COURSE SYLLABUS
Middlesex Community College

Course Information

Semester	Fall 2014
Number	CSA* 135
Title	Spreadsheet Applications
CRN	3108
Credit Hours	3
Prerequisites	Eligible for ENG*101E
Deliver Format	On-line

Instructor Information

Name	Lin Lin
Department	Allied Health, Business & STEM
Office Location	Wheaton Hall 313
E-Mail	llin@mxcc.edu
Office Hours	12:30 – 2 pm on Tuesday & Thursday
Office Phone	(860) 343 – 5763

Required Textbook/Material

1. *New Perspectives on Microsoft® Excel® 2013, Comprehensive*
   ISBN-13: 978-1-285-16933-0
   Type: Book

2. *SAM 2013 Assessment, Training, and Projects v1.0 Printed Access Card, 1st Edition*
   ISBN-13: 978-1-285-42749-2
   Type: Printed Access Code

3. *Video Companion for Carey/Parsons/Oja/Ageloff's New Perspectives on Microsoft Excel 2013, Comprehensive*
   ISBN-13: 978-1-285-17227-9
   Type: DVD

   MxCC bookstore may sell a bundle version of the textbooks & SAM Access Code with a different ISBN, please check with the bookstore staff (860-346-4490).

Required Computer Settings
In order to complete this course properly, you need a PC with Windows (preferably Windows 7/8) Operating System and a full version of Microsoft Excel 2013* (or Office 365 University*) software. If you don't have these settings at home or at other convenient locations, you should plan on coming to MxCC Library (first floor in Chapman Hall) or Computer Lab (Wheaton 305) in Middletown campus to complete your assignments.

*Please note that the textbook is designed to fully correspond to the Excel 2013 software. Although students may use other versions of the Excel product, such as Excel 2007, Excel 2010, or Excel 2011, all features and functions will NOT exist in these versions. Students who do not have Excel 2013 will notice differences between the textbook and the product interface. The SAM2013 product also maps to Excel 2013. For details on the system requirements for SAM2013 and the help for Mac users, please refer to the documents posted on Blackboard.

Course Description
Microsoft Excel for Windows will be utilized to design, organize, and manipulate business applications. Students will use introductory through advanced features working with worksheets, databases and charts.

Course Scope
Microsoft Excel offers a comprehensive study of spreadsheet concepts and skills. This course begins with the basics of Microsoft Excel creating a basic worksheet using formulas and formatting techniques. The students will expand their skill set using worksheet functions, charts and graphics, Excel lists, multiple worksheets and workbooks, editing and web tools, data tables and scenario management and solver. The course provides the students with hands-on tutorials and application cases for each topic.

Course Objectives
The goal of CSA* 135 is to provide each student with a comprehensive Course in Microsoft Excel. The following list describes the learning outcomes that support this overall goal:

- Understand the basics of an Excel worksheet
- Understand and apply formulas and functions
- Develop professional-looking worksheets using formatting tools
- Chart and graph worksheet data
- Work with Excel Lists
- Work with multiple worksheets and workbooks
- Apply Excel's editing and web tools
- Create data tables and Scenario Management
- Understand and use Solver for complex problems
- Integrate all skills in completing a comprehensive case study

Program/Discipline Learning Outcomes Contained in Course
- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline
This Computer Application course is a required course for Business programs. In today's highly competitive and technologically advanced society, good spreadsheet computer skills are an imperative. Students in this course are able to acquire and/or refine their worksheet skills. The ability to plan, design and create worksheets using functions and tools allows the student to analyze and synthesize business information. The reports and data worksheets will enhance productivity in a company and will serve the students in both academic and professional careers. Knowledge of the Microsoft Excel is highly desirable in today's workplace. The course

gives a very practical technical foundation and allows the student to learn and apply the advanced features to business data.

Course Requirements/Gradings

A	Discussions • Self-introduction (10 points) • SmartMeasure (10 points) • *Questions & Answers (10 bonus points)*	20 points (*+10 bonus points*)
B	ProSkills • Budget Worksheet Development (10 points) • Excel Table Development (10 points)	20 points
C	SAM Projects • 10 projects (10 points each)	100 points
D	Textbook Tutorial • 1 submission (10 points)	10 points
E	Course Evaluation • *Student Course Evaluation (5 bonus points)*	(*+5 bonus points*)
Total		**150 points** (**+15 bonus points**)

Letter Grade based on total points:

>= 140	A	135 ~ 139	A-		
130 ~ 134	B+	125 ~ 129	B	120 ~ 124	B-
115 ~ 119	C+	110 ~ 114	C	105 ~ 109	C-
100 ~ 104	D+	95 ~ 99	D	90 ~ 94	D-
< 90	F				

A – Discussions
1. You will need to post your message to each discussion on Blackboard.

2. You may ask all course-related questions in the Questions & Answers Discussion. This will not only give other students a chance to answer, but also save them from asking similar questions. By the end of the semester, bonus points will be given to those who actively and frequently post their answers to the questions. The bonus points that you earn will be determined by the number of answers you post and the quality of the answers. Please note that this discussion is for information exchange among students only. If you have questions for the instructor, please send her a message in Blackboard.

B – ProSkills
You should submit your file(s) as attachment(s) to "ProSkills & Tutorial Submissions" in Blackboard.

C – SAM Projects
SAM (Skills Assessment Manager) is a proficiency-based assessment and training environment for Microsoft Office provided by Cengage Learning. In order to use SAM, you need to:
• Create a SAM account using the Access Code you purchase
• Log-in using your account
• Join a section (section number will be specified by the instructor).

Then you need to log-in each time to work on a SAM-related assignment.

The procedure of completing a SAM project:
1. log-in to sam.cengage.com
2. Go to the Activity List Tab
3. Click on the specified assignment
4. Follow the instruction to complete the project (submit through the web)
5. Go to Reports Tab
6. Click on the icon under the column header "Reports & Files" and review your grade report (If your grade is not 100, do step 7-9)
7. Click on the icon under the column header "Study Guide"; if you see any step with points deducted, do the related training by clicking the link
8. Correct any mistakes/errors on your document
9. Resubmit: Repeat steps 2-6 (and possibly 7-9). You may submit up to five times before the due date. Only the highest grade will be recorded.

D – Textbook Tutorials
You are required to do all tutorials specified in weekly assignments. Only the last tutorial will be graded. You should submit your file(s) as attachment(s) to "ProSkills & Tutorial Submissions" in Blackboard.

E – Course Evaluation
Your evaluation is very important to us. It will help improve our course design, instruction, and the type of services we offer. Please follow the instruction on Blackboard to find out how to get bonus points.

Missed/Late Submission for a Graded Activity

Please start your weekly assignments as early as possible during each week so that you have enough time dealing with unexpected situations including technical difficulties with your computer, software, internet, or unexpected health or transportation issues. Please be aware that the deadlines for graded assignments must be strictly followed. Unless otherwise approved by the instructor, missed/late submissions will not receive credits.

One on One with Tutor
If you have any questions regarding this course, you are welcome to send me a message through blackboard, or give me a call or stop by during my office hours. If you need one-on-one help, you may contact Ms. Landi Hou. There are three ways to contact her:
- Stop by her office (Wheaton 313) or Computer Lab (Wheaton 305)
- Give her a call at (860) 343-5771
- Send her an email to LHou@mxcc.edu

Additional Syllabus Information
For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

Non-Discrimination Statement

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

Secondary Title IX Coordinator
Ms. Mary Lou Phillips
Director of Human Resources, Middlesex Community College
mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115

Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011

(Course Schedule on Next Page)

Weeks* (Dates)	Topics (Textbook Chapters)	Assignments/Activities
Week 1 (8/27 – 9/4)	Introduction	• Review Syllabus & FAQs • Obtain all required course materials • Get familiar with Blackboard • Do Self-introduction Discussion • Do SmartMeasure Discussion • Start Q&A Discussion (on-going)

Week 2 (9/5 – 9/11)	Managing Your Files (FM) SAM 2013	• Watch videos in Managing Your Files (in Windows 8 folder)
		• Download Data Files
		• Review content and follow steps in FM
		• Create an account in SAM and join a section
		  Institution Key: T2030996
		  Section Number: 3108 (Fall 2014)
		• Watch training videos for using SAM

Week 3 (9/12 – 9/18)	Getting Started with Excel (Tutorial 1)	• Watch videos in Tutorial 1 (in Excel folder) • Review content and follow steps in Tutorial 1 • Do SamProject1 in SAM
Week 4 (9/19 – 9/25)	Formatting a Workbook (Tutorial 2)	• Watch videos in Tutorial 2 (in Excel folder) • Review content and follow steps in Tutorial 2 • Do SamProject2 in SAM
Week 5 (9/26 – 10/2)	Formulas and Functions (Tutorial 3)	• Watch videos in Tutorial 3 (in Excel folder) • Review content and follow steps in Tutorial 3 • Do SamProject3 in SAM
Week 6 (10/3 – 10/9)	Charts and Graphics (Tutorial 4)	• Watch videos in Tutorial 4 (in Excel folder) • Review content and follow steps in Tutorial 4 • Do SamProject4 in SAM
Week 7 (10/10 – 10/16) **Heavy!****	Review Tutorial 1 to 4	• Do Budget Worksheet ProSkills in Blackboard
Week 8 (10/17 – 10/23)	Excel Tables, PivotTables, and PivotCharts (Tutorial 5)	• Watch videos in Tutorial 5 (in Excel folder) • Review content and follow steps in Tutorial 5 • Do SamProject5 in SAM
5Week 9 (10/24 – 10/30)	Multiple Worksheets and Workbooks (Tutorial 6)	• Watch videos in Tutorial 6 (in Excel folder) • Review content and follow steps in Tutorial 6 • Do SamProject6 in SAM
Week 10 (10/31 – 11/6)	Developing an Excel Application (Tutorial 7)	• Watch videos in Tutorial 7 (in Excel folder) • Review content and follow steps in Tutorial 7 • Do SamProject7 in SAM

Week 11 (11/7 – 11/13)	Advanced Functions (Tutorial 8)	• Watch videos in Tutorial 8 (in Excel folder) • Review content and follow steps in Tutorial 8 • Do SamProject8 in SAM
Week 12 (11/14 – 11/20) **Heavy!****	Review Tutorial 5 to 8	• Do Excel Table ProSkills in Blackboard
Week 13 (11/21 – 11/27)	Financial Tools and Functions (Tutorial 9)	• Watch videos in Tutorial 9 (in Excel folder) • Review content and follow steps in Tutorial 9 • Do SamProject9 in SAM • Complete Course Evaluation
Week 14 (11/28 – 12/4)	What-If Analyses (Tutorial 10)	• Watch videos in Tutorial 10 (in Excel folder) • Review content and follow steps in Tutorial 10 • Do SamProject10 in SAM
Week 15 (12/5 – 12/11)	External Data (Tutorial 11)	• Watch videos in Tutorial 11 (in Excel folder) • Review content and follow steps in Tutorial 11 • Submit documents completed in Tutorial 11 • Complete Q&A Discussion

* Each week starts on Friday and ends on Thursday except for the first week, which starts on Wednesday. All assignments are due at **11:59 pm** on that **Thursday.** Please start early in the week to avoid last-minute questions piled up near the due date when you may not get timely responses.

** The assignments of this week may require more time to complete – start early!!

Note:
Please note that this syllabus is tentative and instructor may make changes during the semester.

Web Resources:
http://my.commnet.edu/ (MyCommNet &Blackboard)
http://sam.cengage.com (SAM)
http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285169330&token
(Data Files for Text)
http://mxcc.edu/distance/take-a-smartermeasure-test/ (SmartMeasure Test)