

## COURSE SYLLABUS

Middlesex Community College

### Course Information

Semester	Spring 2019
Number	CSA135
Title	Spreadsheet Applications
CRN	3171
Credit Hours	3
Prerequisites	None
Deliver Format	On-Line

### Instructor Information

Name	Prof. Whitham
Division	Allied Health, Business & STEM
Office Location	N/A
E-Mail	<a href="mailto:gwhitham@ccc.commnet.edu">gwhitham@ccc.commnet.edu</a>
Office Phone	(860) 343 – 5755 (emergency only- on campus business office)

### Required Textbook/Access Code

1. *New Perspectives on Microsoft® Office 365 & Excel 2016, Comprehensive Book and Required MindTap Access code*

*MxCC bookstore sells 2 options that include the required text and & MindTap Access Code*

*Bookstore Options:*

**Option 1: PAPER BOOK and ACCESS CODE BUNDLE)**

**Option 2: E-BOOK and ACCESS CODE BUNDLE**

*You may order online using this link in your browser: <http://mxcc-shop.com>*

*If you have any other textbook questions, please check with the bookstore staff (860-346-4490).*

Please note that the text is used extensively for completing project work and for reading/study assignments. Unless you are extremely comfortable using split screen and e-texts, option 1 is recommended. OPTION 1 includes a paper book, e-book access and an access code. Minimally, students must purchase OPTION 2 which includes the e-book and access code only. Students will be **required** to complete, and turn in, assignments using the MindTap online portal and cannot pass the course without it. MindTap codes purchased elsewhere may not work with course software here and are not recommended

### Required Computer Software

In order to complete this course properly, you need a PC with windows operating system (7 or higher) and Microsoft Office Professional **2016\*** (or Office 365 Pro PLUS – Office 2016 version) which includes a full professional version of EXCEL 2016.

Microsoft **OFFICE 365 PRO PLUS** is available for students **FREE of charge**.

**For PC users:** The Office 365 software includes the Office 2016 Suite for PCs– Word, Excel, PowerPoint, Access

**For Mac users:** The Office 365 software includes the Office 2016 Suite for Macs – Word, Excel, PowerPoint. (Macs do not have the Access software). If you are a Mac user, you may need to have PC access as well to complete projects that are not Mac compatible.

**Accessing Office 365 PRO PLUS:** See blackboard/call tech support or technology center for assistance from home. Students needing help with accessing Office 365 software may come to the Technology Center located in Snow Hall Room 512 for assistance. The Technology Center is open Monday/Wednesday 11-5 and Friday 9:00 – 12:00 p.m. They are also available in Meriden from 3-6:30. If you don't have the required software at home or at other convenient location(s) and/or have technical problems, you may go to MxCC Library (first floor in Chapman Hall) or Computer Lab (Wheaton 305) in Middletown campus to complete your assignments. Loaner computers are also available (on a limited basis) from the library (2 weeks) or the technology center (up to full semester). Phone numbers are available in the FAQs document and online in the course. Please call the support areas for more detail. *Not having the required software at home is not an excuse for late or missed assignments.*

### **Course Description**

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/Grading

A	Discussions	20% (+10 bonus points)
B	MindTap Projects, Training, and Chapter Exams	45%
C	BB Quizzes and Final Exam and Mindtap Final Exam	20%
D	ProSkills & Project(s)	15%
<b>Total</b>		<b>100%</b>

### Letter Grade :

#### Grading Equivalency Template:

This system is based on a table published by the [College Board](#), and is commonly employed at colleges and universities throughout the United States.

Letter Grade	Percent Grade	4.0 Scale
A	93.0 - 100.0	4.0
A-	90.0 - 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Less than 60.0	0.0

#### Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook as well as a software product. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, projects, homework assignments, discussions and test scores will be used to calculate the student's overall grade based on the % listed.

#### A – Discussions

1. Post your message to each discussion on Blackboard. For some discussions, you are expected to respond to other students' postings. The responses to other students' postings should add to the substance of the posting, request clarification, provide a different perspective, or challenge the assertions made by providing real or hypothetical scenarios that the original posting does not adequately address. The purpose of class discussions is to promote applied understanding

and provide clarity, therefore asking clarifying questions is valuable. At the same time, it is also good practice to provide supportive comments. Do not be excessively wordy- try to be succinct and clear and keep discussions readable.

2. Ask all course-related non-urgent 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. At the end of the semester, up to 10 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 for class related questions. If you have personal or unresolved class related questions or have an issue for the instructor send me a message in Blackboard *and email me if it is urgent*.

#### B – MindTap/SAM Projects Training and Chapter Exams

MindTap is a platform of tools and resources used for the course provided by Cengage Learning. SAM (Skills Assessment Manager) is a proficiency-based assessment and training environment within MindTap for Microsoft Office. Your MindTap access code will enable you to use all the MindTap resources for the course and complete the graded and practice assignments. Instructions will be provided for using this interface in the course materials. Many of the assignments will be completed in this interface, some graded, some practice, some supplemental as specified in the weekly assignments. They are a SUBSTANTIAL portion of your grade so be sure to start early and complete on time.

#### C – Quizzes/Tests/Exams

Two blackboard quizzes will be available the week they are assigned and will be open book. They may be taken once unless otherwise specified in the particular item. They must be completed independently and submitted through Blackboard by the due date. Specifics will be noted in the weekly assignments the week they are assigned. Included in this category also are the cumulative open-book final blackboard exam and cumulative MindTap final exam to be completed during finals week.

#### D – ProSkills/Non Mindtap assignments

In addition to the SAM Projects/Training/Chapter Exams in MindTap, you will complete one or more independent project(s) that will be made available the week they are assigned and as with all assignments must be completed by the due date. (Assignments outside of Mindtap fall into this category such as the Proskills project)

#### **Missed/Late Submission for Weekly Assignments**

Start (and submit) your weekly assignments as early as possible during each week so that you can address unexpected situations including technical difficulties with your computer, software, internet, or unexpected health or transportation issues and to avoid last-minute questions that may not receive immediate responses or unanticipated disruptions. Also have a contingency plan of where/when you can submit your work if you have issues at home. This is often hard to do late Sunday evening, so plan on finishing early if possible. Please be aware that the deadlines for assignments are strictly followed. **Unless otherwise approved by the instructor, missed/late submissions will not receive credit.** With the exception of an initial post to a discussion (due by Wednesday 11:59 pm) or unless otherwise specified, all assignments are due at **11:59 pm on Sunday the week they are assigned**. I recommend you log in Sunday and review the weekly assignments so you can plan your week and get the work done early.

#### **One on One with Tutor**

If you need one-on-one tutoring or hands-on assistance, we have a tutor on staff at the Middletown campus. Please 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](mailto: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/](http://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/](http://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](mailto:amaslin@mxcc.edu); 860-343-5759; Founders Hall Room 123 |

Secondary Title IX Coordinator  
Ms. Anastasia Pych  
Human Resources Director  
[apych@mxcc](mailto:apych@mxcc)

### **Course Schedule/Assignment Availability**

***This syllabus/course schedule is tentative and the instructor may make changes during the semester. Specific Assignments and updates will be found in the Blackboard Weekly Assignments, which will take precedence. Blackboard weekly assignments will be made available the week they are due at the latest and may be available earlier.***

***With the exception of initial discussion (due by Wednesday 11:59 pm) or unless otherwise specified, all assignments are due at 11:59 pm on Sunday the week they are assigned.***

<b>Weeks (Dates)</b>	<b>Topics (Textbook Chapters, color-coding)</b>	<b>Assignments/Activities (Blackboard Assignments Override syllabus and will include quizzes and tests and additional assignment specifics)</b>
Week 1 (1/24-1/27)	Introduction	<ul style="list-style-type: none"> <li>• Review Syllabus &amp; FAQs</li> <li>• Obtain required course materials</li> <li>• Get familiar with using Blackboard</li> <li>• Complete SmartMeasure Assessment</li> <li>• Do Self-introduction Discussion</li> <li>• Start Q&amp;A Discussion (on-going)</li> </ul>
Week 2 (1/27-2/3)	Getting Started with Excel (Module1)	<ul style="list-style-type: none"> <li>• Download Textbook Files</li> <li>• Access MINDTAP</li> <li>• Watch videos in Module1 (in Excel folder)</li> <li>• Review content and complete Module1(MindTap/Text/EXCEL)</li> <li>• Do MindTap Training 1</li> </ul>
Week 3 (2/3—2/10)	Formatting a Workbook (Module2)	<ul style="list-style-type: none"> <li>• Watch videos in Module2 (in Excel folder)</li> <li>• Read and Complete Module 2 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project2</li> </ul>
Week 4 (2/10-2/17)	Formulas and Functions (Module3)	<ul style="list-style-type: none"> <li>• Watch videos in Module3 (in Excel folder)</li> <li>• Read and Complete Module 3 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project3</li> </ul>
Week 5 (2/17-2/24)	Charts and Graphics (Module4)	<ul style="list-style-type: none"> <li>• Watch videos in Module4 (in Excel folder)</li> <li>• Read and Complete Module 4 (MindTap/Text/EXCEL)</li> <li>• MindTap Project4</li> <li>• Blackboard Quiz</li> </ul>
Week 6 (2/24-3/3)	Review 1-4, complete budget project	<ul style="list-style-type: none"> <li>• Complete and submit excel budget project in blackboard</li> </ul>
Week 7 (3/3-3/10)	Excel Tables, PivotTables, and PivotCharts (Module5)	<ul style="list-style-type: none"> <li>• Watch videos in Module5 (in Excel folder)</li> <li>• Read and Complete Module 5 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Training 5</li> <li>• Do MindTap Project5</li> </ul>
SPRING BREAK	3/11-3/17	<ul style="list-style-type: none"> <li>• No assignments</li> </ul>

Week 8 (3/17-3/24)	Multiple Worksheets and Workbooks (Module6)	<ul style="list-style-type: none"> <li>• Watch videos in Module6 (in Excel folder)</li> <li>• Read and Complete Module 6 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project 6</li> </ul>
Week 9 (3/24-3/31)	Developing an Excel Application (Module7)	<ul style="list-style-type: none"> <li>• Watch videos in Module7 (in Excel folder)</li> <li>• Read and Complete Module 7 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project 7</li> <li>• Blackboard Quiz</li> </ul>
Week 10 (3/31-4/7)	Advanced Functions (Module8)	<ul style="list-style-type: none"> <li>• Watch videos in Module8 (in Excel folder)</li> <li>• Read and Complete Module 8 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Module 8 Training</li> <li>• Do MindTap Project 8</li> </ul>
Week 11 (4/7-4/14)	Financial Tools and Functions (Module9)	<ul style="list-style-type: none"> <li>• Watch videos in Module9 (in Excel folder)</li> <li>• Read and Complete Module 9 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project9 1A</li> <li>• Do MindTap Module 9 Training</li> <li>• Complete Course Evaluation</li> </ul>
Week 12 (4/14- 4/21)	What-If Analyses (Module10)	<ul style="list-style-type: none"> <li>• Watch videos in Module10 (in Excel folder)</li> <li>• Read and Complete Module 10 (MindTap/Text/EXCEL)</li> <li>• Do MindTap Project10</li> <li>• Do MindTap SAM Exam 10</li> </ul>
Week 13 (4/21-4/28)	Analyzing Data with Business Intelligence (Module11)	<ul style="list-style-type: none"> <li>• Watch videos in Module11 (in Excel folder)</li> <li>• Review content and follow steps in Module11</li> <li>• MindTap Project 11</li> <li>• MindTap EXAM 11</li> </ul>
Week 14 (4/28-5/5)	Collaborating on a Shared Workbook (Module12)	<ul style="list-style-type: none"> <li>• Watch videos in 12(in Excel folder)</li> <li>• Review content and follow steps in Module12</li> <li>• Do MindTap project 12</li> </ul>
Week 15 (5/5-5/12)	Final Project	Complete CapStone 9-12 Project 1A
5/12-5/18*	FINAL EXAM WEEK	BB Exam, MindTap Exam

\*Final Exams must be completed by end of day SATURDAY during final exam week