

**CIS042 Spreadsheet Applications \*Hybrid\* 41186/41187Lab Fall 2015 College of Alameda**  
**4 units Th 1:00 PM – 2:30 PM A232 Late Start Class**

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**Office Location:** D225

**Office Hours:** Moodle Chat on M 10 - 11 AM, W 1:15 PM –2:15 PM, Moodle Chat on R 4 PM – 5 PM

**Textbook: Microsoft Excel 2013 Comprehensive** ISBN: 978-1-285-16933-0

Parsons|Oja|Ageloff|Carey|Desjardins, Publisher: Cengage Learning

**Course Descriptions:** Introduction to principles of electronic spreadsheet using features available with currently popular spreadsheet software. Students have weekly online assignments which I monitor and grade in Moodle, meet with me once a week in class for presentation and Q&A, and they also communicate with me by email, the chat room and forum in Moodle, or office hours.

**Student Learning Outcome:** Shown at the bottom and the next page.

**Week/Date Assigned Readings and Homework and Exams**

**01: 08/27** Prior to start of class

**02: 09/03** Prior to start of class

**03: 09/10** Prior to start of class

**04: 09/17** Prior to start of class

**05: 09/24** Prior to start of class

**06: 10/01** Prior to start of class

**07: 10/08** Prior to start of class

**08: 10/15** **Orientation and Tutorial 1** SP Customer Order Form **due 10/28**

**09: 10/22** Tutorial 2 Formatting Workbook Text and Data **due 11/04**

**10: 10/29** Tutorial 3 Calculating Data with formulas and Functions **due 11/11**

**11: 11/05** Tutorial 4 Analyzing and Charting financial Data **due 11/19**

**12: 11/12** Tutorial 5 Working With Excel Tables, PivotTables, & PivotCharts **due 11/25**

**13: 11/19** Tutorial 6 Managing Multiple Worksheets and Workbooks **Lab due 12/02**

**14: 11/26** **Thanksgiving Day Holiday 11/26**

**15: 12/03** Tutorial 7 Developing an Excel Applications **Lab due 12/11**

**16: 12/10** Final Exam Review

**17: 12/17** **1-hour Final Exam on Tutorials 1 through 7 on 12/17/2015 Thursday at 1:15 PM**

**Grading Policy (No make-up exams, no make-up homework, and no incomplete grades will be allowed)**

<u>Categories</u>	<u>Tutorials</u>	<u>Orientation</u>	<u>Final Exam</u>	<u>Total</u>
<u>Distribution</u>	70 points	2 points	28 points	<b>100 points</b>

<u>Brackets</u>	<u>90 to 90+</u>	<u>80 to &lt;90</u>	<u>70 to &lt;80</u>	<u>60 to &lt;70</u>	<u>0 to &lt;60</u>
<u>Letter Grades</u>	***A***	***B***	***C***	***D***	***F***

Student Learning Outcomes:

## **CIS 42 – Spreadsheet Applications**

### **Student Learning Outcomes**

#### **1. Electronic Worksheet & Chart**

Demonstrate comprehension of the basic principles of creating and modifying an electronic spreadsheet with charts and including formulas and functions

#### **2. Maintaining a SpreadSheet**

Competently maintain a spreadsheet

#### **3. Pivot Tables and Pivot charts**

Demonstrate the ability to import data, work with Pivot Tables, Pivot Charts, and trendlines