

# SOUTHERN MAINE COMMUNITY COLLEGE

South Portland, ME 04106

## COURSE SYLLABUS

(SUBJECT TO CHANGE)

### CMPT 151 SPREADSHEET APPLICATIONS USING MICROSOFT EXCEL 2016

<b>INSTRUCTOR</b>	Robert Giovannini <a href="mailto:rgiovannini@smccme.edu">rgiovannini@smccme.edu</a>
<b>DATES AND TIMES</b>	May 30, 2017 – August 18, 2017
<b>COURSE CREDIT</b>	3 credit hours
<b>CONTACT HOURS</b>	Online – 45 Virtual Hours
<b>IMPORTANT DATES</b>	September 5, 2017 ..... End of Add/Drop @100% refund November 20, 2017 ..... Last Day to Withdraw
<b>OFFICE HOURS</b>	Monday – Thursday, e-mails returned in 48 hours – unless notified in advance <a href="mailto:rgiovannini@smccme.edu">rgiovannini@smccme.edu</a> I can help you via email and over the phone if needed
<b>REQUIRED TEXT</b>	Exploring Microsoft Office Excel 2016 Comprehensive by Mary Anne Poatsy Paperback by Pearson Education, Inc., Prentice Hall <b>YOU MUST PURCHASE AT THE SMCC BOOKSTORE IN ORDER TO HAVE ACCESS TO ADDITIONAL TUTORING SERVICES!</b>
<b>OTHER MATERIALS</b>	Microsoft Excel 2016 – account on myitlab (provided in textbook package) Cloud based storage - free accounts at DropBox, iCloud, Google Drive are all fine. It will be a good idea to save all of your Excel files from grader projects to the cloud so that you can access them anywhere you have internet access.
<b>ACCESS TO COURSE MATERIALS</b>	<a href="http://www.myitlab.com">http://www.myitlab.com</a> Access code provided in textbook packet – can access via Blackboard.
<b>COURSE DESCRIPTION</b>	The purpose of this course is to familiarize students with electronic spreadsheet development using Microsoft Excel. In this intensive hands-on course, students will create various types of worksheets for personal and professional uses. Emphasis will be placed on problem solving and developing quality worksheets using concepts and techniques found in most spreadsheet software. This course covers all basic skills and techniques and several advanced topics including how to design and print graphs and charts; develop worksheets for what-if, goal-seek and sensitivity analysis; generate reports; use mathematical, financial, statistical, logical as well as date and time functions; generate reports; use database operations; and develop and use macros.
<b>DESIRED LEARNING OBJECTIVES AND OUTCOMES</b>	Upon completion of the course the student will be familiar with the following: <ul style="list-style-type: none"><li>• A basic working knowledge of spreadsheet applications: creating, editing, saving, printing, and retrieving a spreadsheet.</li><li>• Developing a working knowledge of Tables, Data to Information, Data Consolidation, What-if Analysis, Collaboration and Workbook Distribution, and Templates and Styles.</li></ul>

## CLASS METHODOLOGY

As this is an online class it requires a commitment and self-discipline to complete course work in a timely manner. Approximately **eight to ten hours per week** of computer time is recommended for successful completion of course requirements.

## EARLY WORK LATE WORK

- Assignments and project due/cutoff dates will be strictly enforced. Special circumstances will be taken into consideration only if you have contacted the instructor *prior* to a particular deadline.
- **ALL DUE DATES ARE CUTOFF DATES...**Do not wait until the day work is cutoff to complete it. Experiencing technical or other problems the day an assignment is due and cutoff is not an excusable reason to be allowed to turn work in late. Any work that is submitted late is deducted 10% per day it is late.

## ATTENDANCE STUDENT INACTIVITY

If a student does not submit any work on the course web site for fourteen (14) consecutive calendar days or two consecutive chapters of work, anytime throughout the course, an Administrative Dismissal (AF) for the course will be submitted. Administrative dismissals do not alter the student's financial obligation or remove him/her from the class list but it will affect your GPA. A grade of "AF" will be assigned and the student's course web site privileges will be revoked. Reply and check for replies on every email sent and received within 72 hours.

## ACADEMIC POLICIES AND PROCEDURES

Students must read and be knowledgeable of the SMCC Computer and Network Usage Policy and the Student Code of Conduct found in the college catalog.

## PLAGIARISM

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code. If it is proven that a student in any course in which s/he is enrolled has knowingly committed such a violation, appropriate action will be taken which may result in failure for the assignment, suspension from the course and a failing grade in the course. Although students often work together to help each other on an assignment, *each student must individually complete the assignment*. Students have the right to appeal these actions to the Dean of Students under the terms outlined in the Student Code of Conduct. For more information consult the Student Handbook.

**The minimum penalty when a student is found to have submitted an assignment that is not their own work will be a grade of zero for the entire chapter work to both the student who submitted the work and the student whose work was submitted. Please be aware that every file uploaded to Pearson for grading has a unique file identification. If more than one student submits the same file for grading, I will be alerted.**

## ONLINE COURTESY CODE

- The student is expected to follow the rules of common courtesy and etiquette in all his/her online activities.
- Online communication is easy to misinterpret – you must be as clear as possible when communicating (i.e. Course you are taking, Chapter number, assignment, and/or page number)
- *Reply and check for replies on every email sent and received within 72 hours.*

## SAFEGUARD

- Backup every piece of work you do onto another storage device – I recommend on a cloud based service (Google drive, iCloud, DropBox)
- You are responsible for solving your own computer problems. You can contact the SMCC Help Desk - 207.741.5696, [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu)
- If you have technical difficulties with myitlab contact their [student support \(www.myitlab.com\)](http://www.myitlab.com).
- Odd things happen (especially in cyberspace): emails get lost, servers disconnect, logins are impossible, etc. Don't wait until the last minute to get things done. Allow time to meet deadlines and due dates. You are responsible for finishing the course on time.

# GRADE BREAKDOWN

## Homework

### 1-> End of Chapter Quizzes ..... 10%

- You will be allowed to take each quiz three times (the goal is for you to learn the material). Only the highest score is recorded as your grade.

### • 2->Simulation Homework ----- 25%

- "SimulationTraining" which is a simulation of the Microsoft Office 2016 environment. These simulations are meant to train students. There are several learning aids that will walk students through skills step by step. You are allowed to do these twice, with the highest score taken as your grade. You can access this training after your grades are recorded, however. I recommend returning to the "learning aids" if you get stuck in the simulation exam or in the grader on a specific skill (10%)
- "Simulation Exam" very similar to the training simulations, these test student's command of skills, no learning aids are available. You are allowed to do these twice, with the highest score taken as your grade. (15%)

### 3-> Grader Projects ..... 30%

- The files are downloaded from and submitted in myitlab in each individual chapter. These projects are completed in the real (not a simulation) application. They are submitted and graded in myitlab. You are allowed to submit these twice – highest score taken.

## Tests

- Capstone Grader Exam Covering ch 1-4 ..... 15%
- Capstone Grader Exam Covering ch 5-12 ..... 15%

### Final Grade Calculations done in Excel .....5%

At the end of the semester, you will use your newly learned Excel skills to calculate your own grade. You will have these skills within the first few weeks of the class, so this should not be very difficult. You will be asked to upload the file to me. I will compare the grade you have calculated with the one I do and if they are the same, you will get full credit for this portion of your grade.

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The schedule below shows when all work for chapters is due. DO NOT WAIT until the due date to start your work. This schedule has been designed with most assignments due on Tuesday. This gives students the weekend to work on an assignment, send any questions or difficulties to me via email. I will respond on Monday, giving student enough time to get the work done by Tuesday at 11:59. I cannot guarantee a response to any emails sent on Tuesday after 5:00 pm. Any work submitted late will be reduced by 10% for each day it is late.

**SUMMER STUDENTS:** Because the summer semester is shorter than Fall and Spring, your schedule is a bit compressed. Notice that Chapters 2 and 3 are due on the same day. Exams are scheduled for weeks when you also have other work due.

Chapter	Due Date at 11:59 pm
Chapter 1 - Introduction to Excel End of Chapter Quiz Simulation Training Simulation Exam Grader Project Assessment	Tuesday, September 12
<i>Chapter 2 – Formulas and Functions</i> End of Chapter Quiz Simulation Training Simulation Exam Grader Project Assessment	Tuesday, September 19
Chapter 3 - Charts End of Chapter Quiz Simulation Training Simulation Exam Grader Project Assessment	Tuesday, September 26
Chapter 4 – Datasets and Tables End of Chapter Quiz Simulation Training Simulation Exam Grader Project Assessment	Tuesday, October 3
<b>Capstone Exam 1 Chapters 1-4</b>	Saturday, October 10
Chapter 5 – Subtotals, PivotTables, and PivotCharts End of Chapter Quiz Simulation Training Simulation Exam Grader Project Assessment	Tuesday, October 17

<p>Chapter 6 - What-If Analysis</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, October 24</p>
<p>Chapter 7 - Specialized Functions</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, October 31</p>
<p>Chapter 8 – Statistical Functions</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, November 7</p>
<p>Chapter 9– Multiple Sheet Workbook Management</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, November 14</p>
<p>Chapter 10 – Imports, Web Queries, and XML</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, November 21</p>
<p>Chapter 11 – Collaboration and Work book Distribution</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, November 28</p>
<p>Chapter 12 – Templates, Styles, and Macros</p> <p>End of Chapter Quiz</p> <p>Simulation Training</p> <p>Simulation Exam</p> <p>Grader Project Assessment</p>	<p>Tuesday, December 4</p>
<p><b>Capstone Exam 2 (Final Exam) Chapters 5-12</b></p>	<p><b>Friday, December 15</b></p>

## Components in this class – or What is this?

Item	What you need it for	Required
Textbook	Your best reference for detail on the how and why of the various skills covered in the class. The Multiple Choice at the end of each chapter is <u>similar</u> to the End-of Chapter quizzes that you take in myitlab, so you could complete the quiz away from the computer and later enter the answers at the computer for the end of chapter quizzes.	YES

### Things found in MyITLab Required components

End of Chapter Quiz	The End-of Chapter quizzes in myitlab are <u>similar</u> to the Multiple Choice at the end of each chapter, so you could complete the quiz away from the computer and later enter the answers at the computer for the end of chapter quizzes (they may not be in the same order or exactly the same question but they will be similar). You are allowed 3 attempts and only the highest grade is calculated into your final grade. 15% of final grade	YES
Simulation Training	Each chapter has a simulation training that requires that the learner perform step by step actions to help learn the functions being taught in the chapter. Several learning aids are provided.	YES
Simulation Exams	Each chapter has a simulation exam that requires the learner to perform step by step actions to test the skills acquired in this chapter. There are no learning aids available in these modules. You will have 5 chances to do each step. You can take each exam twice	YES
Grader Assessment Solution	Each chapter has a PDF file showing some of the completed Grader for you to see what it should look like when completed. Many of these also contain notes/hints to help you complete the Grader Assessment	No
Grader Assessment	You download a file from myitlab, work on the file in Excel and when completed you go back into myitlab to submit the file for grading. After reviewing reports on your work you may fix errors on your file and resubmit the file. You are allowed to submit the work a second time after reading the reports – your grade will be an average of your 2 submissions. Assessment Graders 35% of final grade.	YES

There are several resources that you can use in MyITLab found under “Student Resources”. I encourage you to look at them and use them as you find helpful. They are not required. **The best way to find out what is required of you is to consult the Assignment Calendar.**