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Cosumnes River College
CISA 315
INTRODUCTION TO ELECTRONIC SPREADSHEETS
Summer 2009

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Instructor: Buddy Spisak   **Office Hours**: Mon. 6:30-7:40 p.m. (Jun. 8 to Jul. 20)

Office: BS-143
Voice Mail: (916) 568-3100 ext. 14162 or (800) 486-8156 ext. 14162
Email: spisakj@crc.losrios.edu The turnaround time for responding to most emails is about one to two days. Be sure to include your name and the course number in each email so I can identify who you are and what the email is about.
Course Web page: https://d2l.losrios.edu/
Instructor Web page: http://crc.losrios.edu/spisakj/
Microsoft Messenger: You can also add me to your contact list for Windows Messenger. You can use my email address to find me.

Prerequisites: None
Advisory: CISC 302 or 310
Lecture: TTh 6:00-8:50pm in BS-145B
Accepted for Credit: CSU
Class Credits: 2 units

Required Textbooks:

Title:	*New Perspectives on Microsoft Office Excel 2007, Introductory, 1st Edition*
Author:	June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey
Publishing Info:	Course Technology
ISBN10:	ISBN-10: 1-4239-0584-9
ISBN13:	ISBN-13: 978-1-4239-0584-4
Optional Materials:	a flash drive to store your work for the class

Course Description:

This course is designed to introduce you to the use of spreadsheet programs. The course will include: designing a spreadsheet, developing formulas for automatic calculations, using special functions, developing what-if models, producing charts, performing spreadsheet data base functions, and producing reports. You will be using mathematical concepts and skills. You may receive two units credit for each topic offered. Consult the class schedule for specific topics.

Student Learning Outcomes and Course Objectives:

As a result of completing this course, you will be able to:

- SLO #01: CREATE A PROFESSIONAL-LOOKING SPREADSHEET THAT INCLUDES ACCURATE FORMULAS, FUNCTIONS, AND FORMATTING.
    - Produce and edit data entries in a worksheet using text, numbers, formulas, and functions.
    - Prepare and produce effective worksheet presentations using appropriate formats.
    - Apply the appropriate use absolute and relative addressing when copying formulas.

- SLO #02: ANALYZE DATA AND APPLY APPROPRIATE VISUAL DISPLAYS TO A SPREADSHEET.
  - Evaluate worksheet data to answer what-if questions.
  - Develop and modify charts.
- SLO #03: DEVELOP AND ANALYZE DATABASE FUNCTIONS AND USE ANALYTICAL TOOLS TO SUMMARIZE DATA.
  - Utilize Database functions and create and analyze Pivot-Tables.
- SLO #04: ANALYZE AND SUMMARIZE DATA USING CONSOLIDATED SPREADSHEETS WITH LINKED REFERENCES.
  - Structure spreadsheets to utilize multiple worksheets simultaneously.
  - Combine and link information from multiple worksheets and workbooks.

Methods of Measuring Student Learning Outcomes:

- You will demonstrate knowledge of the subject matter through a combination of quizzes, final examination, problem assignments, and comprehensive practical application assignments.

Student Obligations:

- **Attendance**: If you need to miss a class, you are responsible for the material covered. I do not penalize you directly for missing a class, but sometimes there are in-class activities that may be difficult to makeup. I will take attendance during class. Please realize that I cannot possibly review the entire contents of class with you in ten minutes. You should find a "buddy" who is willing to share notes with you if you have to miss lecture. If you miss two classes, you may be dropped from the class at my discretion.
- **Assignments:** I will assign reading and hands-on homework assignments based upon information in the textbook and additional information discussed in class. You will need to submit each assignment in order to receive points for that assignment. The due dates are located in the **SCHEDULE** portion of this handout. There will be different types of assignments:
  - **Review assignments:** The Review Assignments assess whether or not you are familiar with the concepts and terminology presented in the readings and examples. You will submit these assignments through the DropBox in d2l. Before completing these assignments, be sure to read and work through the examples in the applicable tutorial(s) in your textbook.
  - **Case Problems:** The Case Problems allow you to apply what you have learned by using Microsoft Excel. You will submit these assignments through the DropBox in d2l. Before completing these assignments, be sure to read and work through the examples in the applicable tutorial(s) in your textbook.
  - **Discovery Assignment:** For up to 40 points of extra credit, you have the option to find, analyze, and summarize a magazine article about a *current* topic in electronic spreadsheets. These topics include, but are surely not limited to, new features, new file formats, compatibility issues, etc. You can find these types of articles in newspapers, magazines, books, or on the Internet, but *the articles must have been published within the past year*.
- **Due Dates**: Unless noted, all assignments will be submitted in Desire 2 Learn (d2l) under the "Dropbox" link. If, for any reason, you cannot access d2l or are unable to submit the assignment on time, please email it to me instead so that you are not penalized for being late. Quizzes cannot be taken after their due dates. If you miss a quiz and you want to make up points, you can take advantage of the extra credit Discovery Assignment posted in d2l. Everyone is welcome to work on the extra credit assignment.
- **Late Work**: Late work will be accepted ONLY if you have contacted me prior to class either by email or voice mail. In general, late work is due the next class meeting from the original due date. Unexcused, late assignments will have 10% taken off.
- **Examinations:** Quizzes will be taken in d2l, and exams will be taken in class. A Scantron 882-E is required for each in-class exam.

- **Plagiarism Polic**y: It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and Internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.
- **Cheating**: Students who cheat will receive a failing grade for the course. (See CRC 2009-10 College Catalog, p. 34 or the Student Behavior and Academic Integrity page of the college website (http://www.crc.losrios.edu/College_Catalog/General_Information/Student_Behavior_and_Academic_Integrity.htm).
- **CRC Honor Code:** Academic integrity requires honesty, fairness, respect and responsibility. (See CRC Class Schedule Summer/Fall 2009, p. 27 or the Cosumnes River College Honor Code posted on the college website (http://www.crc.losrios.edu/documents/resourceguide/CRC-HonorCodeForm.pdf).
- **Email**: Every student will be required to have an email account. If you do not have an email account, the college provides free email accounts for all current students. To activate your account, go to **https://imail.losrios.edu/** and follow the directions provided.
- **Email etiquette**: I will not tolerate rude and demeaning comments or emails to anyone in this class. Please keep your comments and emails topic-related. If I determine that a comment or email to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Personal belongings**: No food or drinks are allowed in the classroom. All cell phones, beepers, pagers, etc. should be turned off or set to vibrate.
- **Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please contact me after class or contact the Office of Disabled Student Programs and Services at 691-7275 as soon as possible.
- **Campus Police**: You can call 691-7777 to request a safety escort.
- **Desire 2 Learn (d2l):** This class utilizes a product called "Desire 2 Learn." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on d2l.

Grading:

Course Topic	Points	Total	Approximate % the of Grade
Attendance (12)	5	60	7
Case Problems (12)	15 or 20	230	28
Quizzes (6)	20	120	15
Syllabus Assignment (1)	10	10	1
Exams (2)	200	400	49
Discovery Assignment (1)	40	Extra Credit	

Point System:

There are 820 total assigned points.

Grade Ranges:

A= 738-820, B=656-737, C=574-655, D=492-573, F=0-491

Schedule: It is tentative and can change during the course of the term. All changes will be located under the "News" section in d2l for the course.

	Day:		Lecture Schedule:	Assignment Due:	Due Date (By 5:50pm):
Week 1	Tues.	6/9	Introduction and Course Overview	Read Syllabus	Thurs., 6/11
			Tutorial 1		
			Update your Personal Information in Desire2Learn and configure your email in iMail.		
	Thurs.	6/11	Tutorials 1 & 2	Syllabus Assignment	Tues., 6/16
				Download/install Data Files	
Week 2	Tues.	6/16	Tutorial 2	Review Test Tutorial 1	Thurs., 6/18
				Tutorial 1 Case 1 (pp. 49-50)	
				Tutorial 1 Case 1 (pp. 49-50)	
	Thurs.	6/18	Tutorials 2 & 3		Tues., 6/23
Week 3	Tues.	6/23	Tutorial 3; Review for Exam 1	Review Test Tutorial 2	Thurs., 6/25
				Tutorial 2 Case 2 (pp. 109-110)	
				Tutorial 2 Case 3 (pp. 110-111)	
	Thurs.	6/25	Exam 1 using Scantron 882-E (Tutorials 1-3)	Review Test Tutorial 3	Tues., 6/30
				Tutorial 3 Case 2 (pp. 155-156)	
				Tutorial 3 Case 3 (pp. 156-158)	
Week 4	Tues.	6/30	Tutorial 4		Thurs., 7/2
	Thurs.	7/2	Tutorials 4 & 5	Review Test Tutorial 4	Tues., 7/7
				Turtorial 4 Case 2 (pp. 209-211)	
				Tutorial 4 Case 3 (pp. 211-212)	
Week 5	Tues.	7/7	Tutorial 5		Thurs., 7/9
	Thurs.	7/9	Tutorial 5 & 6	Review test Tutorial 5	Tues., 7/14
				Tutorial 5 Case 1 (pp. 273-274)	
				Tutorial 5 Case 3 (pp. 275-276)	
				Discovery Assignment	
Week 6	Tues.	7/14	Tutorial 6; Review for Exam 2	Review Test Tutorial 6	Thurs., 7/16
				Tutorial 6 Case 2 (pp. 328-329)	
				Tutorial 6 Case 3 (pp. 329-331)	
	Thurs.	7/16	Exam 2 using Scantron 882-E (Tutorials 4-6)		All assignments due