

# CIS 146 Introduction to Microsoft Excel

## Welcome

Welcome to CIS146 Introduction to Microsoft Excel.

## Course Information

Prerequisite: strongly recommended: computer literacy and file management skills

Credits: 3

Description: Introduction to the use of Microsoft Excel spreadsheet software for home and office. Provides an understanding of spreadsheet software and a spreadsheet as a productive and useful tool.

Optional on-site instructional assistance (tutorials) will be available for this class at the Whidbey Island campus. This is not obligatory for either the student or the instructor. Students are encouraged to form online study groups that *may* be the basis for optional tutorials, dependent upon schedules, room availability and levels of participation. Either the instructor or a group of students (at least 3) may initiate a tutorial.

## Instructor Information

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## Materials

**Text:** Title: Microsoft Excel 2013: Complete  
Author: Freund, Jones, Stark  
Publisher: Cengage Learning  
ISBN: 1-285-16844-5

**Hardware:** Flash (thumb) drive or comparable storage device

**Software:** Microsoft Office - Version 2016\* or 2013 or 2010\*

**\*The text is written for 2013 so anticipate differences but they should be minor.**

Skagit Valley College provides licensing of Microsoft Office Software to all students.

Information for this program is found at

[http://www.mysvc.skagit.edu/images/MySVC\\_Office\\_Guide.pdf](http://www.mysvc.skagit.edu/images/MySVC_Office_Guide.pdf). Realize that anytime you are installing or upgrading software, there is a chance that it may corrupt the current operating system, and may require the operating system and/or other programs to be reinstalled. This could result in a loss of data. ***Students must assume all responsibility for possible losses.***

Assistance in completion of labs on personal machines will be limited since the instructor will not have access.

## Course Content

- Building a worksheet.
- Using formulas.
- Using windows.
- Graphing worksheet data.
- Printing a worksheet.
- Constructing tables.

## Course Objectives

After completing this course, the successful student will be able to:

- Build a worksheet.
- Use formulas.
- Use windows.
- Graph worksheet data.
- Print a worksheet.
- Construct tables.

## General Education Outcomes

After completing this course, the successful student will be able to:

- Identify and express concepts, terms, and facts related to a specific discipline.
- Identify, interpret, and evaluate pertinent data and previous experience to reach conclusions.
- Recognize, comprehend, and use visual communication appropriate to a given context.
- Apply successful organizational strategies of planning, goal setting, prioritizing, resolving conflict, and managing time to specific goals and/or projects.
- Interpret information and reasoning expressed mathematically (for example in spreadsheets, diagrams, charts, formulas, etc.).
- Communicate mathematical information effectively.
- Demonstrate an understanding of fundamental scientific concepts.

## Skills Designation

This class has a **quantitative** skills designation.

**Learning Outcome:** 8.3 Interpret information and reasoning expressed mathematically (for example in spreadsheets, diagrams, charts, formulas, etc.).

**Assessment:** Lab assignments.

**Assessment criteria:** Students are required to design spreadsheets, write formulas, write mathematical and database functions and present the results as charts.

## Communication: Email and Canvas

Because electronic mail and Canvas are vital tools of communication, students must form the habit of checking both frequently.

### Email

As an SVC student, you have a college email account. **You must use this email address for all college business.**

Students can expect email responses from the instructor during regular weekday work hours (Monday to Friday, 9 am to 5 pm).

Given the increasing volume of email, the message deserves particular attention:

- include the class number (e.g. 146) or name (e.g. Excel)
- make the subject line pertinent
- be clear and concise
- include original threads where pertinent
- attach a file when necessary

Pay attention to the content of the message:

#### poor content:

“I read Chapter 2 of the text and am having trouble understanding it – can you help?”

#### good content:

“On page 65, there is an example regarding ... I do not understand, can you give me another?”

### E-Communication Policy

Clear and effective written communication is crucial to the success of any enterprise; this is acutely so in a learning environment where there is increasing reliance on e-communication.

In addition to the rules of email etiquette to be found at: <https://www.skagit.edu/academics/e-learning/netiquette/>, all e-communication must be **professional** in **vocabulary** and **tone**. Skagit Valley College provides a workplace (which includes e-communication) free from discrimination and harassment of any form. Confirmed violations of this policy will lead to corrective discipline. Negative comments about students or instructors are unacceptable in a classroom/tutorial setting or email.

If an infraction occurs, the offender may receive a reminder of this policy or a copy of the communication may be forwarded to: [ecomm-abuse@skagit.edu](mailto:ecomm-abuse@skagit.edu).

### Best Practice

Form the habit of asking yourself:

1. Could my communication possibly be interpreted as insulting, disrespectful, sarcastic, discriminating, mocking or rude?
2. How would I feel if the communication were directed to me?

### Canvas

Not all features of Canvas will be utilized in this class. Students should have a clear understanding of the pertinent sections and take full advantage of the many benefits.

The only mandatory forum is Introductions (in the Orientation Section). Other forums are made available for **students to interact with one another**. This simulates an ‘in place’ work group experience. Just as in a work group, I will be happy to contribute but I will enter a forum **only** if I am specifically invited, via email, to do so. You will find forums for each section. Students are responsible for downloading course documents and taking part in discussions with classmates.

## Assignment Submission Policy

Unless otherwise directed, solutions to lab assignments will be submitted as attachments using college email.

Individual files making up an assignment are named according to the following convention:

Five parts:

1. 3 digit course number
2. 3 initials of student's name
3. 2 digit assignment number
4. a decimal
5. extension appropriate to the application

Example for assignment 2 in CIS101 submitted by John Anthony Doe using Microsoft Word:

**101JAD02.DOCX**

Before submission, all files (even if there is just one) making up the assignment must be zipped into a file named according to the following convention:

Five parts:

1. 3 digit course number
2. 3 initials of student's name
3. 2 digit assignment number
4. a decimal
5. .zip extension

Example for assignment 3 in CIS101 submitted by John Anthony Doe:

**101JAD03.zip**

### Email protocol:

The subject line of the message:

Five parts:

1. 3 digit course number
2. 3 initials of student's name
3. 2 digit assignment number
4. space
5. Please Grade

Example of the email subject line for assignment 2 in CIS101 submitted by John Anthony Doe:

**101JAD02 Please Grade**

**Do not include messages in assignment submissions;** send a separate email.

Points will be deducted if an assignment is submitted incorrectly.

## Assignments

All assignment quizzes and/or tests where applicable are completed online through Canvas where a schedule is displayed. All unit due dates (except the last) are **strongly recommended**, not compulsory. It is also strongly recommended that you use a computer with a broadband internet connection rather than dial-up!

If you are a student with **documented** disabilities you must ensure that the instructor has been provided the appropriate documentation after which you may exceed the times allotted.

You are strongly encouraged to work through the labs in the text **but you do not submit those. The instructions for all assignments are found in Canvas.**

You may challenge any online test or quiz. Simply submit an email and include the quiz number, question number(s) and your reason for the challenge. At the end of the course, these will be considered on their merit for your final grade.

The last unit of the class must be completed by **11:45 pm on Wednesday of the last week of the quarter.** Given the time restraints for submitting grades, **there are absolutely no exceptions.**

## Class Overview – Print this page and review frequently.

The course is divided into sections within which you will find items in the form of assignments and assessments. Items will become available in sequence as they are completed according to the conditions that apply. The following is an overview of the class content:

### Orientation

1. Download and study the Syllabus.
2. Read the Honor Code.
3. Take the Syllabus Quiz.
4. Introduce yourself.

### Unit 1

1. Read and work through Chapter 1.
2. Take Quiz 1.
3. Take Test 1.
4. Complete Lab 1.
5. Take Lab Quiz 1.

### Unit 2

1. Read and work through Chapter 2.
2. Take Quiz 2.
3. Take Test 2.
4. Complete Lab 2.
5. Take Lab Quiz 2.

### Unit 3

1. Read and work through Chapter 3.
2. Take Quiz 3.
3. Take Test 3.
4. Complete Lab 3.
5. Take Lab Quiz 3.

### Unit 4

1. Read and work through Chapter 4.
2. Take Quiz 4.
3. Take Test 4.
4. Complete Lab 4.
5. Take Lab Quiz 4.

### Unit 5

1. Read and work through Chapter 5.
2. Take Quiz 5.
3. Take Test 5.
4. Complete Lab 5.
5. Take Lab Quiz 5.

### Unit 6

1. Read and work through Chapter 6.
2. Take Quiz 6.
3. Take Test 6.
4. Complete Lab 6.
5. Take Lab Quiz 6.

### Unit 7

1. Complete Final Exam.

## Evaluation

Your grade will be based on:

**7 quizzes** 10 %

**6 tests** 20 %

**6 lab assignments** 60 %

**1 final exam** 10 %

In Canvas you will download a grade tracking spreadsheet that will enable you to know your current grade at all times and enter hypothetical scores based on anticipated performance. The grade total in Canvas is **not** reliable.

## Grading Scale

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
0	-	59	=	F

Pass/Fail grading is not an option.

## Class Components

The primary components of this class are:

### Readings

As directed in each unit.

### Quizzes

There are 7 quizzes including the syllabus quiz. **You have unlimited attempts for the syllabus quiz but you must score 100% before proceeding to the next task.**

All other quizzes have a fixed duration and may be taken **twice**.

Your **best score** will be recorded.

Quiz content is based on specific reading assignments.

Immediately after completion, you will see your answers and your score.

If, after reviewing the reading assignment, you need clarification please contact the instructor referring to the Quiz and question number.

### Tests

There are 6 tests. Each test has a fixed duration and may be taken **once**. Test content is based on the unit's reading assignments. Immediately after completion, you will see your answers and your score.

### Labs

Labs require lots of pondering and re-working so be sure to allow enough time. If you have a tutor or helper, that person may **not** produce work for you. As part of a study group, you may **not** complete one solution and submit it as your own.

Your email submission will have the appropriate attached zipped file (containing spreadsheet(s)).

e.g. The solution to Lab 01 will be named as indicated in the lab assignment and zipped into a file named 146XXX01.zip (where XXX are your initials).

### Lab Quizzes

**The grade for the lab is the score you receive for the lab quiz.** Lab quizzes are taken after you have successfully submitted your zipped file for the respective lab and received an email confirmation. You may take each Lab Quiz **just once**. The number of questions and duration for each lab quiz may vary. In each Lab Quiz you will answer T/F questions pertaining to the respective lab. Unless you hear otherwise, **your score for the lab quiz will be your score for the lab**. The only way your score will be lowered is if your submission and quiz do not agree. **You must answer the lab quiz according to what your lab submission indicates – not sudden inspiration during the lab quiz. Failure to do so may result in a score of zero for the assignment.** Have your lab solutions available before you begin.

This self-evaluation approach is designed to achieve one of the [general education outcomes](#). That outcome (Apply successful organizational strategies of planning, goal setting, prioritizing, resolving conflict, and managing time to specific goals and/or projects.) is particularly important in the field of information technology (IT). Planning, managing, completing and meeting project delivery dates is crucial. Unlike other academic disciplines that can accommodate imprecise solutions, the demands of IT are far more rigorous. You submit a completed project because you have thoroughly tested the solution and it works. Think of the lab quiz as a gauntlet through which you will be compelled to run your submitted solution. Learn to anticipate that gauntlet and test your solution **before you submit** – knowing what is about to happen. One proven method is to give hands on access to a non-technical critic – which takes time and therefore should be incorporated into your planning and goals. You must develop the skill and form the habit of critical analysis of your own work (self-evaluation). Lab quizzes are designed to achieve that outcome.

### Final Exam

The final exam will be similar to Test format and made up of 2 parts covering Chapters 1-3 and 4-6 respectively.

## **Academic Conduct**

### **Academic Honor Code**

All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at <http://www.mysvc.skagit.edu/honorcode>. Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the College.”

### **Code of Student Conduct**

<http://www.mysvc.skagit.edu/conduct>

### **Student Complaint Policy**

<http://www.mysvc.skagit.edu/complaint>

## **College Policy**

The Board of Trustees of Skagit Valley College provides a workplace free from discrimination and harassment of any form. This applies to students and employees of the college anywhere on campus. Confirmed violations of this policy will lead to corrective discipline.