COURSE INFORMATION

COURSE TITLE
CIS 155: Complete Spreadsheets

COURSE DESCRIPTION
Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying “what-if analysis” with data tables, creating macros, and using solver features.

CREDIT HOURS
3

SUGGESTED PREREQUISITE KNOWLEDGE
It is suggested that you have completed a previous computer class (e.g. CIS 118) or have experience using a computer.

CCConline Course Policies

The CCConline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
Course Materials

Your textbook is available online as an eText. You do not need to purchase any additional materials. For specific information on refund policies and the optional black and white textbook available for purchase please contact the CCCOnline bookstore.

Minimum Computer Requirements

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

Additional Software or Hardware Requirements

Students should download Office 2019 (via Office 365) in order to use the desktop application Excel 2019 on Windows (not Mac). CCCS provides Office 365 in each college's student portal, except Dawson. Dawson students should contact their home school for information on getting Office 2019.

Required eText


Digital Materials Access and Setup

This course uses Cengage which contains the eText in addition to interactive media content to help you remember what you learn.

- Visit the Cengage Course Start page for details on first access of the materials.

To make sure your computer is set up correctly to access the eText and other digital content, review the Cengage Technical Support page, also linked in the Technical Support Module.
Student Outcomes

The outcomes you will demonstrate in this course are as follows:

A. Design functional spreadsheets following current professional and/or industry standards.
B. Apply formatting techniques and presentation styles, saving and printing accurate, readable worksheets.
C. Perform calculations with formulas and functions using absolute and relative references, range names, and the paste function.
D. Employ built-in functions such as: If, Average, Maximum, Minimum, AutoSum, and PMT.
E. Design pie and column charts by using the chart wizard.
F. Utilize tables, pivot tables, and pivot charts.
G. Manage multiple worksheets and workbooks.
H. Create lists by applying subtotal, sort, and filter features.
I. Apply a functional macro in a workbook.
J. Perform what-if analyses and formula auditing.
K. Operate logical, date, financial, and lookup functions.

The module outcomes that will permit you to demonstrate course learning outcomes are:

Module 1

Outcomes
1. Understand the layout, elements, and purpose of Excel.
2. Determine values using formulas and functions.
3. Demonstrate abilities to select, move, copy, paste, and auto-fill cells.
4. Modify cell references types (absolute, relative, mixed) to produce desired results.
5. Understand functions for required calculations and diagnosing errors.
6. Develop named ranges and use within functions and formulas.

Competencies

A, B, D
A, B
A, B
C
C
A, C

Module 2

Outcomes
1. Determine chart types to use for desired results.
2. Create graphs and charts for desired results.
3. Manipulate graph and chart elements to customize view.

Competencies

E
E
F
4 Use tables and data-sets to customize large volume of data. E
5 Employ conditional formatting rules to highlight specific data. E
6 Employ filters and sorts to enhance table data. F

MODULE 3

Outcomes
1 Utilize Date and Time Functions. H
2 Format Cell Styles and 3D References. G
3 Develop a table for organized data sets. E
4 Utilize specialized functions and fields. G
5 Make use of Conditional Formatting. E

Competencies

MODULE 4

Outcomes
1 Create templates. D
2 Make use of graphics. E
3 Import data. G
4 Develop PivotTables and PivotCharts. G

Competencies

MODULE 5

Outcomes
1 Show how to find and fix errors. I
2 Develop data validation rules for easier user completion. I
3 Make use of Solver and Scenario. I
4 Make use of Power Pivots, Data Models, and other data tools. J
5 Apply the basics of Macros. J
6 Make use of the advanced features of Excel for future consideration. J
7 Experiment with multiple users on a single workbook. D

Competencies
GRADING AND EVALUATION

METHODS
Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

GRADING POLICIES
Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Late assignments will not be accepted without prior approval.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Discussions (5 @ 20 points each)</td>
<td>100</td>
<td>9%</td>
</tr>
<tr>
<td>SAM Assignments (11 @ 10 points each)</td>
<td>110</td>
<td>10%</td>
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<tr>
<td>SAM Projects (11 @ x 50 points each)</td>
<td>550</td>
<td>51%</td>
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<tr>
<td>Capstone Projects (3 @ 100 points each)</td>
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<tr>
<td>TOTAL</td>
<td>1060</td>
<td>100%</td>
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</table>

Grading Scale
A = 90 to 100%   B = 80 to 89%   C = 70 to 79%   D = 60 to 69%   F = 59% and below

DISCUSSIONS
Discussions are considered your “classroom” time and an opportunity to learn from your peers. Discussion timelines shown in the course are not negotiable and must be adhered to. The course uses an “auto-locking” function where the forum will not allow posts outside of the timeframe. If you have an emergency that prevents you from participating, notify your instructor immediately.

ASSIGNMENTS
The module milestone dates need to be met, although, the course is designed to allow you to take advantage of the multiple attempts available with the SAM assignment and SAM project as well as the second submission option for the D2L Capstone projects. If for some modules you need to utilize all of the attempts do so! If other modules are easier and don’t require as much time, breeze through them, work ahead of the milestone dates.

Here are the goals of adaptive learning in this course:
• For you to obtain a high level of proficiency while using MS Office programs

• Complete the course assignments by the assigned milestone date

• Earn a minimum of 80% in the course while taking advantage of the multiple attempts option to increase proficiency

How it works:

• You are allowed 3 attempts on each Mindtap SAM assignment. If you need an additional attempt, reach out to your instructor. Highest grade is transferred into your D2L gradebook.

• You are allowed 2 attempts on each Mindtap SAM project. If you need an additional attempt, reach out to your instructor. Highest grade is transferred into your D2L gradebook.

• Your first attempt at a D2L capstone for the module will be graded. If you achieve below 80%, you are allowed a second chance to utilize the feedback to earn up to 80% on a resubmission within 1 week of notification. Check your assignment comments for this notification.

**Extra Credit**

There are no extra credit opportunities designed into this course since the course utilizes an adaptive learning style as discussed above.
**COURSE SCHEDULE**

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module Assignment pages. If you have questions check there and/or send me an e-mail.

**This course is not self-paced and is not open-exit.** All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

**NOTE:** Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the [CCCOnline calendar](#).

**NOTE:** Modules in the e-text do not match with modules in the course. D2L module 1, for example, will have you reading the first two modules in the MindTap Excel 2019 e-text. Assignment names in parentheses below use D2L module numbers. Assignments and readings are directly linked from each D2L module into the Cengage system.

### MODULE 1

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Milestone Dates</th>
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</thead>
<tbody>
<tr>
<td>Cengage Mindtap: Read “Office 2019 and Windows 10” chapter</td>
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<tr>
<td>Cengage Mindtap: Read Modules (Chapters) 1-2 of Excel 2019</td>
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<tr>
<td>D2L: Module 1 Discussion - Excel Purposes and Understanding Initial Post</td>
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</tr>
<tr>
<td>D2L: Module 1 Discussion - Excel Purposes and Understanding Replies</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 1 Assignment (M1: SAM Assignment 1)</td>
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<td>Cengage SAM: Chapter (Module) 1 Project (M1: SAM Project 1)</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 2 Assignment (M1: SAM Assignment 2)</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 2 Project (M1: SAM Project 2)</td>
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### MODULE 2

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<tr>
<th>Reading/Assignments/Exams</th>
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</thead>
<tbody>
<tr>
<td>Cengage Mindtap: Read Modules (Chapters) 3-4 of Excel 2019</td>
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<tr>
<td>D2L: Module 2 Discussion – Formatting with a Purpose Initial Post</td>
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<tr>
<td>D2L: Module 2 Discussion – Formatting with a Purpose Replies</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 3 Assignment (M2: SAM Assignment 1)</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 3 Project (M2: SAM Project 1)</td>
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<td>Cengage SAM: Chapter (Module) 4 Assignment (M2: SAM Assignment 2)</td>
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<tr>
<td>Cengage SAM: Chapter (Module) 4 Project (M2: SAM Project 2)</td>
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<tr>
<td>D2L: Module 2 Capstone</td>
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### Module 3

**Reading/Assignments/Exams**
- Cengage Mindtap: Read Modules (Chapters) 5-6 of Excel 2019
- D2L: Module 3 Discussion – Working with Advanced Features Initial Post
- D2L: Module 3 Discussion – Working with Advanced Features Replies
- Cengage SAM: Chapter (Module) 5 Assignment (M3: SAM Assignment 1)
- Cengage SAM: Chapter (Module) 5 Project (M3: SAM Project 1)
- Cengage SAM: Chapter (Module) 6 Assignment (M3: SAM Assignment 2)
- Cengage SAM: Chapter (Module) 6 Project (M3: SAM Project 2)
- D2L: Module 3 Capstone

**Milestone Dates**

### Module 4

**Reading/Assignments/Exams**
- Cengage Mindtap: Read Modules (Chapters) 7-8 of Excel 2019
- D2L: Module 4 Discussion – Importing Data Initial Post
- D2L: Module 4 Discussion – Importing Data Replies
- Cengage SAM: Chapter (Module) 7 Assignment (M4: SAM Assignment 1)
- Cengage SAM: Chapter (Module) 7 Project (M4: SAM Project 1)
- Cengage SAM: Chapter (Module) 8 Assignment (M4: SAM Assignment 2)
- Cengage SAM: Chapter (Module) 8 Project (M4: SAM Project 1)
- D2L: Module 4 Capstone

### Module 5

**Reading/Assignments/Exams**
- Cengage Mindtap: Read Modules (Chapters) 9-11 of Excel 2019
- D2L: Module 4 Discussion – Carrying forward your learning Initial Post
- D2L: Module 4 Discussion – Carrying forward your learning Replies
- Cengage SAM: Chapter (Module) 9 Assignment (M5: SAM Assignment 1)
- Cengage SAM: Chapter (Module) 9 Project (M5: SAM Project 1)
- Cengage SAM: Chapter (Module) 10 Assignment (M5: SAM Assignment 2)
- Cengage SAM: Chapter (Module) 10 Project (M5: SAM Project 2)
- Cengage SAM: Chapter (Module) 11 Assignment (M5: SAM Assignment 3)
- Cengage SAM: Chapter (Module) 11 Project (M5: SAM Project 3)

Last modified 1/13/20 gbw