

COURSE SYLLABUS
Middlesex Community College

Course Information

Semester	Fall 2016
Number	CSA* 135
Title	Spreadsheet Applications
CRN	3064
Credit Hours	3
Prerequisites	Eligible for ENG*101E
Deliver Format	On-Line

Fall 2016: Last day to withdraw from classes is Friday, November 11th.

Instructor Information

Name	Gregory Izzo
Department	Part Time Faculty
Office Location	Online
E-Mail	Students will email me via Blackboard Messages. Only when Blackboard is inaccessible, gizzo@mcc.commnet.edu
Office Hours	Tuesday, 6 – 7 pm
Office Phone	Your first line of communication should be via Blackboard Message, then via email.

Required Textbook/Material

The Mxcc bookstore offers 2 bundles of the materials. One includes a printed text book along with a MindTap access code, the other bundle contains an e-book and a MindTap access code.

Book Title: *New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive, 1st Edition*

Use the following link to the MxCC bookstore to search for the course:

[Mxcc Bookstore Search Page](#)

Term: Fall 2016

Department: CSA

Course ID: F135

Section: 3064

NOTE: MindTap Access codes purchased elsewhere may not work with our course

Required Computer Settings

In order to complete this course properly, you need a PC with Windows (preferably Windows 7/8/10) Operating System and a full version of Microsoft Excel 2016. 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. Note: Microsoft OFFICE 365 is available for students FREE of charge.

*Please note that the textbook is designed to fully correspond to the Excel 2016 software. Spreadsheets made with other versions of Excel might be rejected by the online evaluation software used in the course, or might be scored incorrectly. The MindTap online lessons have been designed for Excel 2016. For details on the system requirements for MindTap 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

General Education Competencies:

- **Written Communication in English (E)**
 - 4. Apply Language Conventions
 - Use diction, tone, and level of formality appropriate to audience, purpose, and situation.

- Apply the conventions of Standard English grammar, spelling, and mechanics.
 - 5. Formulate Effective Writing Strategies
 - Develop flexible strategies for generating, revising, editing, and proofreading their writing.
 - Reflect on and explain the effectiveness of their writing choices regarding the audience, purpose, and situation.
- **Quantitative Reasoning (D)**
 - 1. Represent mathematical and quantitative information symbolically, graphically, numerically, and verbally.
 - 2. Apply quantitative methods to investigate routine and novel problems. This includes calculations/procedures, mathematical and/or statistical modeling, prediction, and evaluation.
 - 3. Interpret mathematical and quantitative information and draw logical inferences from representations such as formulas, equations, graphs, tables, and schematics.
 - 4. Evaluate the results obtained from quantitative methods for accuracy and/or reasonableness.
- **Scientific Reasoning (E)**
 - 2. Apply scientific methods to investigate real-world phenomena, and routine and novel problems. This includes data acquisition and evaluation, and prediction.
 - 3. Represent scientific data symbolically, graphically, numerically, and verbally.
 - 4. Interpret scientific information and draw logical references from representations such as formulas, equations, graphs, tables, and schematics.
- **Critical Analysis and Logical Thinking (D)**
 - 1. Identifying arguments: Identify issues, evidence and reasoning processes; distinguish facts from opinion; recognize various types of arguments
 - 2. Formulating arguments: Formulates good arguments, including a significant focus on inductive reasoning.
 - 3. Analysis: Break subject matter into components and identify their interrelations to ascertain the defining features of the work and their contributions to the whole.
 - 4. Evaluation: Identify assumptions, assessing the quality and reliability of sources of evidence, and demonstrating knowledge of the criteria for evaluating the success of each kind of inference.
 - 5. Synthesis: Draw together disparate claims into a coherent whole in order to arrive at well-reasoned and well-supported inferences that can be justified as a conclusion.
- **Continuing Learning/Information Literacy (E)**
 - 1. Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.
 - 2. Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).

(D) Designated (E) Embedded

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 <ul style="list-style-type: none"> • Self-introduction (10 points) • SmartMeasure (10 points) • <i>Questions & Answers (up to 10 bonus points)</i> 	20 points <i>(+10 bonus points)</i>
B	ProSkills <ul style="list-style-type: none"> • Budget Worksheet Development (10 points) • Excel Table Development (10 points) 	20 points
C	MindTap SAM Projects <ul style="list-style-type: none"> • 9 projects (10 points each) 	90 points
D	Textbook Tutorial <ul style="list-style-type: none"> • 2 submission (10 points each) 	20 points
E	Course Evaluation <ul style="list-style-type: none"> • <i>Student Course Evaluation (5 bonus points)</i> 	<i>(+5 bonus points)</i>
Total		150 points <i>(+15 bonus points)</i>

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

You may ask all course-related questions in the “Q & A Discussion” topic in the “Discussions” section of our Blackboard Course. 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 me a message in Blackboard or email me.

B – ProSkills

You should submit your file(s) as attachment(s) to “ProSkills & Tutorial Submissions” in Blackboard.

C – MindTap SAM Projects

MindTap, by Cengage Learning, is an online learning environment for Microsoft Office. SAM (Skills Assessment Manager) is a proficiency-based assessment system which is part of the MindTap environment. In order to use MindTap, you need to have an access code.

The procedure for completing a MindTap project:

1. Click on MindTap menu item on the left menu in Blackboard, then click MindTap Projects to navigate to MindTap web site
2. Click on the specified assignment
3. Follow the instruction to complete the project (submit through the web)
4. Go to Reports Tab

5. Click on the icon under the column header “Reports & Files” and review your grade report (If your grade is not perfect, do step 7-9)
6. 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
7. Correct any mistakes/errors on your document
8. 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 two of them 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 to deal 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 email me or send me a message through Blackboard. If you need one-on-one tutoring, 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

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, 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@mccc.edu;

Secondary Title IX Coordinator
Ms. Anastasia Pych;
Human Resources Director
apych@mccc.edu;

Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator Meriden Center Welcome Desk
qfordham@mccc.edu;

Getting the most out of your ONLINE course

Preparing for online learning: If this is your first online course, you may be wondering what the experience will be like and how best to prepare. The following information will help to get the most out of this course.

1. Understand your role
 - a. Be Organized
 - i. Set aside a specific time in which you will complete the work required for each chapter. Treat this as your time to be 'in school' and avoid distractions. Allocate time for completing home work.
 - ii. Communicate with the instructor or other classmates when you are having difficulty and in need of further assistance.
 - iii. Stay current with all assignments. Do not let assignments slide. Be sure to hand in all assignments on the due date.
 - b. Be Prepared
 - i. Get the required textbook. You will have to read and follow the instructions in the textbook. There are also additional resources on Blackboard to supplement your learning.
 - ii. Make sure that you have Internet access and have room on your computer for downloading files.
 - iii. Be sure that you have a copy of the syllabus. It is the guideline for the course. (The syllabus is subject to change).
 - iv. When you begin the course, it will be important to be able to navigate the Blackboard Learn Web site with ease.
 - c. Avoiding Roadblocks
 - i. Sometimes the site may be down and you cannot access the work. Be sure the time you selected as convenient works online as well.
 - ii. Many of the instructions of how to accomplish specific tasks will be in writing rather than visual or audio. You will experience different ways of learning.

- iii. Do not spend excess time to complete a task if errors on the system are displaying. Contact me
2. Understand my role
- a. Facilitate, not lecture. My role is to be there as a resource to provide guidance through your learning experience, to discuss problems you may encounter, and to review your progress.
 - b. Evaluate. My role is to evaluate and grade your work.
 - c. Manage the course. I will manage the pace of the course and keep us all moving forward at a steady pace. The “Weekly Assignments” section in our Blackboard Course website describes what material you should be working on at any given time.

(Course Schedule on Next Page)

Weeks* (Dates)	Topics (Textbook Chapters)	Assignments/Activities
Week 1 (8/29 – 9/4)	Introduction	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Watch videos in Managing Your Files (in Windows 8 folder) • Download Data Files • Review content and follow steps in FM • Get Started in using SAM
Week 3 (9/12 – 9/18)	Getting Started with Excel (Tutorial 1)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Do Budget Worksheet ProSkills in Blackboard
Week 8 (10/17 – 10/23)	Excel Tables, PivotTables, and PivotCharts (Tutorial 5)	<ul style="list-style-type: none"> • Watch videos in Tutorial 5 (in Excel folder) • Review content and follow steps in Tutorial 5 • Do SamProject5 in SAM
Week 9 (10/24 – 10/30)	Multiple Worksheets and Workbooks (Tutorial 6)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Watch videos in Tutorial 8 (in Excel folder) • Review content and follow steps in Tutorial 8 • Submit workbook completed in Tutorial 8

Week 12 (11/14 – 11/20) Heavy!**	Review Tutorial 5 to 8	<ul style="list-style-type: none"> Do Excel Table ProSkills in Blackboard
Week 13 (11/21 – 11/27)	Financial Tools and Functions (Tutorial 9)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Watch videos in Tutorial 10 (in Excel folder) Review content and follow steps in Tutorial 10 Do SamProject10 in SAM
Week 15 (12/5 – 12/12)	External Data (Tutorial 11)	<ul style="list-style-type: none"> Watch videos in Tutorial 11 (in Excel folder) Review content and follow steps in Tutorial 11 Submit workbook completed in Tutorial 11 Complete Q&A Discussion

* Each week starts on Monday and ends on Sunday. All assignments are due at **11:59 pm on Sundays**. Please start early each week to avoid last-minute questions when you might not receive immediate 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.comnet.edu/>

(MyCommNet &Blackboard)

[http://www.cengage.com/cgi-](http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305880405&token=1A792156B2A0EF3E5FE80760F02EE390DC9C8E01CCC911A74FD5A879D4A5EF4F60BEDA4EF0A2B5F0A952A0205E8C77FF5F978E9BB2BF76F85950DAEF0887360F22250620B5A1A2E6)

[wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305880405&token=1A792156B2A0EF3E5FE80760F02EE390DC9C8E01CCC911A74FD5A879D4A5EF4F60BEDA4EF0A2B5F0A952A0205E8C77FF5F978E9BB2BF76F85950DAEF0887360F22250620B5A1A2E6](http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781305880405&token=1A792156B2A0EF3E5FE80760F02EE390DC9C8E01CCC911A74FD5A879D4A5EF4F60BEDA4EF0A2B5F0A952A0205E8C77FF5F978E9BB2BF76F85950DAEF0887360F22250620B5A1A2E6)

(Data Files for Text)

<http://mxcc.edu/distance/take-a-smartermeasure-test/>

(SmartMeasure Test)