

WEB 3070
Advanced Spreadsheets

Syllabus

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Office Hours by Appointment on Zoom

Hello! Welcome to our advanced spreadsheets class. I'm so happy you've chosen to hone your sweet spreadsheet skills and learn some new things that will impress your boss and friends...well, your boss anyway. After you're done with this course, you should know some advanced functions and techniques to help you become more proficient at Excel so you can manipulate and present better data.

Required Software

In this course, we will be using the Office 365 version of Microsoft Excel. You are welcome to use an older version but be aware that you may have to find some features in different places and some features may not be available.

Microsoft Office 365 is free for students to download and use. You can find instructions at https://www.weber.edu/software/office_365.html.

Grading

100 - 94 A	< 84 - 80....B-	< 70 - 67 ...D+
< 94-90 A-	< 80 - 77....C+	< 67 - 64 ... D
< 90-87 B+	< 77 - 74....C	< 64 - 61 ... D-
< 87-84 B	< 74 - 70....C-	< 61 - 0 F

In this class we will have quizzes, assignments, and discussions throughout the semester and one final exam at the end.

What You Will Learn

At the completion of this course, you will be able to:

- Make your spreadsheet readable and attractive.
- Create, format, enhance and print charts and tables.
- Use more advanced functions (i.e., if, future value, lookup). Use Excel with other programs (copying, linking, embedding, and importing files).
- Create a summary report that consolidates worksheets and includes subtotals.

- Set up macros to automate repetitive tasks.
- Set up pivot tables that allow you to analyze data from different views.
- Use advanced data analysis tools: auditing tools, goal seek, data validation, one-and two-variable data tables, scenario manager, and solver.

Late Assignments

I will place due dates on assignments to help you stay motivated to keep up throughout the semester. If an assignment is late, it will automatically receive a 10%-point deduction.

Communication

I will communicate with you through the Canvas learning system by either sending you private messages or by commenting on your submitted assignments. You are welcome to contact me through Canvas or by email or cell phone. Please do not hesitate to ask any question. I'm usually fast at responding to messages.

Tutoring

If you feel you need extra help, you can check out the Computer Literacy Center at <https://weber.edu/clc>. They offer a series of short courses, including advanced spreadsheets, that may give you another perspective on the topics we will be learning.

Accommodations for students with disabilities

Any student requiring accommodations or services due to a disability can contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials in alternative formats if necessary. You may also let me know about any special accommodations you need, and I will do my best to meet them right from the start.

For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or weber.edu/ssd.

Academic Honesty

The School of Computing policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. You can read WSU's student code of conduct at weber.edu/ppm/Policies/6-22_StudentCode.html.

Course Fees

Course fees are designed to cover the cost of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors and online instructional resources.

Emergency Closures

In the event of a University emergency closure, please check the WSU home page, <http://weber.edu>. It is also a good idea to make sure you are signed up for emergency alerts through Code Purple, <https://portalapps.weber.edu/CodePurple>.