

COURSE SYLLABUS

Middlesex Community College

Course Information

Semester	Spring 2014
Number	CSA* 135
Title	Spreadsheet Applications
CRN	1110
Credit Hours	3
Prerequisites	Minimum Placement in ENG* 063 and ENG* 073
Deliver Format	On-line

Instructor Information

Name	Lin Lin
Department	Science, Applied Health & Engineering
Office Location	Wheaton Hall 313
E-Mail	llin@mxcc.edu
Office Hours	12:30 – 2 pm on Tuesdays and Thursdays
Office Phone	(860) 343 – 5763

Required Textbook

New Perspectives on Microsoft Excel 2010, Comprehensive, Parsons/Oja/Ageloff/Carey, Course Technology, ISBN13: 978-0-538-74291-7

Required Access Code

SAM 2010 Assessment, Training and Projects Version 2.0, Course Technology
ISBN13: 978-1-111-66936-2

MxCC bookstore may sell a bundle version of both the textbook & SAM Access Code with a different ISBN, please check with the bookstore staff.

Required Computer Settings

In order to complete this course properly, you need a PC with **Windows** (preferably Windows 7) Operating System and **a full version of Microsoft Excel 2010** (starter version is not enough). If you don't have these settings at home or at other convenient locations, you should plan on coming to MxCC Library or Computer Lab located at Wheaton Hall 305 to complete your assignments.

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 is a Computer Application course provided by IS/MIS program. It 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 (10 bonus points)</i> 	20 points (+10 bonus points)
B	ProSkills <ul style="list-style-type: none"> • Budget Worksheet Development (10 points) • Excel Table Development (10 points) 	20 points
C	SAM Projects <ul style="list-style-type: none"> • 7 projects (10 points each) 	70 points
D	Textbook Tutorials <ul style="list-style-type: none"> • 4 submissions (10 points each) 	40 points
E	Course Evaluation <ul style="list-style-type: none"> • <i>Student Course Evaluation (5 bonus points)</i> 	(+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 should ask all course-related questions in the Questions & Answers Discussion. This will not only give other students a chance to answer them, but also save them from asking the same questions. By the end of this course, bonus points will be given to those who actively post their answers to the questions. The points you earn will be determined by the number of answers you post and the quality of the answers.

B – ProSkills

You should post your file(s) as an attachment to the ProSkills Section.

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, first you need to create a SAM account using the Access Code, and then log-in to work on each SAM-related assignment.

You need to open the instruction file provided for each project and follow the instructions. After you submit the completed work to SAM, you will get a report on how well you do, usually within 3 to 5 minutes. You should study the report, correct any mistakes and submit the work again, if needed. You may submit up to five times before the due date. Only the highest score will be recorded.

D – Textbook Tutorials

You should do all tutorials as specified in weekly assignments. However, not all is required to be submitted. Only selected tutorials will be graded.

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. You also get bonus points for doing it.

Missed/Late Submission for a Graded Activity

Please start your weekly assignments as early as possible during each specified 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, late submissions will not receive credits.

Attendance and Minimum Study Time

Students are expected to log on to Blackboard and SAM web site to complete all weekly assignments by the due dates. Certain assignments require you follow tutorials on your computer. It is expected that you spend at least 9 hours each week to study. For those who are unfamiliar with computers, more study hours are expected.

Withdrawal

You may withdraw from this class any time before the 11th week of the semester. A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a “W” on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits. Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process.

Incomplete

An “incomplete” (“I”) is a temporary grade when coursework is missing and the student agrees to complete the requirements at a later date. Although a student may request an incomplete, the instructor is not required to honor the request. Incomplete grade will only be given under **extenuating circumstances**, such as illness that prevent a student from completing the assigned work on time and, in the judgment of the instructor, the student can complete the remaining work within the time limit. In order to get an “incomplete” grade, the student needs to have completed two thirds of the course work, submit a copy of doctor’s notes or other meaningful written documents, and make the request before the 11th week of the semester. After that time, no incomplete request will be granted for any reason.

Academic Ethics

Students with the following conduct - cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, or plagiarism (the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally) will get an “F” for this course.

ADA Accommodations Statement

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office at the beginning of the semester. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Use of Computing Resources

All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. If your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Inclement Weather

In the event of inclement weather, a message will be posted on the MxCC website at <http://www.mxcc.edu> and an announcement will be made on the MxCC's main phone number at (860)343-5800. The following radio and television stations will be notified:

Radio Stations

- | | |
|----------------------------------|-------------------------------|
| 1) WMRD AM – Middletown (1150) | 8) WKSS-FM (95.7) |
| 2) WLIS AM – Old Saybrook (1420) | 9) WPOP AM (1410 ESPN Radio) |
| 3) WTIC FM (96.5 TIC) | 10) WUCS-FM (97.9 FM ESPN) |
| 4) WRCH FM (Lite 100.5) | 11) WWYZ-FM (92.5 Country) |
| 5) WZMX FM (Hot 93.7) | 12) WAVZ-AM (1300 ESPN Radio) |
| 6) WTIC AM (News Talk 1080) | 13) WELI-AM (960) |
| 7) WHCN FM (105.9 The River) | 14) WKCI-FM (101.3) |

TV Stations

- 1) Channel 3, WFSB
- 2) Channel 30, NBC Connecticut
- 3) News 8 and MyTV9, WTNH
- 4) Fox CT (Channel 61 on most cable stations)

One on One with Tutor

If you need one-on-one help, you may contact your tutor Ms. Landi Hou for an appointment. There are three ways to contact her:

- Stop by her office (Wheaton Hall 313) or Computer Lab (Wheaton Hall 305)
- Give her a call at (860) 343-5771
- Send her an email to LHou@mxcc.commnet.edu

Schedule

Weeks* (Dates)	Topics (Textbook Chapters)	Assignments/Activities
Week 1 (1/22 – 1/30)		<ul style="list-style-type: none"> • Review Syllabus & FAQs • Obtain all required course materials • Get familiar with Blackboard Learn • Do Self-introduction Discussion • Do SmartMeasure Discussion • Start Q&A Discussion (on-going)
Week 2 (1/31 – 2/6)	Windows & Office (FM & OFF)	<ul style="list-style-type: none"> • Download student Data Files • Study FM & OFF Chapters • Create a SAM account (Institution Key: T2030996)
Week 3 (2/7 – 2/13)	Getting Started with Excel (Tutorial 1)	<ul style="list-style-type: none"> • Do Tutorial 1 in textbook • Do SamProject1 in SAM
Week 4 (2/14 – 2/20)	Formatting a Workbook (Tutorial 2)	<ul style="list-style-type: none"> • Do Tutorial 2 in textbook • Do SamProject2 in SAM
Week 5 (2/21 – 2/27)	Formulas and Functions (Tutorial 3)	<ul style="list-style-type: none"> • Do Tutorial 3 in textbook • Do SamProject3 in SAM
Week 6 (2/28 – 3/6)	Charts and Graphics (Tutorial 4)	<ul style="list-style-type: none"> • Do Tutorial 4 in textbook • Do SamProject4 in SAM
Week 7 (3/7 – 3/13) Heavy!!**	Review Tutorial 1 to 4	<ul style="list-style-type: none"> • Do Budget Worksheet ProSkills in Blackboard
Week 8 (3/14 – 3/27) Spring Break	Excel Tables, PivotTables, and PivotCharts (Tutorial 5)	<ul style="list-style-type: none"> • Do Tutorial 5 in textbook • Submit documents completed in Tutorial 5
Week 9 (3/28 – 4/3)	Multiple Worksheets and Workbooks (Tutorial 6)	<ul style="list-style-type: none"> • Do Tutorial 6 in textbook • Do SamProject6 in SAM
Week 10 (4/4 – 4/10)	Advanced Functions and Conditional Formatting (Tutorial 7)	<ul style="list-style-type: none"> • Do Tutorial 7 in textbook • Submit documents completed in Tutorial 7
Week 11 (4/11 – 4/17)	Developing an Excel Application (Tutorial 8)	<ul style="list-style-type: none"> • Do Tutorial 8 in textbook • Submit documents completed in Tutorial 8

Week 12 (4/18 – 4/24) Heavy!!**	Review Tutorial 5 to 8	<ul style="list-style-type: none"> Do Excel Table ProSkills in Blackboard
Week 13 (4/25 – 5/1)	Financial Tools and Functions (Tutorial 9)	<ul style="list-style-type: none"> Do Tutorial 9 in textbook Do SamProject9 in SAM Complete Course Evaluation
Week 14 (5/2 – 5/8)	What-If Analyses (Tutorial 10)	<ul style="list-style-type: none"> Do Tutorial 10 in textbook Submit documents completed in Tutorial 10
Week 15 (5/9 – 5/15)	External Data (Tutorial 11)	<ul style="list-style-type: none"> Do Tutorial 11 in textbook Do SamProject11 in SAM Complete Q&A Discussion

* Each week starts on Friday and Ends on Thursday except for the first week. All required assignments are due at 11:59 pm on **Thursday** to avoid last-minute questions piled up during the weekends when you may not get timely responses.

** The assignments of this week may require more time to complete, start early in the week!!

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://sam2010.course.com>

(SAM)

<http://www.wadsworth.com/cgi->

[wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538742917&token=A0545B56BA0C0EF8782665334FF1A2410C7F6665D2962B42AF47C72EA1C9BBE25D7560351](http://www.wadsworth.com/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538742917&token=A0545B56BA0C0EF8782665334FF1A2410C7F6665D2962B42AF47C72EA1C9BBE25D7560351)

(Student Data Files)

[F2E9B5FA5C307EB0B7E9A42](http://www.mxcc.commnet.edu/Content/READI.asp)

(SmartMeasure Test)

<http://www.mxcc.commnet.edu/Content/READI.asp>