 3-5 times/week) and check email daily.

I know an online class is challenging for some of you. It takes discipline and time management. You need to keep going even when you want to quit. My goal as your instructor is to help you become as successful as possible in this class, I guarantee you will have to work for it.

Inclusion Statement:

Students in this class are encouraged to speak up and participate during class meetings, online, and on discussion boards in a positive manner. Because the class will represent a diversity of individual beliefs, backgrounds and experiences, every member of this class will show respect for every other member of this class. I support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students, faculty, administrators, and staff at OCC will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors and worldviews may be different from their own.

How Will Your Grade Be Determined and What Are the Major Assignments for the Semester?

Final Grading Scale

Grading Procedure:

Grades are calculated on a straight average. There are 2920 points in this course.

The final exam must be passed at 72.5% (725 points) to pass the course. You will have earned your average for all assignments if the final exam is passed. Anyone scoring less than 72.5% on the final exam will have earned an "F" grade for the course.

All work is expected to be professional, spell checked, written using proper English and grammar. Points will be deducted accordingly.

Grading Scale:

The grading scale is

90-100 = A (=>2628)

80-89 = B (=>2336-2627)

70-79 = C (=>2044-2335)

60-69 =D (=>1752-22334)

Below 60 = F (below 1752)* or less than 72.5% scored on the final exam regardless of course average overall.

Guidelines: This is a professional, college course, you are required to use proper spelling, punctuation, complete sentences, and correct grammar throughout the course...do not be offended if emails are returned for correction! Please complete your work carefully, spell checking, and then submitting.

General Grading Rubric for All Assignments

Not submitted on time; "0" points

Assignment submitted on time, follows directions, is of appropriate length, and demonstrates that the student grasps the topic, full points

Assignment submitted on time, is incomplete, misses the point, or does not demonstrate student grasp of topic; half points (more or less depending on degree). Missing assignments 0 Points

Discussions:

Participation in course discussions in each Learning Module are worth significant points in this course.

Grade Transfer: It is the student's responsibility to verify grades for completed assignments transferred successfully to the Blackboard gradebook and notify the instructor **before the due date** of any issues so they may be resolved.

***** Waiting until the day assignments are due to complete work is not viable to be successful, please work ahead, we want your success!!*****

Posting of Grades & Communications:

Grades will be posted on Blackboard in the Gradebook. Student work will be graded within 1 week of the due date or less. Student questions will be answered as soon as possible. Please do not expect responses on weekends or holidays.

Late Work:

Late work may be accepted at the instructor's discretion with documentation from the student. Examples of documentation are a doctor's note, hospital admissions receipt, death notice (immediate family only) and such items.

Consider this: All students are able and encouraged to work ahead. If you cannot find time to work ahead of due dates, in case of emergency, when would you find time to make up the work? You control your schedule. Please plan the necessary time for coursework.

Work Not submitted on time without prior arrangement; "0" points.

You are expected to be online working on course work in Blackboard a minimum of 3 times per week and to meet all due dates. This includes checking announcements and e-mails regularly.

Research suggests that students should spend approximately 2-3 hours, per credit hour, studying in order to be successful in their courses. **STEM classes like this one often require 3-4 hours, per credit hour, of studying and computer work to be successful in addition to homework time.**

Class Attendance:

For on ground (traditional), hybrid, and online synchronous class meetings the student is expected to attend and (for online synchronous) have their camera turned on. For every two scheduled meeting sessions not attended for any reason the final grade will be reduced by one letter grade.

Student Responsibilities:

- Attendance: Class discussions, activities and participation are an integral component of learning and understanding the course material. If you are going to be absent or not logging in, please notify the instructor prior to missing the class or assignments to discuss your options, if possible. Please look at the assignment calendar to see what will be missed (topic, assignments, etc.) and contact the instructor if you have questions.

- Assignment submission (format, etc.): Students are to be familiar with the assignment calendar in Blackboard and how to submit assignments. If you are unable to complete an assignment on time, please contact your instructor as soon as possible to discuss options well in advance of the due date. Remember, you have two full weeks to complete assignments except in the last week.

- Contacting your instructor: Your instructor has provided their email address. Please include the course and section number on the Subject line of your email so your instructor knows that you are a student and which class you are asking about. Blackboard Messages in the course are the preferred contact method.

I expect questions and that's okay. Don't hesitate! Reach out when you need assistance! I am here to help you!

How Does the College Support Us?

Students please use this [link](#) for a listing of support resources such as **Campus Resources, Campus Life, Getting Around Campus, and Security**.

Tentative Course Timeline and Assignment Schedule

(All specific assignments are in Blackboard; this is just a guide, please check To Do List in each Learning Module in Blackboard).

Week / Learning Module	Student Learning Outcomes	Topic
Week 1 & 2 Learning Module 1	1, 3	Complete: Introductions Discussion Complete: Learning Module 1 Discussion Complete: Course Overview 1.1 Complete: Common Office Features 2.1 - 2.5 Complete: End of Chapter Exams Please make sure you have printed the course checklist located in Getting Started as was requested and check off each assignment as you complete it. Additionally, please check that each grade successfully transferred to Blackboard before the due date to ensure you receive credit. This is a student responsibility. Grades cannot be adjusted after the due date passes.
Week 3 & 4 Learning Module 2	1, 3	Complete: Learning Module 2 Discussion Complete: Common Office Features 2.6 Complete: Excel Basics 3.1 - 3.3 Complete: End of Chapter Exams
Week 5 & 6 Learning Module 3	1, 2, 3	Complete: Learning Module 3 Discussion Complete: Excel Basics 3.4 Complete: Formulas & Functions 4.1 - 4.2 Complete: End of Chapter Exams

Week 7 & 8 Learning Module 4	5	Complete: Learning Module 4 Discussion Complete: Simple Data Analysis 5.1 - 5.2 *Complete: Excel Live Projects section 6 (your instructor may assign these now or hold them until Learning Module 7, links are located in Learning Module 7) Complete: Advanced Workbook Options 8.1 - 8.2 Complete: End of Chapter Exams
Week 9 & 10 Learning Module 5	1, 2, 3, 5	Complete: Learning Module 5 Discussion Complete: Advanced Data Formatting 9.1 - 9.3 Complete: Advanced Formulas and Macros 10.1 Complete: End of Chapter Exams
Week 11 & 12 Learning Module 6	3, 4	Complete: Learning Module 6 Discussion Complete: Advanced Formulas and Macros 10.2 - 10.5 Complete: End of Chapter Exams
Week 13 & 14 Learning Module 7	2, 3, 4, 5	Complete: Module 7 Discussion Complete: Advanced Formulas and Macros 10.6 Complete: Advanced Charts and Pivot Tables 11.1 - 11.3 Complete: End of Chapter Exams *Complete: Excel Live Projects section 6 (if your instructor did not assign them earlier)

Week 15 & 16 Learning Module 8	1 - 6	Complete: Learning Module 8 Discussion Complete: Excel Capstone Project Complete: All Practice Exams Complete: Final Exam (only after completing the practice exams to ensure you know the material well)
-----------------------------------	-------	---

Disclaimer: "The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course."