

CTS 130 – 20
Spreadsheet I
3 Credit Hours, 4 Contact Hours
Spring 2007

Course Description:

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Prerequisites: CIS 110 or CIS 111

Corequisites: none

Instructor Information:

Instructor: Keegan Anderson
Office Location: P212
Telephone Number: (828) 765-7351 ext. 333
E-mail Address: kbanderson@cc.mayland.edu
Office Hours: Posted Outside Office
Also by appointment as needed.

Course Information: This class meets on Thursdays from 6:00 pm – 9:50 pm in room P218.

Required Text(s): Parsons, Oja, Ageolff, and Carey. New Perspectives: Microsoft Excel 2003 CourseCard. Course Technology, Boston, MA, 2006.

LRC Resources: none

Required supplies: **SAM Account**, 3 ½" diskettes or USB Flash Drive

Course Objectives/Competencies:

1. Create and enhance a simple spreadsheet.
2. Design and implement spreadsheets to address particular problems and represent various data.
3. Use formatting options to present attractive and useable spreadsheets.
4. Use formulas and functions to solve problems and to analyze data.
5. Use links to create complex spreadsheets spanning multiple worksheets.
6. Use charts and graphs to visually represent data.

ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Administrative Withdrawal: If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal can be submitted by the instructor. Please note that this is not my, the instructors, responsibility to drop students from the course and a withdraw could not be submitted for various reasons. Once withdrawn from the class, a student will not be readmitted.

Please note: No exceptions will be made to the following attendance policy, grading criteria or expectations of students!

Attendance Policy:

One test grade will reflect your attendance. We will meet approximately 15 times, this means each class meeting will count off 6 points from this grade. Attendance will be taken promptly each meeting day at the beginning of class.

Grading Criteria:

All assignments are due on the date specified and at the time specified. Absences are not an excuse for missing tests or not turning in assignments on time!

Tests: You may make up one test during the semester provided that you have made **prior** arrangements with me, however, five points per calendar day will be deducted from make-up tests. All tests must be made up within one week of when originally given or you will receive a zero. If you miss class but come later on the same day to take the test, it is still considered a make-up and points will be deducted. If you do not take a test at the scheduled time and do not make arrangements with me to make it up or if you miss more than one test, you will receive a grade of zero. No test grades will be dropped at the end of the semester.

Projects/Daily Work: Projects (hands-on work, computer required) will be given for each unit/topic covered. All projects will be due on a specific day at a specific time. No projects will be accepted late and will count as two daily work grades. Daily work will consist of questions, quizzes, hands-on work, etc. that corresponds to the material covered in class. No late work will be accepted for daily work. If you are not in class, you will not receive a grade for any work that is taken up or graded. One daily work grade will be dropped per seven grades taken.

<u>Grading Criteria</u>		<u>Grading Scale</u>	
Projects/Daily Work:	40%	A = 90 - 100	D = 60-69
Tests:	60%	B = 80 – 89	F = 0-60
		C = 70-79	

You may log in to <http://leo.mayland.edu> to see the syllabus, your assignments, check email, and view your grades. **Note, LEO only gives you your approximate grade.**

Academic Standards/Student Expectations/Ethics:

As college students, you will take personal responsibility for learning in this class. This means:

1. Coming to class prepared and completing all assignments on time.
2. Be responsible for keeping up with assignments, notes, etc. even when absent.
3. Complying with Mayland's Computer Resources Acceptable Use Policy.
4. Complying with Mayland's Student Conduct Policy. Students will be expected to conduct themselves in a professional matter; rudeness, inappropriate comments, outburst in class, surfing web during lecture, etc. will not be tolerated. You will be ask to leave for the day on your first offense, the second you will be dropped from the class.
5. Allow others the full opportunity to learn during class time. This means:
 - *Turn off cell phones, pagers, etc.
 - *Do not bring other people or children to class with you.
 - *Do not use computers for games, e-mail, etc. during class.
6. Cheating and Plagiarism will not be tolerated in class. You will be dropped from the class for any form of cheating.

Inclement Weather Procedures:

In the event of bad weather, call the MCC for information on classes. If MCC is operating on regular schedule and you think condition are impassable, use your best judgment.

Withdrawal Dates:

End of Unconditional Withdrawal	Tuesday, February 13 th
End of Conditional Withdrawal	Tuesday, March 27 th

Course Outline

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| I. Introduction to Excel | IV. Increasing Productivity |
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II. Working with Formulas and Functions
III. Improving Uses of Worksheet Information

V. Using Analysis and Linking Features