

CIS 118: Introduction to MS Excel Spreadsheet Design

Course Syllabus - Spring 2023

Students will learn to use a personal computer spreadsheet software program to design, create and manipulate worksheets to meet management, marketing, accounting, and other business needs. This course when taken with CIS 128 provides the student with material needed to test for Microsoft Office Specialist (MOS) – Excel Core Exam. Class assignments may be completed using MS Excel 2016/2019, Pro/365. Transfer Credit: CSU (Material Fee: \$2)

Section (CRN)	Day and Time	Class Duration	Room	Units
12647	Online-Asynchronous	Jan 21, 2023 - Mar 18, 2023	Online	1.5

Contact Information

Email is the best way to contact your instructor. If you prefer an online Zoom meeting, click on the **Student Connect** link in the navigation area of your Canvas class shell. Click the "**Book appointment with:**" drop-down menu and select your Instructor. Then select an appointment from the available time slots.

Instructor	Lance Barthelemy
Office	Online (Zoom meetings)
Email	lbarthelemy@marin.edu
Office Hours	Thursday (R) 6:00 – 8:00 pm

Required Materials

You will need a Computer, the Textbook, MS Office with Excel, GMetrix software and account, a MYCOM account, and a PDF application for this class. MYCOM, GMetrix, and Office 365 are provided by COM. Recommended (not required): MS Windows + Office Professional. Laptop loans available from the college.

Textbook	Author	ISBN
MS Office 365 Excel 2016 Comprehensive	Freund, Starks, Schmieder	978-1-305-87072-7

TBA Lab Practicum

This class has a weekly TBA Lab Practicum component of 3 hours. The instructor will be available during the Class Lab Hours to support students as they work to complete assignments and advance to a higher level within the course content and individual skills development. Assignments may take more time than 3 hours per week to complete, so plan accordingly and use the CIS lab if possible.

Class Lab	Open Lab (All CIS Courses)	Class Lab Hours
Online	Schedule: click COM Online Tutoring/Labs link in the navigation pane on your Canvas class shell.	R 2:10 - 5:00 pm

Assignments and Grading

There are 175 total points available in this class: Chapter TBAs (50 pts), Chapter Reviews (40 pts), GMetrix Labs/Lab Quizzes (20 pts), Final Exam (35 pts) and class participation/activities (30 pts). Extra credit assignments may be available. Final grade is based on the percentage of total points earned.

Week	Chapter	Weekly Topic	Chapter TBA	Chapter Review	GMetrix Lab
1	1	Introduction to Excel, Creating a Worksheet and a Chart + Orientation and GMetrix Lab			
2	1-2	Creating a Worksheet and a Chart	1	1	LQ1
3	2	Formulas, Functions, and Formatting	2	2	LQ2
4	3	Working with Large Worksheets, Charting, and What-If Analysis			
5	3-4	Complete Chapter 3 and Introduce Chapter 4	3	3	LQ3
6	4	Financial Functions, Data Tables, and Amortization Schedules	4	4	LQ4
7	5	Working with Multiple Worksheets and Workbooks (Chapter 5 + GMetrix FEP & EC: SR, CR, & PE)	5		SR1
8	1-5	Final Exam: Chapters 1-5 (GMetrix, Final Exam – Test Mode)			FE

Abbreviations: TBA = textbook chapter assignment, Review = textbook chapter review assignment, GMetrix = interactive lab or exam, Lab = GMetrix (L, LQ, PE, SR, CR) or Review, L = Lab, LQ = Lab Quiz, PE = Practice Exam, SR = Skill Review, CR = Concept Review, EC = Extra Credit, FEP = Final Exam Practice, FE = Final Exam. **Note,** Lab Quiz = Lab when taken in training mode. This course will use LQ's in training mode.

Student Learning Outcomes

Upon completion of this course, students will demonstrate a basic skill level of knowledge of spreadsheet design to create spreadsheets appropriate for solving simple business problems. Specifically,

- Design and create a suitable worksheet to solve a problem
- Identify and create suitable charts to support a worksheet
- Identify and utilize suitable formulas to support a worksheet
- Identify and utilize suitable functions to support a worksheet

Important Class Dates

(Spring 2023 – CIS 118 – CRN: 12647)

Start Date	End Date	Last Day to Add	Last Day to Drop for Refund	Last Day to Drop without "W"	Last Day to Drop with "W"
21-JAN-2023	18-MAR-2023	31-JAN-2023	24-JAN-2023	31-JAN-2023	28-FEB-2023

Institutional Policies & Procedures

Standards of Conduct

Students are expected to abide by [Board Policy 5500 "Standards of Student Conduct"](#) during all district-sponsored activities, including but not limited to, in-person and online instruction. Failure to abide by the Standards of Student Conduct may result in disciplinary action outlined in [Administrative Procedure 5520 "Student Discipline and Due Process."](#)

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the [Board Policy 5500 "Standards of Student Conduct"](#). Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
 - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
 - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
 - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Sexual Harassment

College of Marin is committed to providing an academic and work environment free of unlawful harassment. [AP/BP 3430 Prohibition of Harassment](#) defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the Marin District.

Grievance Policy and Procedure

For a complete description of College of Marin please see [Administrative Policy 5530 Student Grievances](#).

Students with Disabilities

College of Marin considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. College of Marin expects every member of the college community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. If there are aspects of the design, instruction, and/or experiences within the course that result in barriers to your inclusion or accurate assessment of achievement, reasonable accommodations are available for students with disabilities. If you have a disability and may need accommodations to participate in this class, please contact [Student Accessibility Services](#) or Phone: 415-485-9406 as soon as possible. Note that all accommodations MUST first be approved through SAS. Should you have accommodations from SAS, please provide your Accommodation Letter to your instructor within the first two weeks of receiving the letter from SAS.

The College of Marin **Psychological Services** offers the opportunity to talk about your problems with someone who listens and is trained to help. If you would like to speak with a licensed psychologist who can provide support around a variety of areas of difficulty including: trauma, stress management, anxiety, depression, identity issues, academic/career issues, relationship/social issues, family difficulties, cultural concerns, and loss, please contact Psychological Services at: **1-415-485-9649**

COVID Safety Protocol

District Covid Policy: By entering District property and participating in activities at the Kentfield and/or Indian Valley campuses or other locations associated with delivery of course(s), students are attesting they are vaccinated and in compliance with District Vaccination policy (Board Policy 3507). If a student is found in violation of the policy, they will be subject to Student Discipline and Due Process (Administrative Procedure 5520). All students must abide by current facial covering requirements, which may change during the semester based on infection rates, when on District property. Anyone experiencing symptoms of illness or who has been directly exposed to someone diagnosed with COVID-19 should remain home and see their healthcare provider.

Symptom Screening Information

If you are not feeling well, please stay home and get well! Beyond COVID-19 we need to work together to avoid the spread of colds, flu, and other illness. Be sure to let me know if you are ill so we can find appropriate ways to support you.

COVID-19 Exposure Information

Any student exposed to a person with COVID-19, having symptoms of COVID-19, or having tested positive for COVID-19 must inform their instructor(s) and contact their health care provider for guidance. The latest information about expectations for isolation can be found at <http://www1.marin.edu/news/coronavirus-covid-19-updates-and-resources> by clicking on “public health orders.”