CISA315 – Introduction to Electronic Spreadsheets  
Sections: 11039 & 11590  
Online

Spring 2013

Professor Gloria Nobles, PhD  
Computer Applications  
Business & Computer Science

Instructional Website: http://www.arc.losrios.edu/Faculty_Web_Pages/Gloria_Nobles.htm  

Author: Kathleen Stewart  
Copyright 2011 by McGraw Hill Publishing  
Access data files to complete class assignments at:  
Publishers Resource Website: http://www.mhhe.com/lessonapproach2010

Prerequisite: None

Advisory: CISC 100 (Computer Fundamentals with Hands-on Lab) or 300 (Computer Familiarization); CISC 100 and the ability to touch type.

Hours: 27 hours lecture, 27 hours laboratory

Description: This course introduces the use of electronic spreadsheet programs. It includes designing spreadsheets, developing formulas and functions for automatic calculations, developing "what if" models, and producing printed reports and charts. In addition, the course introduces 3-D cell referencing, various advanced look up and financial functions, and data filtering, and querying techniques. The course may be taken four times for credit on a different software package or version.

Learning Outcomes and Objectives

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

- plan, construct, test, and evaluate worksheets that are efficient, accurate, and professional using a spreadsheet application  
- design, create, evaluate, and revise embedded as well as stand-alone charts based on commonly used standards  
- utilize basic operating system features such as opening and closing a spreadsheet application, moving and resizing windows, and working with a pointing device  
- utilize basic application features such as menus, tabs, ribbons, keyboard shortcuts, dialog boxes, as well as protecting and un-protecting cells, printing workbooks, worksheets, and charts
• perform basic worksheet analysis using “What If”, “Goal Seek”, and “Vlookup”
• format all or portions of a worksheet using standard as well as customized layouts, formats, styles, and themes
• manipulate worksheet data using formulas, functions, special number formats, appropriate cell referencing, and conditional formatting
• apply advanced spreadsheet features such as an amortization schedule, a data table, list features, and hyperlinks to workbooks and worksheets
• manage multiple workbooks and worksheets using templates as well as consolidating, linking, and 3-D cell referencing procedures

Presentation: The course will cover the lessons and activities listed on the Schedule of Assignments in addition to handouts to be distributed electronically. The assignments will be completed by means of guided, step-by-step activities in addition to skill assessment exercises in the required textbook which require hands-on practice using Excel. A comprehensive list of worksheets and an accompanying publisher’s web site for resource materials has been provided (see publisher’s resource website address above*) to assist in the completion of assignments and to provide supplemental practice.

Means of Communication: Communication is primarily through Desire2Learn (D2L), e-mail and discussion boards. Students should submit assignments in the D2L Dropbox area by midnight on the due date shown on the Assignments list. Your assignments will be date stamped automatically with the date and time submitted. All files listed for a given day should be attached to the same submittal.

Discussion Board: There is a tool in the D2L course management software that is used for this class called Discussion Board. Discussion Board is a mandatory requirement of the class and part of our means of Communication. It is where you will discuss items related to the class with classmates. The instructor (or sometimes an Instructional Assistant) will monitor the Discussion Board periodically and will comment whenever necessary, e.g., in a case where erroneous information is being shared. You will receive points for posting answers to classmates' questions and offering helpful tips or suggestions. No credit will be given for statements that do not meet these specifications. It is expected that everyone will participate in the class with courtesy and consideration for each other. Inappropriate behavior includes, but is not limited to: disruptive behavior, profanity or vulgarity, harassment of the instructor or other students, obstruction of the learning environment, plagiarism or dishonesty.

Submitting Assignments and Sending Email:

Submitting Assignments
- Log into D2L.
- Click the Dropbox button which will take you to the Dropbox Folders screen.
- Click the appropriate week, read any instructions on the screen then scroll to the bottom portion of the screen to the Add a file button.
- Browse to each file and click Open to add your files (one by one).
- To add additional files, click Add.
- In the comments box, fill in any comments you wish to make about the files you are submitting AND enter your first and last name.
Double-check to see if you have attached all required files, then click Upload.

Note: You can view a list of all submitted files by clicking “View submission history for this folder”. Choose “Upload More Files” if needed.

Click Dropbox again to return to the Dropbox Folders list.

**NOTE:** In case there is a problem with D2L and you cannot submit your assignments, you may send them as email attachments. If this happens, be sure to include the course name in your Subject line in addition to the week # and your last name and first initial.

**Example:** If your name is Tina Young and you are submitting Week 1, you would type: CISA315 Week 1 YoungT

**Sending Email**

When sending email messages, indicate the course name in your Subject line in addition to a descriptive subject and your name.

**Example:** CISA315 "Quiz Questions" YoungT

(If your message is urgent, you may add the word "URGENT" to the Subject line.)

**Viewing Instructor Feedback:** When viewing your submittals in the Dropbox Folders screen, you may also click on Feedback to view any comments from the instructor on your assignments or quizzes. Expect to see points posted approximately 5-7 days after the due date.

**Attendance/Participation Policy:** In a traditional class, a student can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. Because this class does not meet face-to-face, but includes assignments which must be turned in weekly, I will base attendance on whether I receive assignments from a student within a 2-week period. If I do not receive assignments (or any communication, e.g., email or voice mail) during a 2-week period, a student may be dropped from the class. (See the last page of this document for my telephone number and email address.) If it becomes necessary to drop the class, it is your responsibility to contact the Records office and complete the necessary forms.

**Policy on Cheating:** All students enrolling at American River College assume an obligation to abide by all College regulations. These regulations are described in the Los Rios Community College District Board of Trustee Policies, Section 2400 Student Rights and Responsibilities/2440 Standards of Conduct and Due Process.** If it is determined by the instructor that a student has stolen or passed off the ideas or document files (assignments or tests) of another as their own, they will be subject to strict disciplinary actions and penalties. These actions and penalties may include suspension by a college administrator or designee (E. C. 7603) from one or more classes for a period of up to 10 days of instruction; one or more classes for the remainder of the school term; or all classes and activities of the community college for one or more terms.**

**Policy Regarding Late Work and Make-up Exams:** "Late" means after midnight on the date that the work is due. Late work will be accepted for one week after the due date but will be reduced to one half of the points earned. Late work will not be accepted if it is more than one week late. Because of this policy, assignments will be available for a two-week period only. You will be unable to submit assignments after the two-week time limit has elapsed. Under special circumstances, make-ups may be allowed. Please contact the instructor to discuss make-up exams. NO LATE WORK CAN BE ACCEPTED DURING THE LAST WEEK OF CLASS.

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**Cited in “ARC Information on Plagiarism and Academic Dishonesty” by the V. P. of Student Services, 1/11/01**
**Critical Thinking and Writing:** In order to complete the required assignments, each student will develop worksheet formulas and select appropriate commands to produce the final output. Each student will demonstrate this ability when completing assignments, quizzes and the final project. The final project will require the student to design a clear, well planned, accurate, and useful worksheet with associated graphs and documentation. Each student must decide what business problem is to be solved and then solve it using Excel as his/her tool. This worksheet must be one that could be used in today's business world. (A handout will be provided and discussed detailing specifics of this project).

**Instructor Response Time:** Normally, I can respond to emails within 48 hours. I check my emails at least 2 times per day. You can expect to see your weekly points posted in D2L by the following week (normally within 5-7 days) after the due date.

**Grading:** The final grade in this class will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Discussion Board</td>
<td>45 Points (approx. 5 points per week)</td>
</tr>
<tr>
<td>Orientation Assignment/Quiz</td>
<td>15 Points</td>
</tr>
<tr>
<td>1 Quiz</td>
<td>25 Points</td>
</tr>
<tr>
<td>Combined Exam</td>
<td>75 Points</td>
</tr>
<tr>
<td>Lab Assignments</td>
<td>140 Points</td>
</tr>
<tr>
<td>Final Project</td>
<td>100 Points</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>400 Points</strong></td>
</tr>
</tbody>
</table>

*Participation in Discussion Board is a **required** component of this class (worth 45 points).

Grades will be assigned based on the following "points" structure:

- 375 - 400 = A
- 344 - 374 = B
- 308 - 343 = C
- 275 - 307 = D
- Below 275 = F

**Gloria Nobles, PhD**  
Professor  
Business & Computer Science

**Office Location:**  
Liberal Arts  
Bldg. #133  
Office #10

**Office Hours:**

1st 8 Weeks:
- Tuesday & Thursday 11:25 am - 12:25 pm
- Wednesday 9:00 am - 10:00 am

*Virtual Hours Via Discussion Board, E-mail, Voice Mail on:  
Monday & Friday 9:00 am – 10:00 am

2nd 8 Weeks:
- Tuesday - Thursday 9:00 am - 10:00 am

*Virtual Hours Via Discussion Board, E-mail, Voice Mail on:  
Monday & Friday 9:00 am – 10:00 am

**Instructor's contact information:**  
Email: noblesg@arc.losrios.edu  
Phone: (916) 484-8613

Click below to visit the Library:

**Boettcher Library**

**Click this link to go to:** Desire2Learn

Click here for instructions on Los Rios Online Procedures and Resources (which includes instructions for using D2L)