

Introduction To Excel

CAB135-Online Syllabus

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Office Hours:

Wednesday/Friday: 11:00 A.M - 11:50 A. M. Online

D2L email will be checked daily Monday thru Friday

I. COURSE:

CAB 135: Electronic Spreadsheets Using Excel

Credit: Lecture: Lab: 2:2:1

II. INSTRUCTIONAL MATERIALS:

Text: New Perspectives, Comprehensive, Microsoft Excel 2010, Parsons /Oja/Ageloff/ Carey, ISBN# 978-0-538-74291-7

The CAB135 online course **cannot be** completed without the book. It is recommended that the book be purchased prior to the beginning of the course.

CAB135 cannot be taught without using Excel 2010 prior versions of the software are NOT advisable, because the book is a 2010 version prior versions are completely different. The student is advised if you do not have the software you can utilize the college resources.

FOR THE ONLINE STUDENT:

The delivery method for the CAB135 online course will be with the Desire2Learn (D2L) Online Environment platform:

It is strongly recommended that the CAB135 student begins by preparing before the course begins by getting acquainted with the D2L online course environment. You do not want to struggle with the environment once the class begins. Therefore, it is strongly suggested that prior to the course start date you log into the CAB135 online course and become familiar with important links.

The following provides an explanation of the **Links** that will be used most often by the online student within the **CAB135** course. These Links are also referred to throughout this reading. It is important that the online student become familiar with these areas of the online environment.

Content Link:

The Content Link offers the student a hierarchy of helpful information and tools that will aid the student in making the **CAB135** online environment more successful. Information found within this link will provide students with: Start Here Information (schedule of due dates; supplemental reading material for tutorial 1; and the syllabus). Additional, Links within the Content area provide access to: Powerpoint notes for each tutorial; Data Files needed in order to complete each tutorial reading; and Exam Hints.

Dropbox Link:

The Dropbox Link allows users to submit assignments online by uploading their files. All course assignments, quizzes, and Exams that are associated with uploading files are located in the Dropbox. Students must go to the Dropbox to get their assignments as well as the files needed for successful completion of course work. Additionally, once graded feedback on assignments will be accessible through the Dropbox.

Note: The practical portions of the Midterm and Final Exams are also located in the Dropbox. Both the Midterm and Final Exams will also include multiple choice questions which are located and only accessed through the Quizzes/Exams Link.

III. RECOMMENDED:

MAT 060, and hands-on experience using Windows software.

IV. COURSE (CATALOG) DESCRIPTION:

This course introduces Microsoft Excel. Topics focus on business applications and problem solving.

V. LEARNING OBJECTIVES:

Upon completion of the course, the student will be able to use Microsoft EXCEL for business applications and problems. Specifically, the student will be able to:

- Work with the Excel interface
- Use Excel's Help features
- Open and save workbooks
- Navigate in workbooks and worksheets
- Use various types of data including text, numbers, and dates
- Work with cells, ranges, and worksheets
- Work with themes, styles, and data bars
- Enter, edit, and format data and content
- Enter and edit formulas

- Enter and edit arithmetic, statistical, date and time, financial, and logical functions
- Setup and preview data for printing
- Print data
- Insert and modify charts and graphics
- Use list features including sorting, filtering, subtotals, and pivot tables
- Create and modify hyperlinks and put Excel data on a web page
- Collaborate by inserting, viewing, and editing comments
- Create and save templates as well as open a new workbook from a template
- Create and maintain Excel Tables

VI. ACADEMIC INTEGRITY:

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating
- plagiarism (turning in work not written by you, or lacking proper citation)
- falsification and fabrication (lying or distorting the truth)
- helping others to cheat
- unauthorized changes on official documents
- pretending to be someone else or having someone else pretend to be you
- making or accepting bribes, special favors, or threats, and any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

Be Advised: Lab assignments, projects, quizzes, and exams are individual work; help from or to other students is inappropriate and will result in Standards of Academic Progress (SOAP) sanctions. This also includes borrowing previous semester course work. It is extremely important that the student be very aware of the ramifications of any collaborative work.

Simply saying I was not aware of this policy will NOT excuse the student!

VII. OUTLINE OF TOPICS AND PROJECTS:

The CAB135 class is structured to allow the student to complete the course within an 8 week period in the fall, summer, or spring term. The student is encouraged to check the DROPBOX at all times to find necessary due dates. The following is an outline of topics that will be covered in this class:

- Getting Started with Excel
- Formatting a Workbook
- Working with Formulas and Functions
- Working with Charts and Graphics
- Working with Excel Tables, PivotTables, and Pivot Charts
- Managing Multiple Worksheets and Workbooks

VIII. METHODS OF INSTRUCTION COURSE PRACTICES REQUIRED:

Additional assistance beyond the reading in the "New Perspectives, Comprehensive, Microsoft Excel 2010" book will be provided to the student. These materials are found on the Content Link under: Start-Here- Important Information and the Course Lectures- PowerPoint presentations. Tutoring is also offered to the student at no charge by the Instructional Support Services department at Oakton.

IX. METHODS OF EVALUATING STUDENT PROGRESS:

Grading will be based on the total points earned by the student in the following categories:

<u>CATEGORIES:</u>	<u>POINTS POSSIBLE</u>	<u>TOTAL</u>
Homework	10 at 5 points each	= 50 points
Lab Project	50 points	= 50 points
Quizzes	3 at 10 points each	= 30 points
Midterm-Exam	100 points	= 100 points
Final-Exam	100 points	= 100 points
		Total: 330

SCALE (%)

297-330 = A (90%)
 264-296 = B (80%)
 231-263 = C (70%)
 198-230 = D (60%)
 below 197 = F

Be Advised:

Absolutely **NO** Incomplete "I" grades are assigned or granted in the CAB135 online course. Additionally, your ending grade results in the number of points that you earn, there will be absolutely **NO** negotiation of grades.

X. COURSE PRACTICE REQUIRED:

The student is expected to follow the class outline stated in the "Schedule of Due Dates" located through the Content Link. This schedule outlines the 8 week period. All due dates are be posted in the DROPBOX.

Be Advised:

Considered your academic strengths and weaknesses when enrolled in an online environment. The on-line version of "Introduction to Spreadsheets" is heavily dependent on textbook reading and working on your own at the computer. CAB135 is an 8 week on-line class it is **NOT** an independent study course; we will work through this course week by week, and conclude in 8 weeks.

Therefore:

Late work **will not be accepted** in the online environment. For your success in the CAB135 all work must be completed and submitted on or before the due date. Please read below.

Tutorial Reading: Each tutorial is divided into sessions that combine reading and hands-on, step-by-step work. In order to be successful in completing the tutorial homework assignments it will be the student's responsibility to complete the tutorial reading and hands-on instruction prior to beginning homework assignments.

Homework Assignments: Homework will be given due dates and must be submitted (through D2L) on or before the due date. Any work submitted late or not in the D2L online environment **will not be accepted**. DO NOT remit any emails or online work through your instructors regular Oakton email address; you will need to use the D2L environment. All the homework assignments are listed in the DROPBOX.

If you miss a homework assignment, the grade is "0". All assignments are assigned from the New perspectives Comprehensive, Microsoft Excel 2010, book. The only exception is the Excel Course Project provided by your instructor and accessible through the Dropbox.

Quizzes: There will be three online quizzes. The student will be responsible for checking the DROPBOX for when the quizzes are scheduled, if you miss a quiz, the grade is "0". There are no make-up quiz dates.

Exams: The student will be expected to take both the Midterm Exam and the Final Exam online. The student will be responsible for checking the DROPBOX for when the practical portions of the Midterm Exam and Final Exam are scheduled. Because the exams are broken into two parts- Practical and Multiple Choice the student will be responsible for checking the QUIZZES/EXAMS link in order to take the multiple choice portion of the exam. If you miss either exam, the grade is "0".

Lab Project: In order for the student to get full benefit of the class an Excel project will be assigned. The project is a culmination of all the material covered in the CAB135 class. It is vital the lab project be done in a timely manner.

The Lab Project will be given a due date and will be submitted online, according to the DROPBOX deadline. The lab project is due ON THE DUE DATE; failure to do so will result in a late project. A late lab project will NOT be accepted.

Extra Credit: There will be two optional extra credit assignments that will give students an opportunity to earn extra points towards the end of the semester. The two optional assignments are stated in the Dropbox.

Note:

As stated in the academic integrity area of this syllabus:

Lab assignments, projects, quizzes, and exams are individual work; help from or to other students is inappropriate and **will result in Standards of Academic Progress (SOAP) sanctions.**

XI. OTHER COURSE INFORMATION:

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in Instructional Support Services. All students are expected to fulfill essential course requirements. The college will not waive any essential skill or requirement of a course of degree program.

MCAS Certification:

Successful completion of this course will help prepare you for the Microsoft Office Certified Application Specialist (MCAS) Exam in Excel. If you are interested in taking the Microsoft Exam, it is highly recommended that you first take CAB138, a review and preparation course for taking the Microsoft Exam in Excel. Oakton Community College **DOES NOT guarantee** that you will pass the MCAS exam after completing this course or the CAB138 course. If you do not pass the MCAS exam, you cannot retake this course or the CAB138 course for free.