

# CAOT 85 – Microcomputer Office Applications: Spreadsheet

Spring 2021

## COURSE INFORMATION

<b>Course Title:</b>	CAOT 85 – Microcomputer Office Applications: Spreadsheet
<b>Section Number:</b>	28014 - 28015
<b>Units:</b>	3-units
<b>Prerequisite / Recommended:</b>	CAOT 31/Business 31 (Business English) and CAOT 92 (Computer Windows Applications) are recommended.

## INSTRUCTOR INFORMATION

<b>Instructor:</b>	Dr. Odemaris Valdivia
<b>Email Address:</b>	<a href="mailto:valdivo@lavc.edu">valdivo@lavc.edu</a> (This email should only be used only if Canvas is down.)
<b>Office Hours:</b>	ZOOM – Wednesday and Friday from 11:30 am to 12:00 pm Canvas Inbox and Q&A Forum will also be available (Monday – Friday)
<b>CANVAS:</b>	We will be using Canvas for this course, so you will need access to a computer and the Internet. Canvas is also mobile-friendly and can be used on your phone or tablet through the <a href="#">Canvas Mobile App</a> or a mobile browser! <a href="#">What are the browser and computer requirements for Canvas?</a>

## COURSE DESCRIPTION

This course provides a detailed study of business applications using Microsoft Excel or a similar software. Topics include the commands, formats, and functions of Excel with emphasis on its use as a problem solving and financial analysis tool.

## COURSE OBJECTIVES

Upon successful completion of this course, you will be able to:

1. Plan, design, arrange, manipulate, name portions of, edit, save, and modify Excel/spreadsheet worksheets and workbooks.
2. Format cells and worksheets including numbers, size adjustments, alignment, paste features, merging cells, and borders and shading.
3. Adjust and control worksheet printing options such as headers, footers, margins, orientation, and scale.
4. Plan, produce, manipulate, format, and modify charts to depict data graphically.
5. Create, modify, and troubleshoot mathematical formulas, including multi-dimensional, relative, and absolute cell/data references and implement financial decision-making while producing complex financial functions.
6. Use the basic features of a spreadsheet application such as Microsoft Excel to complete hands-on assignments and tutorials to plan, design, arrange, manipulate, name portions of, edit, save, and modify Excel/spreadsheet worksheets and workbooks.
7. Complete assignments, tutorials, and hands-on activities formatting cells and worksheets including numbers, size adjustments, alignment, paste features, merging cells, and borders and shading.
8. Practice and complete assignments adjusting and controlling worksheet printing options such as headers, footers, margins, orientation, and scale.
9. Complete assignments, tutorials, and hands-on activities planning, producing, manipulating, formatting, and modifying charts.
10. Use Microsoft Excel or a similar spreadsheet application to complete exercises, assignments, hands-on activities, and tutorials creating, modifying, and troubleshooting mathematical formulas.

## STUDENT LEARNING OUTCOMES

Given data, students will create a professional workbook for financial analysis, including formulas and function, charts, and macros.

## How You Can Contact Me

- Class-related questions: please post in the Q&A Discussion.
- Personal questions: please use the Canvas Inbox.
- Office Hours will be determined based on student needs.
- Response time: I do my best to respond to your questions within 48 hours, except on weekends.
- If Canvas is down and you need to contact me, you can reach me via email: [valdivo@lavc.edu](mailto:valdivo@lavc.edu). However, you will get a faster response time using Canvas Inbox.

## How I Will Contact You

- Announcements will be posted regularly.
- I will send you messages using the Canvas Inbox.
- The feedback for assignments you submit to SAM is provided automatically. However, I will provide additional feedback when appropriate.

## REQUIRED TEXTS, MATERIALS, & SUPPLIES

The Cengage Unlimited Subscription is listed below. The eBook and SAM are integrated with Canvas. The book that we are going to use is **Microsoft Office 365 – Excel 2019 Comprehensive**

You can purchase Cengage Unlimited through the following sites:

- [Cengage.com](https://www.cengage.com)
- [Amazon.com](https://www.amazon.com)

Once you are sign up to Cengage Unlimited you will be able to access the eBook and SAM through Canvas. Students can sign up to access the class materials for 7 days for free.

### *Computer Software*

#### **Office**

In order to complete this course, you must have access to a computer running Microsoft Office 365/2019 (downloadable version). Other versions of Office (Office 2016, 2013, etc.) are NOT acceptable.

Office 365 (the subscription version of Office) is available to LACCD students for free. Office 365 allows you to download and install Office 2019 on your computer. Please see the Software page in Canvas for more information.

**Note for Mac users:** When completing the SAM **Projects**, some of the features may not exist in Mac. Therefore, we recommend you use a PC to complete those assignments where you are missing too many features. For certain chapters, you will be given assignments that have been created for Mac users.

For SAM Training projects, students should not have any problem using Mac, Chromebook, or PC. These are website trainings. Therefore, as long as you followed the browser set up posted in Canvas, students will be able to complete these assignments without any issue.

#### **Windows 10**

We will learn about Windows 10 in this class. The Windows 10 lessons will be done in SAM using a simulation, so Mac users WILL be able to complete the Windows exercises.

### **PDF Reader**

You will need to be able to view PDFs for this class. You can download a free PDF reader if you don't have one already on your computer: [Adobe Reader](#)

### **SAM**

SAM is an online training and assessment solution for Microsoft Office. It is designed to provide lessons and assignments that complement the skills you learn in the textbook.

You will DEFINITELY need SAM for this course! Your lessons, assignments, and exams can all be found there. You can get SAM by purchasing Cengage Unlimited subscription. If you want to use a book, you can pay \$8 to cover the cost of shipping and handling. However, it is a book rental only.

In this class, SAM is directly integrated with Canvas. Once you set it up, you will be able to get to everything from here. More information on how to get set up can be found on the SAM registration page in Canvas.

### **Data Storage**

- You may find it convenient to have a USB drive (1 Gb or larger) to complete some of the exercises and to save your files.
- You also have storage space available on your Office 365/OneDrive account. Please see this link for more info: [OneDrive help & learning](#).

## **METHODS OF PRESENTATION**

In this class, students will find the following method of presentation for this class:

- Lecture
- SAM Training
- Videos
- Canvas-based PowerPoints
- Class discussions or threaded discussions

## **Grading Criteria**

Activities	Points	Percentage of Grade
Projects	165 points (11 x 15)	22%
SAM Projects	330 points (11 x 30)	43%
Practice Exams	55 points (11 x 5)	7%
Exams	100 points (2 x 50)	13%
Discussions	60 points (20 x 3)	7%
Final Theory Exam	50 points	8%
Total		100%

Your final grade will be based on total points. The following percentages represent the distribution of the points. However, the point system below includes some of the possible extra credit that may be added to the assigned projects.

## **GRADING SCALE**

**A = 90.0-100%**

**B = 80.0-89.9%**

**C = 70.0-79.9%**

**D = 60.0-69.9%**

**F = 59.9% and below**

## Late Submissions

All assignments (SAM Training and SAM Projects) should be completed during the week in which they are assigned. Assignments must be submitted by Monday at 11:59 p.m. on the due date. Once the deadline for an assignment has passed, it cannot be made up, and the grade for that assignment becomes a zero. However, I will allow students to submit the assignments within the same week on Sunday with a penalty of 20%.

There is **no late submission** for discussion board assignments regardless of the situation. The board is like an attendance and students need to be active on that week to be able to participate with other students.

There are no late submission penalties for practice theory tests. However, once these tests are closed, they are not going to be opened.

### TECHNICAL PROBLEMS ON THE DUE DATE ARE NOT A VALID EXCUSE FOR SUBMITTING LATE WORK.

Do not wait until the day an assignment is due to begin working on it.

- If there are technical problems, you won't be able to solve them in time to submit the assignment!
- If you have a problem understanding how to do the assignment, you won't have time to ask questions!

## EXTRA CREDIT

There is limited extra credit in this class. The extra credit points will be added to a few assignments or quizzes. Do not rely on this since it is going to be minor points.

## Understanding My Grade

For additional information and questions on how to view your feedback, please see the following Canvas Student Guides:

- [How do I view assignment comments from my instructor?](#)
- [How do I view rubric results for my assignment?](#)

## ATTENDANCE, DROPS, & WITHDRAWALS

You are responsible for maintaining your enrollment status. General information regarding drop dates, withdrawals, refunds, and other enrollment matters may be found under the LAVC class schedule.

Deadline to withdraw and receive REFUND	Friday, April 16
Deadline to withdraw and AVOID "W"	Wednesday, April 21
Deadline to withdraw and receive Guarantee "W"	Monday, May 24

### School Holidays (No Class)

Memorial's Day Holiday	Monday, May 31
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## DROP POLICY

Students are responsible to drop when they no longer want to remain in the class. The instructor also reserves the right to drop students that do not submit their weekly work for 2 weeks in a row. The instructor may drop you for non-participation.

If you stop attending a class (or wish to drop a class) on **or before May 24, 2021**, you must drop the class yourself - officially - over the internet. Failure to do so may result in a grade of "F" in that class.

## CLASSROOM POLICIES

### *Classroom Conduct*

- This classroom should be welcoming to all. I expect everyone to be respectful in how they communicate and interact with every person in this class. Racist, sexist, homophobic, and other forms of language that potentially marginalize or demean any student are not tolerated.
- In this class, we will be sharing multiple perspectives on the course subject matter. Please remember to be respectful of one another and that it is okay to agree to disagree.
- Set aside time each week to view all module materials and submit required work.
- Log in regularly each week to check for announcements, grades, messages, and comments.
- Participate in online discussions and respond thoughtfully to your peers.

## ACADEMIC Integrity

Academic integrity means honesty in academic work. All of your coursework should be a result of your own efforts. I understand that you can often feel pressured and overwhelmed by the demands of school, work, and personal commitments. No matter what level of stress you may be experiencing, it is still expected that you will approach your work with honesty and integrity. While I recognize that mistakes can happen, violating the college's academic integrity policies may compromise your academic career. You would also be de-valuing your resulting degree or certificate when you enter the workforce or transfer and cannot meet the expectations that your degree or certification requires.

## ACCOMMODATIONS FOR DISABILITIES

I encourage students requesting disability-related accommodations to contact the Services for Students with Disabilities as soon as possible. I will work with you and the office for Services for Students with Disabilities to provide appropriate and reasonable accommodations. Early notification of your request for test-taking and/or other accommodations is necessary to ensure that your disability-related needs are addressed appropriately; testing accommodations cannot be applied retroactively. You can find more information through this link: [Services for Students with Disabilities](#).

## STUDENT SUPPORT SERVICES

- [Library Online](#)  
Connect to great campus library sources, wherever you are.
- [ARC Online Tutoring](#)  
Get help with your classes even when you can't go to an on-campus support center.
- [Services for Students with Disabilities](#)  
Provide support services, specialized instruction, and educational accommodations to students with disabilities
- [Counseling Online](#)  
Counselors help you identify your educational goals, create plans, and stay on track to completion.
- [Financial Aid](#)  
Find information about FAFSA and other financial aid opportunities.
- [Canvas Help Desk](#)  
Get help with all your campus Canvas questions.
- [Umoja Black Scholars](#)  
Promote cultural and leadership resources.
- [PASO STEM](#)  
Promote awareness of STEM internships.
- [Helping Hands Food Pantry](#)  
Provide free food for students in need on campus.
- [Promise](#)  
Free tuition and priority registration for high school graduation.
- [Virtual Career Center](#)

- Select a major, find a job, or prepare for an internship - we can help online.
- [Veterans' Resources](#)  
Get help with all your campus veterans' questions.

## **COURSE CONTENT AND DEADLINES**

The content and deadlines of this course may change depending on time constraints. The order of the topics listed may vary. This section has been uploaded as a separate document. You can find the link with the syllabus.

## **DISCLAIMER**

Some elements of the syllabus may be changed at the instructor's discretion. Students will be given at least 48 hours' notice of changes whenever possible. If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let the instructor know within the first week of class. Your continued attendance in this course constitutes an acknowledgment and acceptance of the requirements delineated in this syllabus.