

KISHWAUKEE COLLEGE SYLLABUS

Spring Semester, 2016

COURSE INFORMATION:

Spreadsheets/Excel (3 hrs)
OS-CIS-133-5001/5002
Thursday from 6pm to 9:35p in A1364
1/21/2016 -5/19/2016

INSTRUCTOR INFORMATION:

Instructor – Samantha Arbogast
Office Hours and Location –TBD
Office phone – n/a
Email –SArbogast@kishwaukeecollege.edu

COURSE DESCRIPTION:

A course in the concepts and fundamental operation of a spreadsheet. Topics include data entry techniques, formulas, functions, linking, charts, table formatting, data analysis, and sharing data. Co-offered as OS or CIS 133.

PREREQUISITE:

None

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Navigate, edit, save, and print data in a spreadsheet.
2. Format data in spreadsheets.
3. Create various formulas, functions including named ranges.
4. Present and analyze worksheet data by using charts, tables, and what-if tools.
5. Audit and validate workbook data.
6. Consolidate and link workbooks.
7. Use data commands and tools such as filters and database functions.
8. Import and export data into and out of a spreadsheet.
9. Build and work with data in pivot tables/pivot charts.

TEXT(S)

Required, Choose from Group 1 or Group 2:

Group 1:

Excel 2013 Book With Practice Test Code Wiley ISBN 1-1187-4119-6

OR

Group 2:

Excel 2013 Book Wiley ISBN 0-470-13308-2

Excel 2013 Practice Test Access Card Wiley ISBN 1-1187-2297-3

ADDITIONAL STUDENT REFERENCES AND THEIR LOCATION

- Class handouts and notes will be on the Desire2Learn (D2L) website:
<https://kish.desire2learn.com/>
- Microsoft Office 2013 is available in most, if not all computer labs.

BREAKDOWN OF COURSE REQUIREMENTS:

This class is a prep class for the Microsoft Office Specialist Exam for Excel (Exam 77-420). This exam is your final and you will need to complete this exam in the Kishwaukee College Testing Center.

KA, CA, PA, MA 40.6%

Circling Back 8.8%

Quizzes 14.6%

Final Projects 9%

Midterm 13.5%

Final 13.5%

Homework = 900 – 75 pts per chapter

Circling Back = 195 pts – 65 pts each

Quizzes = 325 – 25 pts per quiz

Projects = 200 – 100 pts per project

Midterm = 300 (*Requires the practice test card)

Final = 300 (*Test required to be taken in the Kishwaukee College Testing Center, ask me for more information)

FINAL GRADE DETERMINATION:

A 90 - 100% of total points	1998 – 2220 points
B 80 - 89.9% of total points	1776 – 1997 points
C 70 - 79.9% of total points	1554– 1775 points
D 60 - 69.9% of total points	1332– 1553 points
F below 60% of total points	1331 or less points

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

TENATIVE COURSE OUTLINE:

Key (CA= Competency Assessment, PA = Proficiency Assessment, KA = Knowledge Assessment, MA = Mastery Assessment)

Week	Topic
Week 1 1/21-1/28	Read Lesson 1 Complete Quiz 1

Week 2 1/28-2/4	Read Lesson 2 Complete Quiz 2 Turn in CA, PA, KA, MA into the Dropbox.
Week 3 2/4-2/11	Read Lesson 3 Complete Quiz 3 Turn in CA, PA, KA, MA into the Dropbox.
Week 4 2/11-2/18	Read Lesson 4 Complete Quiz 4 Turn in CA, PA, KA, MA into the Dropbox.
Week 5 2/18-2/25	Read Lesson 5 Complete Quiz 5 and Circling Back 1 Turn in CA, PA, KA, MA into the Dropbox.
Week 6 2/25-3/3	Read Lesson 6 Complete Quiz 6 Turn in CA, PA, KA, MA and Circling Back 1 into the Dropbox.
Week 7 3/3-3/10	Read Lesson 7 Complete Quiz 7 Turn in CA, PA, KA, MA into the Dropbox.
Week 8 3/24	Mid Term <ul style="list-style-type: none"> - Take the practice test, turn in a screenshot of your result (Directions for how to take a screen show will be posted on D2L). <p>Turn item into the Midterm drop box.</p>
Week 9 3/24-3/31	Read Lesson 8 Complete Quiz 8 Turn in CA, PA, KA, MA into the Dropbox.
Week 10 3/31-4/7	Read Lesson 9 Complete Quiz 9 Turn in CA, PA, KA, MA and Circling Back 2 into the Dropbox.
Week 11 4/7-4/14	Read Lesson 10 Complete Quiz 10 Turn in CA, PA, KA, MA into the Dropbox
Week 12 4/14-4/21	Read Lesson 11 Complete Quiz 11 Turn in CA, PA, KA, MA into the Dropbox.
Week 13 4/21-4/28	Read Lesson 12 Complete Quiz 12 Turn in CA, PA, KA, MA into the Dropbox.
Week 14 4/28-5/5	Read Lesson 13 Complete Quiz 13 Turn in CA, PA, KA, MA and Circling Back 3 into the Dropbox.
Week 15 5/5-5/12	Turn in Final Project into the Dropbox
Finals Week 5/14-5/20	Final Exam on campus in the testing center Hours available for test are: May 16-May 18 th 8:30a – 7p

<p>YOU MUST SCHEDULE THIS WITH THE TESTING CENTER. PLAN ON A BACKUP TESTING TIME WHEN SCHEDULING.</p>
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MAKE-UP POLICY (for tests and other course requirements)

Student Expectations:

For ultimate success in viewing content and working from home, make sure to have reliable access to a computer with an internet connection (high speed preferably). Also have a backup plan should your primary computer fail. Please save your files in more than one place in case of computer issues. It is suggested to use a large flash drive (large files) or external hard drive to store a copy of your files. Computer issues will not be accepted as an excuse for late work.

Desire 2 Learn (D2L) will be used throughout this course for homework submission. Students must follow appropriate guidelines for submitting homework to avoid point deductions.

Syllabus Changes:

This syllabus may be modified when conditions indicate a change. Students will be notified of any changes by student email. Not reading student email can neither be used as an excuse for not being aware of syllabus changes nor be used as an excuse for not being aware of changes in homework, project, or exam dates.

Homework/Quiz/Exam Policy:

Homework Policy:

Homework is due on date stated in syllabus and on D2L. Each Student can use one “oops” for one assignment during the semester and turn the assignment in for full credit up to a week late. **Homework will be accepted up to one week late for ½ credit.**

Final Project Policy:

Students must turn in final exam by scheduled day. If in an online class, exam must be turned in on due date on syllabus. There are no make-up exams and final exams cannot be taken early. Final project must be submitted by this date as well. No late projects or exams will be accepted.

Instructor Withdrawal Policy:

Students may be recommended for withdrawal from the course at midterm if they are not actively pursuing completion of the course. It is up to the individual course instructor to determine the criteria used to determine actively pursuing completion. The instructor of this course has determined students may not be considered actively pursuing completion of this course if they meet the following criteria: If student has not turned in 50% of work at the midterm or if the student has failed to log into D2L for 3 consecutive weeks. If you are an individual that meets these criteria, then you may be recommended for withdrawal at midterm for not actively pursuing completion of the course. Students who are withdrawn at midterm will not be allowed to re-enroll in the course they were withdrawn from that semester. Students will be informed by student email one week before the midterm if they meet these criteria.

CLASS WITHDRAWAL

A “W” cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at “MY CLASS SCHEDULE” on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an “Incomplete” (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an “I” grade may revert to an “F”.

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

ACADEMIC DISHONESTY

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to

measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator (Ann Wilson) in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to Ann.Wilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

LEARNING SKILLS CENTER (A1300)

Tutoring and testing is available to all Kishwaukee students free of charge. Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to www.kishwaukeecollege.edu/learning_skills_center.

Tutoring is available to all Kishwaukee students free of charge.

The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc.

Make-up tests, online tests, and placement tests are available through Testing Services, also Located in the Learning Skills Center

EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail.

When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>