



Microsoft Excel Comprehensive

CIS 121

Summer 2021

Number of Credits: 3

Days Class Meets: Online

Meeting Times: Online

Location: Online

Instructor: Dianne Hill

Office: WA 226F

Contact Phone: 517-796-8546

Contact Email: hilldiannem@jccmi.edu

Office Hours: Click or tap here to enter text.

Mondays: 12:00pm - 1:00pm (Online)

Tuesdays: 12:00pm – 1:00pm (Online)

Thursdays: 3:00pm - 5:00pm (Online)

Other days/times by appointment

Course Description

Learn Microsoft Excel components: charts, creating workbooks, using drawing tools, formatting and auditing worksheets, functions, Internet and intranet documents, modifying and printing workbooks, ranges, database queries, importing and exporting data, macros, working with templates, and advanced workgroup functions.

Prerequisite(s)

Knowledge of Windows and ability to type 30 words per minute minimum, ENG 085, and ENG 090.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- Create spreadsheets suitable for coursework, professional purposes, and personal use
- Write appropriate mathematical formulas and use built-in Excel functions
- Create various types of charts

- Create, sort, and query a table
- Create macros and Visual Basic for Application (VBA) with Excel
- Use collaboration features for workbooks

Textbook

- Cengage Unlimited subscription
 - eText: New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive, 1st Edition, Patrick Carey, Cengage Learning, ISBN: 9780357025765
 - SAM 2019 and MindTap (both of these along with the eText is included with a Cengage Unlimited subscription)

Text Book Zero! *This text is available in a digital format. This text is available to rent or purchase in digital format through the JC Bookstore.*

Grading Procedure

The work for this course includes Module Textbook Projects (3 attempts), SAM Projects (5 attempts), and SAM quizzes (10 attempts). In the addition, there is a Final Exam. Please see schedule at the end of this syllabus for work which is expected to be submitted on a weekly basis. Remember, this is not a self-paced course; there are specific due dates.

Late work will be accepted up to **one** week after the due date with a **50% deduction**. No work will be accepted beyond this time. No work will be accepted beyond the last day of class. Your grade will be determined by the following criteria:

- Introduction Forum Post (10 points)
- 12 Module Exercises (20 points each)
- 12 SAM Project Assignments (20 points each)
- 12 SAM quizzes (maximum 25 points each)
- Final Exam (100 points)

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	88-93%
3.0	82-87%
2.5	76-81%
2.0	70-75%
1.5	64-69%
1.0	58-63%
0.5	52-57%

Module Textbook Projects

The module textbook projects for this course are the workbooks you create by working through the modules. You will download a starting document from the link in JetNet, follow the instructions in the eText, and then upload the finished workbook for grading. You should read the detailed information provided by the author as well as complete each step. You will be allowed to resubmit your work for a higher grade up to 3 attempts. You don't need to start over for re-attempts, you can usually just fix the things that were marked incorrect.

Weekly SAM Projects

After you complete the textbook projects, you will also be assigned a SAM project. For the projects, you will download starting files and instructions from the link in JetNet. When you have completed the project, you will upload the finished file for grading. You will be allowed to resubmit your work for a higher grade up to five attempts. You don't need to start over for re-attempts, you can usually just fix the things that were marked incorrect. There is a link to the eText for any steps which you might need extra guidance.

Weekly SAM Quizzes

After completing both the textbook project and SAM project, you will be assigned a SAM module quiz. There are no more than 25 tasks per quiz. You may retake up to 10 times for a higher score. There is training available (which is optional) for any tasks which you might need extra guidance.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form

- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, open labs, counseling services.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Important Dates: Fall 2018

The Academic Calendar can be found on JC's website at: <https://www.jccmi.edu/academics/academic-calendar/>

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcripted letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.

Calendar

**The calendar timelines and assignments are an approximation and could be changed.*

WEEK #	TOPIC	HOMEWORK
1	Syllabus JetNet Course Site Excel Module 1	Introduction Forum Post Module 1 Exercise, SAM Project, and SAM Quiz
2	Excel Modules 2 & 3	Module 2 Exercise, SAM Project, and SAM Quiz Module 3 Exercise, SAM Project, and SAM Quiz
3	Excel Modules 4 & 5	Module 4 Exercise, SAM Project, and SAM Quiz Module 5 Exercise, SAM Project, and SAM Quiz
4	Excel Modules 6 & 7	Module 6 Exercise, SAM Project, and SAM Quiz Module 7 Exercise, SAM Project, and SAM Quiz
5	Excel Modules 8 & 9	Module 8 Exercise, SAM Project, and SAM Quiz Module 9 Exercise, SAM Project, and SAM Quiz
6	Excel Modules 10 & 11	Module 10 Exercise, SAM Project, and SAM Quiz Module 11 Exercise, SAM Project, and SAM Quiz
7	Excel Module 12 Exam Review (optional) Excel Exam	Module 12 Exercise, SAM Project, and SAM Quiz Excel Exam
No work will be accepted after the last day of class!		