**ESSEX COUNTY COLLEGE**

**Business Division**

**CIS 135 *–* Micro Computer Spreadsheets**

**Course Outline**

**Course Number & Name:**  CIS 135 Micro Computer Spreadsheets

**Credit Hours:**  3 .0 **Contact Hours:** 3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C” or better in CIS 107

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: An introduction to Microsoft Excel, this course is specifically designed for students who have had experience with MS Word. This course will provide hands-on instruction in the use of one of the powerful spreadsheet analysis applications, Microsoft Excel. Basic spreadsheet design and creation, formulas, charts and data management are included. Step-by-step instruction using realistic case studies emphasizes the important features of the software. (Advanced features, case studies and macro creation using Visual Basic are included in CIS 235).

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. describe the spreadsheet software, Microsoft (MS) Excel;
2. plan, build, and test MS Excel worksheets;
3. create and edit a variety of charts and functions in MS Excel; and
4. solve problems, analyze large worksheets, build problem-solving tools, sort, and query internal databases in MS Excel.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Describe the spreadsheet software, Microsoft (MS) Excel:
   1. *compare and contrast the Microsoft Word and Excel software programs*;
   2. *discuss to what extent having Excel skills helps in the job search and in the workplace*;and
   3. *analyze the challenges of Excel use in a technological society*
2. Plan, build, and test MS Excel worksheets**:**
   1. *describe how data enters into a spreadsheet;*
   2. *explain various options of entering data into a spreadsheet;*
   3. *utilize different kinds of multimedia files and software found in Excel;* and
   4. *manage multiple worksheets*

**Measurable Course Performance Objectives (MPOs)** (continued):

1. Create and edit a variety of charts and functions in MS Excel:

* 1. *choose, create, modify, and enhance charts with graphic spaces;*
  2. *change the source data;*
  3. *change the chart type;*
  4. *embed a chart in a MS Word document;*
  5. *embed data, modify a worksheet, update links, and view the chart as a webpage;*
  6. *discuss characteristics of charts and graphs;* and
  7. *describe data tables*

1. Solve problems, analyze large worksheets, build problem-solving tools, sort, and query internal databases in MS Excel:
   1. *freeze/unfreeze and hide/unhide rows and columns on a worksheet;*
   2. *protect a workbook and worksheet;*
   3. *control calculations on a worksheet;*
   4. *add, edit or delete large records on a worksheet;*
   5. *format, sort, and filter a table on a worksheet;*
   6. *create a summary report;* and
   7. *print a large workbook*

**Methods of Instruction**: Instruction will consist of lectures, web/computer assignments, and class discussions.

**Outcomes Assessment:** Connect assignment,quiz, test and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this data analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned work on time.

3. Take part in class discussions.

4. Take all quizzes, tests and exams as scheduled.

**Methods of Evaluation:** Final course grades will be computed as follows:

**% of**

**Grading Components final course grade**

* **Attendance/Participation 0 – 10%**

Attendance and class participation shows commitment to learning and interest in microcomputer applicationsin business.

* Connect Assignments (dates specified by the instructor)**10 – 30%**

Connect is a web-based assignment and assessment solution software package required to be used in this course. Connect ‘MY IT LAB’ is designed to assist students with their coursework based on their individual needs.

* **Quizzes, 2 or more Tests, and a Midterm Exam**  **25 – 50%**

(dates specified by the instructor)

Quizzes, Tests, and the Midterm Exam will show evidence of the extent to which students meet course objectives including, but not limited to, identifying and applying concepts, understanding terms and demonstrating evidence of a basic foundation of microcomputer applications in business organization. The midterm exam should indicate synthesis of course material learned in the first half of the course.

* **Final Exam**   **30 – 35%**

The comprehensive Final Exam will examine the extent to which students have understood and synthesized all course content and achieved all course objectives.

Note: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester. Also, students may use laptop computers in class.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College.  Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions.  Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **The Pearson Custom Program for CIS Micro Computer Spreadsheets**, custom Essex County College edition with ‘MY IT LAB’ Access Code, by Robert T Grauer; published by Pearson; ISBN #: 0-558-08982-5

**Class Meeting**

**(80 minutes) Chapter/Topics**

1 Introduction to the online software and creation of student accounts

**Chapter** **1**

2 Introduction to Excel

3 – 4 Define worksheets and workbooks, use spreadsheets across disciplines

5 – 6 Plan for good workbook and worksheet design, identify Excel window components, enter and edit data in cells, describe and use symbols and the order of precedence

7 – 8 Display cell formulas, insert and delete rows and columns, use cell ranges, move, copy paste, paste special, and auto fill cell contents, manage worksheets, format worksheets

9 **Test 1** on Chapter 1

**Chapter** **2**

10 – 11 Create and copy formulas, use relative and absolute cell addresses

12 – 14 Use AutoSum, insert basic statistical functions, use the IF function

15 **Midterm Exam** on Chapters 1 & 2

16 – 17 Use the VLOOKUP function, use the PMT function, use the FV function

**Chapter 3**

18 – 19 Choose a chart type, create a chart, modify a chart

20 Enhance charts with graphic shapes

21 Embed charts, print charts

22 **Test 2** on Chapter 3

**Chapter 4**

23 – 24   Freeze rows and columns, hide and unhide rows, columns, and worksheets, protect cells, worksheets, and workbooks

25 Control calculations, print large worksheets

26 – 27 Explore basic table management, sort data, filter and total data

28 – 29 Review for the Final Exam

30   Comprehensive **Final Exam** on all course material covered