

CISA310 Introduction to Spreadsheets

Microsoft Excel 2010

Course Syllabus – Fall 2011

Students can complete the course using Microsoft Excel 2007. MAC 2008 users will have a rough time with the graphical user interface.

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Textbook:

<p>CISA310 Image Introductory</p>	<p>Introduction to Electronic Spreadsheets Exploring Microsoft Excel 2010, Introductory, Authors: Grauer, Poatsy, Mulbery, & Hogan. Publisher: Prentice Hall ISBN-13: 9780135098479. Note: A CD is not required for CISA310. Files are available from links in the syllabus.) Students taking both the CISA310 & CISA311 should just get the Comprehensive text below</p>
<p>CISA311 Image Comprehensive</p>	<p>Intermediate Spreadsheets Exploring Microsoft Excel 2010 Comprehensive. Authors: Grauer, Poatsy, Mulbery, & Hogan. Publisher: Prentice Hall ISBN-13: 9780135098592.</p>

Catalog Description: This is a course designed to introduce the student to the use of spreadsheet programs. The course will include such skills as designing a spreadsheet, developing formulas for automatic calculations, using special functions, developing ‘what if’ models and producing reports. Students will be using mathematical models and skills.

CISA310: Student Learning Outcomes and Objectives *Extract from* [Full Official Outline](#)

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

- use text, values, formulas, and functions to create accurate spreadsheets efficiently.
- use formula views to audit underlying mathematical formulas or functions for validity and accuracy.
- use relative, absolute, and mixed cell referencing to efficiently produce valid and effective formulas which automatically calculate accurate results from varied data.
- isolate constants which are variable in nature so that a change in the variable results in immediate recalculations in the formula area without editing formulas based upon changes in the data.
- select appropriate ranges of data which can then be used to produce charts of various types which graphically portray numerical data in the form of percentages, trends, or comparisons.
- use Boolean logic or logic tables to arrive at decisions about processing of the data..

Prerequisite: None: However, advisory CISC300, Familiarization or CISC310, Intro CIS, or equivalent

Instructor note: Recommend at least Math 20, but pre-algebra is preferred. Student should be familiar with the calculation of percents, and use of mathematical orders of operations, and problem solving skills. Student should have excellent reading comprehension skills.

Transfer: One unit of credit to CSU. Note CRC has an expanded format CISA315 - 2 units. Their course is a combination of our CISA310 &311.

Testimonials: A couple of students sent their impressions of the course. [Testimonials](#)

Required Materials: Text: See link above.

There is a choice: **Volume one** is used for those students only taking CISA310 and the **Comprehensive** edition is used for those students taking both CISA310 and CISA311. These texts should have come with a CD containing data files bundled inside. **For students in CISC310, you will not need the CD.** I have extracted a number of files and combined them into four individual chapter files available later in this syllabus for the CISA310 students.

Grading: Five Exams at 25 points per exam. Exercises at 5 points each. Final Project 100 points, or Final Optional Exam at 100 points (Make a choice. Do either the project or the exam – not both)

Letter Grades: $\geq 90\%$ **A**, $\geq 80\%$ **B**, $\geq 70\%$ **C**, $\geq 60\%$ **D**, and $\leq 59.99\%$ **F**
Please note that 89.99% does not round up to an A.

Below is how the scores appear on my grade sheet.

CISA310	Assignments				D2L								
Assessments=>	Ch1	Ch2	CH3	CH4	Q-10	Q1	Q2	Q3	Q4	Fin	Tot	Pct	Grd
Points Avail. =>	40	50	45	50	25	25	25	25	25	100	410	100.0%	A
Your Scores =>>													

D2L Login and use: See D2L link on my home page/D21 or go to www.d2l.losrios.edu

Completing the Exercises: Most companies use Excel, or some other spreadsheet program, to track their financials. Money is involved. Calculations must be accurate. Generally employees do not print formula views; however, it is good practice to do so when auditing formulas or providing documentation for other users. Numerous instances have occurred where formulas contain logical errors which result in wrong calculations. For example, a payroll sheet shows that the employee who works 50 hours a week at \$10 an hour with time and a half overtime receives 150 dollars and the employee who works 35 hours at \$8 owes the company 140 dollars. You will not have happy employees at your door on payday. Audit the formulas in plain sight, make sure your calculations are correct and deliver an accurate result.

You should complete all assignments according to the specifications within the text. No Coversheets are required as no printing is to be done. Exercises are evaluated using one or more of the following criteria.

- ✓ Is the student's name on every sheet to identify the sheet as his or her work?
- ✓ Do the formulas result in a correct calculation? Is the math behind the formula logical?
- ✓ Are sheets formatted in an attractive manner (Titles centered, text visible, column values are consistent)?
- ✓ Is the use of cell referencing (relative or absolute) when copying formulas done effectively? Does the formula(s) accurately reference the correct cells when using cell referencing?
- ✓ Is the use of cell referencing (relative or absolute) when copying formulas done efficiently? Did the student simply type the adjusted formula numerous times? This is terribly inefficient
- ✓ Are charts appropriate and are they titled?

Turn in exercises via e-mail a chapter at a time.

Assignments are completed and e-mailed to me. Quizzes/ exams are taken via the D2L site. Students may track their progress via a combination of the D2L grade book for quizzes and my responses to graded assignments. I do not update D2L with assignments. I update my grade book with assignments and transfer test scores from D2L.

Once you submit assignments, you will receive feedback from me by returned e-mail. If there no problems, the e-mail will simply state "**Chapter # complete - 70 points of 70**" (or whatever the appropriate score)." **Retain the confirmation e-mail until final grades are recorded.**

If there are problems with the exercises, I will note the problem, such as, "**Inefficient. Use absolute referencing to B\$16 in cell E5 and copy down, or SUM function not required in your formula =SUM(B\$17*g6+2), or Do not use constants in cells where you should be referring to an initial condition or isolated assumption, or incorrect chart type-should be a pie, not a bar chart**". You will have the opportunity to resubmit the exercise without

penalty. (This opportunity does not apply to students who wait until the last couple of days of class to turn in work.)

Office Fundamentals: The First Chapter one of your text. (Pages 1 – 66.) There is a 25 question quiz on this chapter in D2L. It is named Office 10.

If you have limited or no Microsoft Office 2007/2010 experience, this chapter is very helpful with learning to navigate around in Office 2010 tasks prior to your continuing into the Word, PowerPoint, Excel, or Access texts. **Note to 2007 students.** The Microsoft Office button has been replaced with a 'File' tab.

I suggest that you create a folder to contain data files for this course. To do that... right-click on your desktop, and choose New, then Folder. Name the folder CISA310.

If you got a CD with the text, you have the data files for the Fundamentals on the CD. **If you did not get a CD, then do the following.**

To get the student Data files for the Office Fundamentals chapter...Go to:
http://wps.prenhall.com/bp_exploring_excel_2010_intro/

- Click on Student Data files
- Choose Open
- Open the folder: student_data_files
- Open the folder: office_fundamentals
- Open the folder: chapter_01 folder

- To copy the folder, Click the folder and drag it to your CISA310 folder, or to your desktop or, where ever you want to have the files on your computer.

The text uses Windows 7 as the operating system. If you are using Windows XP or Vista you may notice subtle differences in the screen views when saving and naming files. The main focus of the chapter is getting you used to opening and closing applications and creating folders in which to store files. It also gets you used to the Graphical User Interface of Microsoft Office's applications. Study the white pages. Do any of the hands-on exercises which you deem useful. Glance over the areas in which you are already comfortable.

Answer key link for End-of-Chapter multiple choice questions. These are not required for grade. They are simply for your own review of the chapter. [Answer key](#)

Required Excel assignments:

You could download or copy all of the data files for CISA310, but after having gone through the chapters, I feel that you will save a lot of time and effort by simply opening these four Excel files which are linked in the table below. Each Excel file contains many worksheets which were the original data files but I have now combined them into chapter files. You can simply work through the assignment worksheets saving the file each time, not Saving As with different names as the author suggests.

Click on the appropriate link in the table below: Notice files are in either 2007-2010 or Excel 1997-2003 format. I had them up in 2007 format, but that presented real problems as the 2007 formats are (eXtensible Markup Language) XML and when trying to download them they come across as .zip files. Unzipping those files result in a bunch of files, none of which can be read with Excel. I think it is strange that Microsoft Internet Explorer won't recognize the .xlsx files as Microsoft Excel, and that Mozilla Firefox, (another browser), will open the .xlsx files with no problem.

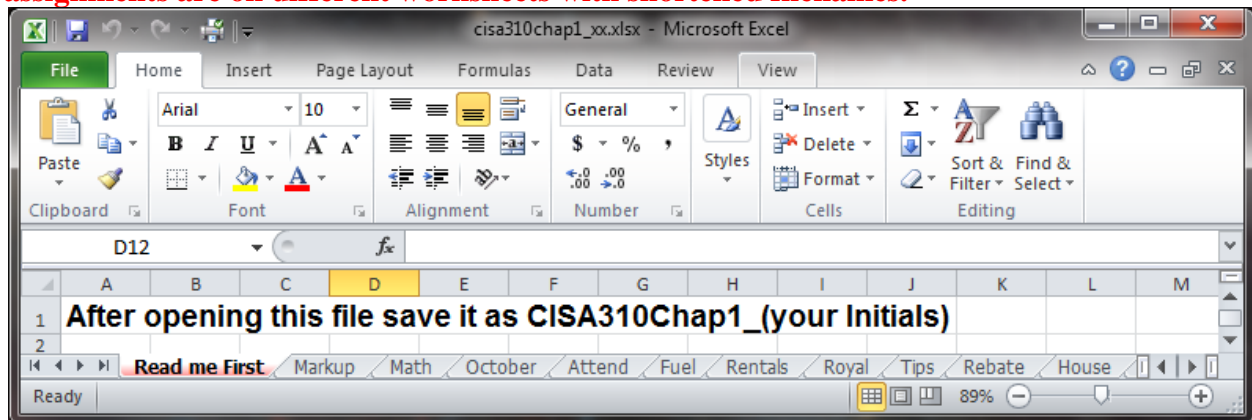
After clicking the links below, just use **Save As** to save with a different file name or location. **I have embedded text error notes within the worksheets. Some students ignore the notes resulting in incorrect formulas and I send the work back as needing correction.**

In the text the author has you open a file and save it with your name appended to the filename. **I do not need nor want you to do that. When working with the files below, do not save each assignment with a unique filename as the author instructs.** Simply open CISA310Chap1_XX.xls and save it as CISA310Chap1_(Your Initials).xls (Excel 2003 format) **or save it as CISA310Chap1_(Your Initials).xlsx** (Excel 2007/2010 format).

Click on each link below to open the file and resave it in the location you want. I would suggest creating a temporary folder named **CISA310** on your **Desktop** or in **My Documents**. Once the course is over and you have received your grade you can delete the folder (unless it has enormous sentimental value). ;)

<p align="center">Chapter files required Use these links if you are using Windows 7</p>	<p align="center">Use these links if you are using Windows XP All are in 2003 .xls Format</p>
<p>Chapter One Chapter Two Chapter Three Chapter Four</p>	<p>Chapter One Chapter Two Chapter Three Chapter Four</p>

Upon opening the Excel files above, read and heed the “Read Me First” Sheet. All assignments are on different worksheets with shortened filenames.



Assignments have varied over time. Sometimes it is best to see other examples of work than those that are in your text. To that end I have placed a number of files on the server which may help as samples of sheets that contain cell referencing and functions. Each file will have the basic assignment on the first sheet, and the solution shown on the second sheet (in formula view). It might be worth your while to look some of these over.

Click the link to the right for links to files for previous assignments (2000-2003). [Tips](#)

Required Assignments list:

Chapter One – Study the white pages. Open [CISA310Chap1_xx.xls](#) This file contains the data extracted from the data files that go with this text, but I have combined them into this single file. Work through the Hands-on Exercises (yellow pages). Save the file with the same name every time you finish a sheet. When you are done save the file a last time and e-mail it to me as an attachment. This file contains 12 sheets. There are eight required Assignments - **40 points**.

Page	Short File Name/ Worksheet Tab Name	Chapter one
	Read me First	
74-117	Markup (Blank sheet)	5 points
120-121	Math (Blank sheet)	5 points
121-123	October (Blank sheet)	5 points
123-124	Attend (was e01p3attend)	5 points
125	Fuel (was e01m1fuel)	5 points
125-126	Rentals (was e01m2rentals)	5 points
126	Sales (was e01m3sales)	5 points
127	Royal (was e01c1royal)	Not Required
128	Tips (was e01b1tips)	Not Required
128	Rebate (was e01b2rebate)	Not Required
128	House (was e01b3house)	5 points

Be sure to take the D2L exam when finishing each chapter while the material is still fresh in your mind. You get two chances at each quiz. The higher score is used for final score.

New: Mar 1, 2011 - Sheet Views: The question has come up among students as to how the sheets should appear when complete. To this end, I have placed links for sheet views for the four chapters below. These views will not give you the underlying formulas for chapters one and two. However, the data shown is correct. Your underlying formulas should give the results shown. If not recheck your formulas.

[Assignment sheet views for chapters one through four](#)

Chapter two – Study the white pages. Open [CISA310Chap2_xx.xls](#) This file contains the data extracted from the data files that go with this text, but I have combined them into this single file. Work through the Hands-on Exercises (yellow pages). Save the file with the same name every time you finish a sheet. When you are done save the file a last time and e-mail it to me as an attachment. This file contains 12 sheets. There are ten required Assignments. - **50 points**.

Students may find the following links useful when dealing with IF, VLOOKUP, and PMT functions. Link to ===== > [IF](#) [VLOOKUP](#) [PMT](#)

Page	Short File Name/ Worksheet Tab Name	Chapter two
	Read me First	
133-164	Loans (was e02h1loans) (2 sheets)	5 Points
167-168	Flights (was e02p1flights)	5 Points
168-170	Salary (was e02p2salary)	5 Points
170-171	Client (was e02p3client) (2 sheets)	5 Points
172-173	Payroll (was e02m1payroll)	5 Points
172-173	Bank (was e02m2bank)	5 Points
173-174	Grades (was e02m3grades) (2 sheets)	5 Points
175	Gym (was e02c1gym)	5 Points
176	Blue (was e02b1blue)	5 Points
176	Mall (was e02b2mall)	5 Points
176	ParkCity (was e02b3parkcity)	Not required

Be sure to take the D2L chapter exam when finishing each chapter.

Chapter Three – Study the white pages. Open [CISA310Chap3_xx.xls](#) This file contains the data extracted from the data files that go with this text, but I have combined them into this single file. Work through the Hands-on Exercises (yellow pages). Save the file with the same name every time you finish a sheet. When you are done save the file a last time and e-mail it to me as an attachment. This file contains 11 work sheets. There are nine required Assignments. Several assignments have two to three worksheets per assignment so when done there will be 19 assignment sheets. - **45 points**.

Page	Short File Name/ Worksheet Tab Name	Chapter Three
	Read me First	
192-217	Majors (was e03h1majors) (2 sheets)	5 Points
221-222	Utilities (was e02p1utilities) (3 sheets)	5 Points
222-223	USPop (was e03p2uspop) (2 sheets)	5 Points
223-234	Boston (was e03p3boston) (2 sheets)	5 Points
225-226	Autos (was e03m2autos) (2 sheets)	5 Points
226	Psych (was e03m2psych) (3 sheets)	5 Points
227	Movies (was e03c1movies) (2 sheets)	5 Points
228	Stock (was e02b1stock) (2 sheets)	5 Points
228	Box Office (was e03b2boxoffice)	Not required
228	Houses (was e03b3houses) (1 sheet)	5 Points

Chapter Four – Study the white pages. Open [CISA310Chap4_xx.xls](#) This file contains the data extracted from the data files that go with this text, but I have combined them into this single file. Work through the Hands-on Exercises (yellow pages). Save the file with the same name every

time you finish a sheet. When you are done save the file a last time and e-mail it to me as an attachment. This file contains 11 work sheets. There are ten required Assignments. A couple of assignments have two or three worksheets per assignment so when done there will be 14 assignment sheets. - **50 points**.

Page	Short File Name/ Worksheet Tab Name	Chapter Four
	Read me First	
235-274	Spa (was e04h1spa) (three sheets)	5 Points
277-278	Fiesta (was e04p1fiesta)	5 Points
278-279	Salary (was e04p2)	5 Points
279-280	Donate (was e04p3)	5 Points
281	Band (was e04m1)	5 Points
281-282	Credit (was e04m2credit) (2 sheets)	5 Points
283	FineArt (was e04m3fineart)	5 Points
284-285	Houses (was e04c1houses)	5 Points
286	Doctors (was e04b1doctors)	5 Points
286	Cars (was e042bcars)	Not Required
286	Populate (was e043bpopulate) (2 Sheets)	5 Points

Required Final Project or Final Exam

Final Project Frankly, I would rather see a project which shows me what a student has learned rather than seeing that he or she can answer a bunch of questions on an exam.

Create a set of document that could be used to illustrate some personal, business, government, or academic use of spreadsheets.

50 points: The first file will be a Word document, which describes the purpose of your spreadsheet.

- ✓ What problem does it solve for you?
- ✓ How does it make your efforts to accomplish some task easier?
- ✓ What would another user need to know about this sheet to keep it current?
- ✓ Describe some of the features you have learned in this course that you think will help you in the future.

50 points: The second file will be the spreadsheet or workbook. For whatever purpose it was created; personal, academic, or work-related, it should work! Formulas must be designed that calculate accurately.

If grading seems a little too subjective, then consider yourself as grader. What are you taking away from this course? How can you best demonstrate your Excel expertise? For a little humor, pretend I'm the pointy haired boss in Dilbert. See the [Dilbert Cartoon](#).

Final Exam: I have put a Final Exam up in D2L for this course. It is a 100 question, two hour time limit exam that covers the four Excel chapters with 25 randomized questions from each

chapter. I only put it here so that those among you who stress about being creative can take an exam rather than do a final project.

Enjoy the project. When complete. Turn in the materials and consider going on into CISA311, Intermediate Spreadsheets. It covers Database, Pivot Tables, Macros, and Visual Basic for Applications. Check out the course objectives. Only about 20% of students finishing CISA310 go into 311. It is more technical, but considering where you've been, it is less work.

Or consider going on into CISA308: Word Processing and Presentation Software, CISC308: the Computer Environment and the Internet. Those two courses and CISA310 are required by Sac State for transfer into their business program as MIS0001, A, B, & C. Also consider going into CISA320 Intro to Database using Microsoft Access. Students doing well in Excel excel in databases.

Once you have finished the course I will send out an e-mail 'Letter of Completion'. Print it and hang on to it until you confirm the correct grade is on your transcript at the end of the term. Grades will be submitted to Admissions on the morning of the last day of the term. You should be able to view them through e-services the next day.

I hope you find many uses for your new skills in Excel. We've only touched a little of its capabilities.

Charity Hicks