

Doane University

Table of Contents

Course Information	2
Instructor Information	2
Contact Information	2
Communicating With the Instructor	2
Course Catalog Description	2
Course Overview	3
Course Prerequisites	3
Course Placement	3
Course Textbook and Materials	3
Learning Objectives	3
Course Requirements	3
Course Grading	5
Weekly Course Schedule	5
How to Succeed in this Course	6
Accessibility Statement/Services	6
Academic Services	6
Student Conduct Statement	6
Technical Support Contact Information	7
Syllabus Disclaimer	7

Course Information

CSA 102
Introduction to Spreadsheets
Summer 2018
1 Credit Hour

IMPORTANT TO NOTE:: This is a one (1) credit class that begins at the ***START date*** of the term and runs for the following **three (3) weeks ONLY with very specific due dates for coursework**. If you feel you can not complete the coursework on the scheduled dates in the 3 week allotted time-frame, you will need to drop and take at a later date, as the course closes and grade is submitted for term.

Instructor Information

Instructor Name
Shawn Soper

Contact Information

Email Address: shawn.soper@doane.edu

Communicating With the Instructor

This course uses a "three before me" policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The "Question Center" / "Water Cooler" discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question as a new forum to the "Water Cooler" / "Question Center" discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

Course Catalog Description

A course wherein students learn to develop and use an electronic spreadsheet applications program, manipulating numerical data in tabular format for a variety of business applications.

Course Overview

Students learn to develop and use an electronic spreadsheet applications program, manipulating numerical data in tabular format for a variety of business applications. This is a course for beginners, those who are "self-taught" and even everyday users of the program. You will learn basics of spreadsheets as this course is an introduction using Microsoft Excel 2016/365

Course Prerequisites

CSA 101 Introduction to Word Processing and also requires competency in basic computer knowledge

Course Textbook and Materials

N/A

Learning Objectives

Course Objectives

Upon completion of CSA 102, students will have an understanding and the skills to be able to:

1. Set up an Excel spreadsheet
2. Easily create and navigate between Excel workbooks
3. Basic formatting of text and worksheets
4. Basic calculations using Excel formulas and basic functions

Unit Objectives

Unit I:

Open, create, and save a Excel spreadsheet document

Adjust cells, columns, rows, alignment to change the information of a spreadsheet

Save and retain original formatting as an Excel spreadsheet or PDF

Unit II:

Adjust cells, colors, font, size, theme to change the style and appearance of a spreadsheet

Insert images into cells

Create and manipulate cell references to change cell data

Unit III:

Create cell Functions and Formulas to change data of spreadsheet and apply 'Order of Operations' in Formulas and Functions

Create and adjust multiple sheets in workbook

Course Requirements

Attendance Policy

You should plan to work on this course everyday. This means that you absolutely **must have a reliable and consistent internet connection** throughout the duration of the course. This also strongly suggests that you should **not plan to take any vacations / time away** during this course. This is a condensed, fast-paced, course and it would be extremely difficult to catch up after a prolonged absence.

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:

http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser
- Adobe Acrobat Reader (free)
- Spreadsheet software—Microsoft Excel
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages **THIS IS NOT OPTIONAL.**

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Attendance/Participation

Preparation for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into the Blackboard and on a regular basis and *participating* in the all of activities that are posted in the course.

Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A one-credit course requires 15-21 hours of student work. Therefore expect to spend approximately 5-7 hours a week preparing for and actively participating in this 3-week course.

Late or Missed Assignments

ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due, it is automatically docked 20% each day it is late.

Rewrites

Students may submit their assignments ahead of their due date for review by the instructor as long as the assignment is provided a minimum of three days prior to the course due date. The instructor will provide feedback on the assignment for consideration by the student.

Submitting Assignments

All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Drop and Add dates

If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist¹:

- a. Cheating
- b. Fabrication
- c. Facilitating academic dishonesty

d. Plagiarism

For more information on academic integrity, please visit the website:
<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Course Grading

Grades, Grading Scale, Feedback

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
E	59 and below

See the requirements for the specific Assignments on Blackboard.

Feedback: Please allow 3-5 days for feedback on assignments. This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.

How to Succeed in this Course

- Check your Doane email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Accessibility Services

Doane University Access/Services for Students with Disabilities
<http://www.doane.edu/disability-services>

Contact Person: Angie Klasek Phone: 402.466.4774 Email: angie.klasek@doane.edu

Academic Support

Contact Person: Tere Francis Phone: 402.466.4774 Email: terese.francis@doane.edu

Student Services

<http://www.doane.edu/gps/student-services>

Student Conduct Statement

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**

Appropriate classroom behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411
Email: helpdesk@doane.edu
Web: <http://www.doane.edu>

Instructional Technology Accessibility and Privacy Policies

<http://www.doane.edu/instructional-design-services/policies>

Syllabus Disclaimer

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.