



CIS 2450 SPREADSHEET APPLICATIONS, MICROSOFT EXCEL

CREDIT:	2 semester hours Prerequisite: CIS 1200 or equivalent
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
GRADING INSTRUCTOR:	Janet Campbell, 652-7837, campbellj@dixie.edu Office: SCC #125
PROGRAM COORDINATOR:	Linda Rogers, 652-7838, rogersl@dixie.edu
YEAR:	2015-2016
REQUIRED MATERIALS:	MyITLab for Office 2013: Go! Series with eText USB (flash) drive or Hard Drive/Cloud storage of your choice
REQUIRED SOFTWARE:	Microsoft Office 2013 (available on all computers in campus labs) or Office 365

COURSE DESCRIPTION

This course is for students interested in obtaining computer skills for mathematical or financial calculations. An electronic spreadsheet program is used to teach the use of spreadsheet operations including charts, formulas, functions, and database skills. Techniques for enhancing the layout and presentation of spreadsheet information will also be used in the course. The course is a self-paced course that provides flexibility of schedule; however, the student should plan to spend 6-9 hours (12-18 in block and summer semesters) per week to meet course requirements. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in the university catalog or student handbook).

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids should contact the DISABILITY RESOURCE CENTER Coordinator within the first two weeks of classes. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the Financial Aid Office. Visit or call (435) 652-7516 to schedule an appointment.

CANVAS MAIL AND DMAIL

Canvas Mail and Dmail will be used to contact students about information that is critical to your courses. Other important campus information may also be send via DMail be to students. Students will be held responsible for any information sent to Canvas or DMail accounts, so please check those mail sources often.

PROGRAM LEARNING OUTCOMES:

PLO 1 - Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, and software programs.

PLO 2 - Skill – Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, financial accounting and electronic presentation software.

PLO 3 - Skill – Create and manage files using various types of data storage including local and cloud storage.

PLO 4 - Skill – Utilize computing digital solutions to retrieve, store and submit data.

LEARNING OUTCOMES: After completing this course the student will be able to show knowledge and expertise in the following as well as identified life skills:

MyITLab Digital Solutions:

Master the use of MyITLab digital solution to access etextbook and to complete quizzes, assignments and exams. (PLO 4)

Spreadsheet Software:

At the completion of this course, the student should be able to complete the following:

(PLO 1, PLO 2, PLO 3)

- Understand the basic, and more advanced operation of the Excel spreadsheet program; e.g., ribbons, status bars, help, etc.
- Insert and name worksheets
- Identify cell content types including labels and values
- Name, Copy, Move, and/or Delete rows/columns/cells/ranges
- Create formulas in the worksheet using math operators including order of precedence
- Create formulas using functions such as, but not limited to sums, averages, minimums, maximums and counts
- Create formulas including absolute, relative and mixed cell addresses
- Print individual worksheets or entire workbooks as well as use print preview to size worksheets to paper size. This also includes viewing and printing cell formulas
- Format cells including alignment, borders, shading, styles, templates and dates
- Format cell contents as to size, font and numeric formats such as currency, comma, percent, etc. including manual settings and AutoFormat
- Format worksheets by changing margins, adding headers/footers and changing page orientation

- Format columns or rows using the fill series
- Change size of columns and/or rows
- Insert and edit Comments/Annotation
- Insert Clipart, Graphics and Textboxes in a spreadsheet or chart
- Plan, create and sort lists by single and multiple fields
- Use Conditional Formatting and filter/sort data
- Create and modify charts including chart type (i.e. bar or pie) and range options
- Create, modify, format, analyze data, and print a worksheet for visual presentation.
- Define and explain the use of terms commonly used in tables and/or a database i.e., criteria, field, record, file, find, filter, sort, and others.
- Create a table and/or database and demonstrate the commonly used database functions presented in the class.
- Identify the arithmetic operators, order of operations, and comparison operators used in formulas.
- Use Web query to get real-time data from the Internet.
- Create, format, alter, and print charts of spreadsheet data for visual presentation.
- Create and save templates and do production in templates using drilling entries and 3-D formula references to cells.
- Create PivotTables and PivotCharts.
- Complete program integration and current approaches to integration.

COURSE COMPLETION PROCEDURES

- Work through each Chapter in the eText and complete assignments as directed by Assignment Outlines.
- Submit file(s) from each Chapter by deadline dates listed on Assignment Schedule. Submit in Canvas.
- Complete End of Chapter Quizzes and Grader Projects assigned in MyITLab. May use notes and text while completing quizzes. *Both quizzes and projects will be auto graded so no prints need to be submitted.*
- Complete 3 Tests and Final Exam at Grading Station, in the Smith Computer Center, by deadline dates. No text or notes allowed during tests.

COURSE COMPLETION SCHEDULE

The weekly Assignment Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule but the work needs to be submitted by the deadlines listed. **Late work will not be accepted.**

TESTING

All testing is to be done at the Grading Station of the Smith Computer Center. Bring a picture ID each time you test. Test materials will be waiting for you on Test Due dates, however you may take tests early if you will let your instructor know so that test materials will be ready early. Students are allowed up to two hours for each test, so please allow yourself enough time to complete the test. There are three tests and you are allowed to retake one of the first three tests.

- Once a test is started, that test must be completed, or taken again as a retake. Students may not leave an incomplete test and return to finish that test later.
- If a student will be gone on the “last” day to test, it is their responsibility to take the test prior to the test date to receive full credit for the test
- If an emergency does arise, it is the responsibility of the student to contact the instructor no later than the posted quiz/test date for an exception
- If an exception is granted, the quiz/test must be taken no later than one week following the quiz/test deadline. The instructor reserves the right to assess a 20% late penalty for any quiz/test taken after the posted test date
- Cell phones must be turned off during the testing times and books put under the table. No tests are open book.

INTEGRITY:

We expect students to act with integrity and honesty during all aspects of this course. We expect students to do their own work without taking the work from another student. We expect students to say NO when asked to share their work with another student. If you are caught in a bind and work is not complete, turn in the work that you do have and submit the rest ASAP. You are allowed a small leeway with late assignments (5-10 pts.) before it will affect your grade in any way. The DSU Student Code of Conduct prohibits cheating by students. We have a Zero Tolerance policy. If you act with integrity at all times, you will succeed. If not, you will fail.

GRADING: Assignments = 40% Quizzes = 5% Tests = 55% for a total of 100%

A 94+	B+ 87-89	C+ 77-9	D+ 67-79	F 0-59
A- 90-93	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	