Lake-Sumter State College Course Syllabus

# Course Information:

Course Prefix/Number: CTS 1205

Course Title: Microsoft Excel

CRN: 20233

Credit Hours: 3

Semester: Spring 2019

Class Days, Location, Time: ONLINE

Course Description: This course provides comprehensive instruction in Microsoft Excel. Topics include use of the ribbon, entering constant values and formulas; constructing, formatting, and printing worksheets; use of functions (including conditional, lookup, and database functions): list management; creating and printing charts; using large worksheets and multiple worksheets; using range names in formulas; creating and using macros; integration; worksheet design and documentation; and other advanced topics. Students will have daily hands-on experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful.

# Instructor Information:

Name: Ms. Joan Johnson

E-Mail: johnsonj@lssc.edu

Office Location: South Lake Campus, Building 2 Room 346,

Phone: 352-568-2108

Office Hours: Monday 9 am to 11:30 am, Tuesday 9 am to 11:30 am, Wednesday, 9 am to 11:30 am, Thursday, 9 am to 11:30 am. I will be available at other times for online consultation via appointment.

## Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for [instructions on activating Lakehawk Mail](http://www.lssc.edu/lakehawk/Pages/default.aspx) (http://www.lssc.edu/lakehawk/Pages/default.aspx).

Sending a private message using the MESSAGES tool in Canvas is always the most secure method of contacting your Instructor.

Please remember that any phone contact with your Instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via INBOX in Canvas or e-mail,

# Prerequisites/Co-requisites:

Prerequisites: CGS 1100 or documented consent of instructor.

Co-requisites: None

# Textbook & Other Course Materials:

# Benchmark Excel 2019 L1 & L2 Access Code + Printed Text for Cirrus – ISBN - 9780763888060

**OR**

Benchmark Excel 2019 L1 & L2 Access Code Card (you will use the E-book) – ISBN - 9780763887896

# Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

See the LSSC Student Technology Help Desk web page for more information on how to obtain Microsoft Office 365 as an LSSC student.

Students must have access to a computer with Microsoft Office Excel 2016 or Office Excel and Internet connectivity. Please note: using a MAC may find that some of the directions for completing assignments are different than if using an IBM based computer. If you do not have a computer that meets these requirements, LSSC’s computer labs in our campus Libraries and Learning Centers provide all of the necessary programs needed to complete the work for this course. **No other software packages may be utilized to complete course assignments (i.e. Microsoft Excel 2003, Microsoft Excel 2007).**

It is the student’s responsibility to have an alternative plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). **Computer hardware, software and/or printer problems are not acceptable excuses for incomplete or late assignments. Assignments and tests will not be reset due to computer problems unless the student was utilizing a computer on campus at LSSC.**

Please see the LSSC Lakehawk Page for information on how to obtain Microsoft Office 365 as an LSSC Student (http://www.lssc.edu/lakehawk/Pages/default.aspx).

# Student Learning Outcomes:

The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course.

CTS1205.1 - Names a range and uses in formulas and functions.

CTS1205.2 - Prepares charts including column, pie, line, etc.

CTS1205.3 - Produces tables and formulas with filters and aggregate functions.

CTS1205.4 - Manipulates multiple worksheets and workbooks.

CTS1205.5 - Uses absolute cell ranges.

CTS1205.6 - Illustrates conditional formatting.

# Course Objectives:

Objectives are defined as what the course will do &/or what the students will do as part of the course.

This course is designed to enable the student to develop familiarity with and confidence in the use of the Excel software program, and to enable the student to use Excel to solve problems. Good problem solving, spreadsheet design, and presentation techniques will be discussed and modeled.

#  Institutional Policies & Procedures:

## Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See [college catalog](http://www.lssc.edu/students/Pages/Current/CourseCatalog.aspx) for complete statement. (http://www.lssc.edu.students/Pages/Current/Course Catalog.asps)

Cheating

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently created, thoughtful and responsible as to its sources of information and inspiration. **Warning: sharing a friend’s personal computer can possibly cause integrity violations.** Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the computers. **Please keep in mind, working together on assignments and submitting is considered as cheating.  Unless it is a group project, you are responsible for completing your own assignments**

If you cheat, some or all of the following actions will be taken.

The first instance will result in a zero on the grade involved and may result in a failing grade for the course

The second instance will result in a failing grade for the course.

A report of the incident may be forwarded to the Dean of Student Affairs. The Dean may file the report in your permanent record and/or take further disciplinary action.

Refer to the college catalog for full statement on Academic Integrity.

## Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at www.lssc.edu, then go to “Quick Links” and click on [Disability Services](http://www.lssc.edu/academics/disabilityservices/Pages/Default.aspx). (http://www.lssc.edu/academics/disabilityservices/Pages/Default.aspx)

## Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

## Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

## LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. If you have an emergency, call 911. Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg

(352) 536-2143 South Lake

(352) 303-7296 Sumter

LSSC also has a free safety app, Lake-Sumter Safe that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the Campus Safety web page.

## Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as “not-attending” and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see the [college catalog](https://lssc.smartcatalogiq.com/current/Catalog-and-Student-Handbook/Student-Financial-Assistance/Financial-Aid-Policies-and-Procedures/Repayment-of-Federal-Financial-Aid/Initial-Attendance-Verification) for more details).

Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

Monday, March 29, 2021by 4:30 PM

# Instructor Policies:

I am here to help you be successful in this class. Reading the material and completing the homework assignments are both an integral part of successfully completing a class. Submitting assignments on or before the due date and time will help you be successful Assignments submitted late will not be accepted or graded.

# Late Work/Extensions:

Assignments submitted late will not be accepted or graded.

# Classroom Etiquette:

Students are expected to be respectful to each other and the instructor. Eating and drinking is forbidden in the computer classrooms and computer labs. Student are asked to abide by this rule. Students should leave the classroom in the same condition it was found in when they entered: chairs under desks, computers shut down.

# Grading Information:

## Grading Scale:

90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

## Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for spreadsheet content and formatting.

# Assignment Overview & Grade Breakdown:

| **Category** | **Description** | **Points or %** |
| --- | --- | --- |
| Assignments | All homework assignments | 50% |
| Excel Project Tests | All Excel tests covering chapter material | 50% |

## Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.

Course Calendar CTS 1205, Excel,

All Assignments are due Sunday by 11 pm, unless otherwise noted in the calendar.

| **Week** | **Reading** | **Items Due** | **Notes** |
| --- | --- | --- | --- |
| Week 1 Jan 11-17 | Course orientationExcel Level 1--Level 2 Getting Started Pages GS1-GS15 | **Due by 11 pm Sunday, January 17**Do all "Let’s Get Started" (Start Here) assignments in Canvas * Student Orientation Quiz
* Discussion: Introduce Yourself AND Two Peer Replies

Your initial discussion post is due by 11 pm, Friday Replies and assignments due by 11 pm Sunday* Benchmark Series: Office 365 Getting Started Quiz
 |  |
| Week 2 Jan. 18-24 | Excel Level 1, Unit 1 Chapter 1, Preparing an Excel Worksheet Pages 3-30 | **Due by 11 pm Sunday, Jan. 24****Complete the following:*** Level 1, Chapter 1 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 1 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 1 Knowledge Check
* Level 1, Chapter 1 Exercise 1, 2, 3, &-4
* Level 1, Chapter 1 Skills Check
* Level 1, Chapter 1 Project
* Level 1 Chapter 1 Concepts Exam
 |   |
|  Week 3 Jan. 25-31 | Excel Level 1, Unit 1, Chapter 2 Inserting Formulas in a WorksheetPages 31-50 | **Due by 11 pm Sunday, Jan. 31****Complete the following:*** Level 1, Chapter 2 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 2 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 2 Knowledge Check
* Level1 Chapter 2 Exercises 1, 2, 3, & 4
* Level 1, Chapter 2 Skills Check
* Level 1, Chapter 2 Project
* Level 1 Chapter 2 Concepts Exam
 |   |
|  Week 4Feb. 1-7 | Excel Level 1, Unit 1, Chapter 3 Formatting a Worksheet Pages 51-78 **AND**Chapter 4 Enhancing a Worksheet Pages 79-112  | **Due by 11 pm Sunday, Feb. 7** **Complete the following:*** Level 1, Chapter 3 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 3 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 3 Knowledge Check
* Level 1, Chapter 3 Exercises 1, 2, 3, & 4
* Level 1, Chapter 3 Skills Check
* Level 1, Chapter 3 Project Level 1
* Level 1 Chapter 3 Concepts Exam

**Complete the following:*** Level 1, Chapter 4 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 4 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 4 Knowledge Check
* Level 1, Chapter 4 Exercises 1, 2, 3, & 4
* Level 1, Chapter 4 Skills Check
* Level 1, Chapter 4 Project
* Level 1 Chapter 4 Concepts Exam
 |   |
| Week 5 Feb. 8-14 | Excel Level 1, Unit 2Chapter 5 Moving Data within and Between WorkbooksPages 115-142 | **Due by 11 pm Sunday, Feb14****Complete the following:*** Level 1, Chapter 5 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 5 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 5 Knowledge Check
* Level 1, Chapter 5 Exercises 1, 2, & 3,
* Level 1, Chapter 5 Skills Check
* Level 1, Chapter 5 Project
* Level 1 Chapter 5 Concepts Exam
 |   |
| Week 6Feb. 15-21 | Excel Level 1 Unit 2, Chapter 6 Maintaining Workbooks Pages 143-176 | **Due by 11 pm Sunday, Feb. 21****Complete the following:*** Level 1, Chapter 6 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 6 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 6 Knowledge Check
* Level 1, Chapter 6 Exercises 1, 2, 3, & 4
* Level 1, Chapter 6 Skills Check
* Level 1, Chapter 6 Project
* Level 1 Chapter 6 Concepts Exam
 |  |
| Week 7Feb. 22-28 | Excel Level 1 Unit 2 Chapter 7 Creating Charts and Inserting Formulas Pages 177-206**AND**Excel Level 1, Unit 2 Chapter 8 Adding Visual Interest to Workbooks Pages 207-232 | **Due by 11 pm Sunday, Feb. 28****Complete the following:*** Level 1, Chapter 7 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 7 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 7 Knowledge Check
* Level 1, Chapter 7 Exercises 1, 2, 3, 4 & 5
* Level 1, Chapter 7 Skills Check
* Level 1, Chapter 7 Project
* Level 1 Chapter 7 Concepts Exam

**Complete the following:*** Level 1, Chapter 8 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 1, Chapter 8 Review and Assessment Hands on Activities (optional, but recommended)
* Level 1 Chapter 8 Knowledge Check
* Level 1, Chapter 8 Exercises 1, 2, 3, & 4
* Level 1, Chapter 8 Skills Check
* Level 1, Chapter 8 Project
* Level 1 Chapter 8 Concepts Exam
 |  |
| Week 8 March 1-7 | End of Unit TestTest covers all of Excel Level 1 & 2, Units 1 & 2 | **Due by 11 pm Sunday, March 7**The entire test is to be completed in one sitting; no Cirrus help is available. The test is timed. The test will be available from March 1 at 12:01 am until 11:59 March 7Review and Assessment hands on activities study material is available within the module* Complete Excel Level 1 Unit 1 Mid-Term Exam Part 1 of 2

L1 U1 Project Exam L1 U1 Skills Check ExamAND* Complete Excel Level 1 Unit 2 Mid-Term Exam Part 2 of 2

L1 U2 Project Exam L1 U2 Skills Check Exam | Plan to allow at least 2 hours to complete the test |
| Week 9 March 8-14 | Excel Level 2, Unit 1, Chapter1 Advanced formatting TechniquesPages 3-30 | **Due by 11 pm Sunday, March 14** **Complete the following:*** Level 2, Chapter 1 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 1 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 1 Knowledge Check
* Level 2, Chapter 1 Exercises 1, 2, 3, 4, & 5
* Level 2, Chapter 1 Skills Check
* Level 2, Chapter 1 Project 1
* Level 2 Chapter 1 Concepts Exam
 |  |
| March 15-21Spring Break |  | **Nothing Due, Spring Break, No school** |  |
| Week 10 March 22-28 | Excel Level 2, Unit 1, Chapter 2 Advanced Functions and Formulas Pages31-58 | **Due by 11 pm Sunday, March 28****Complete the following:*** Level 2, Chapter 2 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 2 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 2 Knowledge Check
* Level 2, Chapter 2 Exercises 1, 2, 3, 4, & 5
* Level 2, Chapter 2 Skills Check
* Level 2, Chapter 2 Project
* Level 2 Chapter 2 Concepts Exam
 |  |
| Week 11 March 29-April 4 | Excel Level 2, Unit 1, Chapter 3 Working with Tables and Data Features Pages 59-84**AND**Excel Level 2, Unit 1, Chapter 4 Summarizing and Consolidating DataPages 85-114 | **Due by 11 pm Sunday, April 4****Complete the following:*** Level 2, Chapter 3 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 3 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 3 Knowledge Check
* Level 2, Chapter 3 Exercises 1, 2, & 3
* Level 2, Chapter 3 Skills Check
* Level 2, Chapter 3 Project
* Level 2 Chapter 3 Concepts Exam

**Complete the following**:* Level 2, Chapter 4 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 4 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 4 Knowledge Check
* Level 2, Chapter 4 Exercises 1, 2, 3, 4, & 5
* Level 2, Chapter 4 Skills Check
* Level 2, Chapter 4 Project
* Level 2 Chapter 4 Concepts Exam
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| Week 12April 5-11 | Excel Level 2, Unit 2 Chapter 5 Using Data Analysis Features Pages: 117-142 | **Due by 11 pm Sunday, April 11****Complete the following**:* Level 2, Chapter 5 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 5 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 5 Knowledge Check
* Level 2, Chapter 5 Exercises 1, 2, 3, & 4
* Level 2, Chapter 5 Skills Check
* Level 2, Chapter 5 Project
* Level 2 Chapter 5 Concepts Exam
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| Week 13April 12-18 | Excel Level 2, Unit 2Chapter 6 Exporting Importing and Transforming Data Pages: 143-172  | **Due by 11 pm Sunday, April 18****Complete the following:*** Level 2, Chapter 6 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 6 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 6 Knowledge Check
* Level 2, Chapter 6 Exercises 1, & 2
* Level 2, Chapter 6 Skills Check
* Level 2, Chapter 6 Project
* Level 2 Chapter 6 Concepts Exam
 |  |
| Week 14April 19-25 | Excel Level 2, Unit 2, Chapter 7 Automating Repetitive Tasks and Customizing Excel Pages: 173-208ANDExcel Level 2, Unit 2 Chapter 8 Protecting and Distributing a Workbook Pages: 209-242 | **Due by 11 pm Sunday, April 25****Complete the following:*** Level 2, Chapter 7 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 7 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 7 Knowledge Check
* Level 2, Chapter 7 Exercises 1, 2, 3, & 4
* Level 2, Chapter 7 Skills Check
* Level 2, Chapter 7 Project
* Level 2 Chapter 7 Concepts Exam

**Complete the following:*** Level 2, Chapter 8 All Guide and Practice Tutorials Activities (optional, but suggested)
* Level 2, Chapter 8 Review and Assessment Hands on Activities (optional, but recommended)
* Level 2 Chapter 8 Knowledge Check
* Level 2, Chapter 8 Exercises 1, 2, & 3
* Level 2, Chapter 8 Skills Check
* Level 2, Chapter 8 Project
* Level 2 Chapter 8 Concepts Exam
 |  |
| Week 15Final Exam WeekApril 26-May 1 |  | **The final exam is due by 11:59 pm on May 1**It will be available beginning at 12:01am April 26 The entire test is to be completed in one sitting; no Cirrus help is available. The test is timed. Review and Assessment hands on activities study material is available within the module* Complete Excel Level 2 Unit 1 Final Exam Part 1 of 2

 L2 U1 Project Exam L2 U1Skills Check Exam**AND*** Complete Excel Level 2 Unit 2 Final Exam Part 2 of 2

 L2 U2 Project Exam L2 U2Skills Check Exam | The test is timed. Allow 2 hours to complete. |