

UNION COUNTY COLLEGE
COURSE SYLLABUS
ADM215/CIS 115 - Excel

COURSE DESCRIPTION

This course introduces the student to the use of a current version of *Microsoft Excel*. Students build a worksheet from a beginning level to an intermediate level. Topics include creating and formatting a worksheet; enhancing a worksheet; absolute and relative referencing; functions; advanced formulas; date, time, and financial functions; templates; multiple worksheet/files; charts; and more. Material covered in this course helps prepare the student for the Microsoft Office Specialist (MOS) exam in Excel. Prerequisites: ENG 089, MAT 011, ADM 101. 2 lecture and 2 laboratory hours. 3 credits.

COURSE LEARNING OUTCOMES

By the end of this course, the student will be able to:

- Design, build, edit, and print a worksheet
- Create and effectively use formulas and conditional formatting to solve problems
- Analyze a spreadsheet with charts and graphics
- Interpret information with tables, PivotTables, and PivotCharts
- Evaluate data using financial tools and functions
- Predict solutions using What-If analyses

STUDENT RESOURCES

To successfully complete this course, the student must have the following:

- Text: ***New Perspectives on Microsoft Office Excel 2013: Comprehensive***, Parsons, Oja, Ageloff, Carey, and Desjardins. Course Technology, 2014. ISBN: 978-1-285-16933-0
- ***Microsoft Excel 2013*** software.
- **USB/External Hard Drive.** Students must save all work in chapter folders on a USB/External Hard Drive.
- ***SAM 2013 Assessment, Training, and Projects, v.1.0 Printed Access Card, 1st Edition***, ISBN: 978-1-285-42749-2

If you already have a SAM 2013 username and password from a previous class, you do not have to purchase a new code. Inform your instructor.

INFORMATION LITERACY

As essential element of this course includes information literacy. “Information Literacy” is the evaluation and assessment of integrated information. An understanding of its ramifications and implications through the critical use of information literacy will be discussed. Students will be able to locate, discern, and effectively use information to solve issues and/or problems.

GRADING PROCEDURES

Textbook Assignments	20%
SAM Assignments	30%
Unit Tests	30%
Final Exam	20%

CLASS POLICIES

1. Assignments are due by the date posted on the ANGEL calendar. All assignments must be submitted in order to pass the course. Be sure to keep up with the assignments.
2. If you are repeating this course, you **must** re-create all assignments. Be sure to create new files. Work submitted from a previous semester will not be accepted.
3. Late work will be accepted; however, eleven points will be deducted for each day the assignment is late. No work will be accepted more than three calendar days after the due date. *During the last full week of class, no work will be accepted late.* Be sure to check the calendar!
4. All tests and final exam must be taken. All tests are online. Each test may be taken only one time, so be sure you are prepared to take the test. You may take the test at any time the test is available up to the closing date of the test. Tests/final cannot be made up. A grade of zero will be given for any missed test. It is advised that you do not wait until the last minute to take the tests. The final exam must be taken; failure to do so will result in failing the course.
5. SAM 2013 is used for the *hands-on* tests for Excel. You must take *all* SAM tests to receive a passing grade for the course. Each SAM test may be taken only one time, so be sure you are prepared to take the test. While taking each SAM test, you must disable any and all pop-up blockers that are enabled. You are on the honor system – while you may use your textbook for reference when taking a SAM test, any other type of assistance is prohibited. You may take a SAM test at any time the test is available up to the closing date of the test. Some Excel assignments are also submitted through SAM. Do not discard the SAM 2013 access card. Be careful when opening the envelope. Additional information will be provided through ANGEL mail.
6. To appeal a grade you must send a mail message to the instructor through ANGEL within three days of the posted grade. Overdue appeals will not be considered.
7. It is important for you to log on to the class site a few times a week. Be sure to spend a minimum of eight hours a week completing the work for this class.
8. Your overall final average must be a minimum of 60 (D). A minimum grade of “C” is usually required for credits to transfer to another college. All assignments, projects, and SAM tests must be taken and submitted with an overall average of 60. See Grading System section above.
9. Students must accept the responsibility and consequences of their actions for this class.

As stated on page 32 of the *Union County College 2013-2014 Catalog*, “It is the student’s responsibility to report an error on his/her recorded grade to the Instructor within two weeks of posting of the grade. Otherwise, it is assumed that the grade is accurate and will be recorded permanently on the student’s record.”

COURSE POLICIES

Preparing for Examinations

Attend lecture and read the chapters. Most of the questions are taken directly from the reading material. When preparing the SAM 2013 assessment tests, be sure to review the appropriate chapters in the Excel textbook. Students are encouraged to use the *SAM Training*.

Email

Students are responsible for reading any and all emails sent by their instructor through UCC email, ANGEL email, or any other mail system designated by the instructor.

In Case You Are Late or Absent

It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late. See instructor either after class or during office hours.

Appeals Policy

To appeal a grade, send an email to your instructor through ANGEL mail within one week of the grade having been received. Overdue appeals will not be considered.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the *Union County College Catalog*. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own work.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance in any academic work.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and may be subject to disciplinary action as described in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not “work together” on graded assignments. Such collaboration constitutes cheating, unless it is a grouped assignment. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Laboratory Policy

Although the homework and laboratory assignments comprise 50% of the final grade, a student can receive a final grade no greater than a D if all homework or laboratory exercises are not submitted.

Unless Otherwise stated, homework and laboratory assignments must be submitted at the beginning of class on the scheduled due date. Assignments handed in after class begins are considered late.

No assignments will be accepted more than three calendar days after the due date. Plan to spend approximately six to eight hours each week outside of class for reading, studying, and completing laboratory assignments.

Disabilities Policy

Union County College offers reasonable accommodations and/or services to persons with disabilities. Any student who has a documented disability and wishes to self-identify should contact the Coordinator of Services for Students with Disabilities at 908-709-7164 or email disabilitysvc@ucc.edu. Accommodations are *individualized* and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. In order to receive accommodations, students must be registered with the Disability Services Office. Students should register with the office as soon as possible. No accommodation is official until the Faculty Accommodations Alert Form is issued from the student to the instructor.