



American River College

CISA 315 Introduction to Electronic Spreadsheets

Hybrid Course Syllabus

Second Eight Weeks Spring 2012

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Class Details:

Name: CISA 315 Introduction to Electronic Spreadsheets [Excel 2010]

Number: 10805

Term: Spring 2012- Mar 13 - May 10

Location: ARC main campus - Liberal Arts Room 126

Meetings: Monday 6:00 to 9:05pm plus an online lab component - Hybrid format See [Assignments](#) for details.

Required Materials: Microsoft Excel version 2010, Windows based computer system with an Internet connection and browser, email client, word processor, Adobe Reader and permanent file storage sufficient to store class work.

SimNet for Microsoft Office 2010 is required for this course. Click the URL for details on the electronic textbook.

<http://www.someprofs.org/~dlarabee/TEMP/SimNet.pdf>

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Policies:

Independent Work Policy: Labs, Projects, Tasks, Assignments and Exams are designed to measure the progress of individual students.

Collaborative work in groups of two or more is prohibited unless the instructions specifically state otherwise.

A student must not copy another student's work or import work from another student. Do not allow another student to copy your work. Your work must be independent - Failure to work independently will result in all violators' grades being reduced to zero for that lab, project, task, assignment or exam. Second offense of this policy will be referred to the Area Dean for administrative action.

Online Testing Privilege: Participation in online examinations is a privilege. When a student submits a lab, project, task, assignment, or exam that appears to violate the independent work policy, the instructor retains the right to revoke the online exam privilege and direct the student to the American River College Computer Science Lab 152 for on-site testing.

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Student
Communication
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Activate iMail: Every student is assigned an iMail account at the time of enrollment. Please go to <https://imail.losrios.edu/newstudent/> to activate your iMail (iMail replaces ARC.ZIP email)

Student iMail Accounts: All class messages will be sent to the iMail address by default. Students may use the forwarding options in iMail or eService Profile option to forward iMail to a personal account. Students may also provide a personal address to the Moodle profile.

The preferred method of communication is eMail (iMail). When sending a message, the SUBJECT line should include the course name, class number, your last name and student ID. **Example:**

To:	LarabeC@arc.losrios.edu
Cc:	
Subject:	course name, class number, your last name - student ID
Options:	<input type="checkbox"/> Attachment

Example: CISA 315, 11504, Jones, 0123456

Subject: CISA 315 Hybrid Typically students find email sufficient but you may check my office hours at the URL below or arrange a special meeting if necessary.

ARC Resources: ARC's CIS Lab room 152 – every system supports all software requirements for this class. The lab is available to any enrolled student. Current session hours may be viewed at URL:

<http://web.arc.losrios.edu/~csit/lab.html>

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Professor Information: **Professor:** [Charles] Dave Larabee
Office Location: Main ARC Campus, Liberal Arts 133 office 22
Office Hours: View scheduled office hours at URL:
<http://www.someprofs.org/~dlarabee/TEMP/Office.pdf>
Web Site: <http://www.someprofs.org/~dlarabee/>
eMail: LarabeC@arc.losrios.edu
Phone: 916-484-8485

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Course Details: **Catalog Name:** CISA 315 Introduction to Electronic Spreadsheets
Prerequisite: None
Advisory: CISC 300 and touch-typing (Experience indicates these are minimum skills for success)
Transfer Credit: CSU 2 semester units
Course Hours: Twenty seven hours of lecture and twenty seven hours of laboratory
Catalog Description: This course introduces the use of electronic spreadsheet programs. The course includes designing spreadsheets, developing formulas for automatic calculations, developing "what if" models, and producing printed reports. In addition, the course will introduce 3-D cell referencing, accessing real-time spreadsheet data from the Internet, and data filtering techniques. The course may be taken four times for credit on a different software package or version. AA/AS area D2.

Student Learning Outcomes

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

- plan, build, test and document worksheets using a spreadsheet application
- create formulas and manipulate data using mathematical operators, financial, statistical, and logical functions
- format all or portions of a worksheet or workbook using standard or customized layouts for headers, footers and other documentation as well as special designs, borders, color and/or patterns, and number formats
- copy/move worksheet entries using relative, mixed, and absolute cell references
- plan and construct various types of charts based on the most commonly used industry-based display standards
- perform basic "what-if" analysis and use "Goal Seek" to analyze worksheet data
- perform basic sorting and filtering of data using menus and toolbars
- construct formulas that use 3-D references to cells in different sheets within a workbook
- access real-time spreadsheet data from web sites using the browse, search and hyperlink capabilities and web query features
- prepare, manage and share spreadsheet files via e-mail
- create a web page from worksheet data and add and modify hyperlinks in a workbook

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**Grade &
Attendance
Policies:**

Attendance Requirements: ARC attendance policy for a traditional class states: Students can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. For Online and Hybrid courses the submission of weekly assignments and communications with the instructor will be used as the measurement of attendance. **Students who fail to submit assignments (or any communication, e.g., email or voice mail) for one week, may be dropped from the class.**

Drops: Students unable to complete the course are responsible for notifying the Records Office of their withdrawal. Failure to formally drop the course will result in a final grade of "F". Last day to drop with a "W" notation is April 25, 2012.

Evaluation:

http://www.losrios.edu/lrc/lrc_startend_spring.php

Student performance and mastery of the material will be measured by completion of SimNet evaluations, submission of hands-on labs a team project and a Final Exam.

Deliverable	Number	Max Value	Totals
SimNet Evaluations	4	60	240
Labs	3	60	180
Final Exam	1	140	140
The lowest score of the SimNet and Labs will be dropped. Dropping the lowest score allows students to miss an item or perform poorly on one item and still earn an excellent grade.		Max Possible	560
		Drop Lowest Lab or SimNet	- 60
		Total Points	500

The Student's total points will be used to assign a class grade.

Grade Scale:

A	B	C	D	F
=>90%	80%-89%	70%-79%	60%-69%	<60%
500 - 450	449 - 400	399 - 350	349 - 300	299 - 000

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Assignments: **Mandatory First Class Meeting:** All enrolled students must attend the first class meeting on **Monday Mar 19** to retain their position in the class. Failure to attend or contact the instructor will result in withdrawal. Wait list students should attend the first class and will be issued permission numbers until the class maximum is reached.

The class has an eight week delivery schedule with a hybrid format. The student is expected to complete substantial portions of the assignments outside the class meeting times using personal computer systems or the CIS lab room 152. Each week students will be expected to complete online training, take a multiple choice test SimNet Exams and complete a hands-on lab

Class Organization: This class uses the [Moodle Course Management System](#) for all assignments and communication. Assignments and activities are listed by week. Study Guides and Labs are controlled by this system. This course DOES NOT use Desire to Learn (D2L).

An individual Moodle account was established during the Orientation process and every student is required to logon to Moodle weekly to complete and submit the class deliverables.

Weekly commentaries will be provided via Moodle to assist students in mastery of the text material.

SimNet for Microsoft Office 2010



SimNet's lessons provide multimedia course content using the 'Teach Me', 'Show Me', 'Let Me Try' format. Students will be assigned 4 lessons and 4 post lesson exams.

All exams must be completed timely. Late submittals of exams will not be permitted.

Hands-on Labs: Detailed instructions will be provided to guide students in the creation of applications that relate to the course learning outcomes. Each timely submitted lab is worth a maximum of 60 points.

Instructor Labs: Three lab assignments with detailed instructions will require the hands-on construction and linking of various Excel objects. The labs will measure a student's comprehension and mastery of the techniques and concepts presented. Lab instructions will be available on the class Moodle site. Late submission penalty.

		Maximum value for completely accurate submittal						
Overtime			50	60	75	100	125	150
Late by but Less than		Penalty						
1 minute	24 Hours	20%	40	48	60	80	100	120
24 Hours	48 Hours	40%	30	36	45	60	75	90
48 Hours	72 Hours	60%	20	24	30	40	50	60
72 Hours	96 Hours	80%	10	12	15	20	25	30
96 Hours	N/A	100%	-	-	-	-	-	-

Final Exam: A final exam will be conducted on the last night of class May 7, 2012. Maximum value 140 points.

The exam will include a multiple sheet workbook with the following:

- Numeric, formula, narrative and graphical data types
- Intra-sheet dynamic formulas
- Pro-forma and or what if options

- Construction and formatting of data, graphic and objects
- Creation of workbooks that conform to professional appearance standards

Typical week study plan:

- Receive a weekly commentary or lecture on the current topic
- Review the SimNet & PowerPoint associated with the topic(s)
- Review the text material associated with this topic(s)
- Complete SimNet GRADED EXAMS and submit Labs

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Calendar:

A detailed calendar of class meetings and assignment deadlines is available in the Moodle course management system. All enrolled students are provided a Moodle User Name and Password prior to the first class meeting. Please check your iMail account for this message five days prior to first day of class.

Mandatory first night attendance: Monday Mar 19, 2012

Absolute Deadline: All assignments and labs must be submitted by 11:55 PM on Monday May 7, 2012.

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Caveat:



The professor reserves the right to change details of this course syllabus with a minimum of advance notice. [Top](#)