

Course Information

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| Course title: | Introduction to Microcomputer Spreadsheets |
| Course number: | CIS 106TI |
| Course description: | This introductory course is designed to acquaint the student with the process of using personal computers to solve spreadsheet problems. In addition to providing the student with a working knowledge of the basic and advanced capabilities of a spreadsheet software, the student will be exposed to the use of problem-solving techniques for situations in which spreadsheet solutions are appropriate. |
| Course dates: | August 18, 2008 to December 10, 2008 |
| Prerequisite(s): | Sauk Valley Community College CIS 109 or consent of instructor |

Textbooks

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| Required reading: | <i>Microsoft Office Excel 2007 Illustrated Introductory</i> , Elizabeth Eisner Reding and Lynn Wermers, Thomson Course Technology, (c) 2007, 1-4239-0521-0 |
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Course Requirements

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| Introduction: | You will have the most success in this class if, in addition to reading the text and completing the directed exercises, you review the material in the Course Content folder, and complete and assess the homework before completing assignments and tests. |
| Requirements: | Access to a computer with a connection to the internet, and access to a copy of Microsoft Excel 2007. Microsoft Works spreadsheets are NOT acceptable. You will need access to a word processor (such as Microsoft Word). You will need temporary storage media, such as a flash drive (recommended) or 2 3.5" floppy disks. |

Course Outcomes

Upon completing this course, the student will be able to: • Design a worksheet • Enter and edit labels and values • Access and use menus • Save and retrieve files • Enter formulas • Print a worksheet • Use several functions • Discuss absolute and relative cell addresses • Create and print graphs • Discuss the terms cell, cell address and current cell

Assessment of Outcomes

Outcomes will be assessed through the use of objective tests, lab projects, case studies, and a final, comprehensive project incorporating material learned in class.

Policies

ASSIGNMENTS/TESTS: Assignments are due **on or before the due date** indicated. Quizzes and tests must be completed **on or before the due date**. **Late submissions will not be accepted.**

GRADE OF INCOMPLETE: If a student is unable to complete the final project in the assigned time frame, it is his/her responsibility to inform the instructor prior to the scheduled examination time. When a student is unable to appear for a final exam and has properly informed his/her instructor, the student may be assigned an "I" as a grade in that course. An incomplete grade will be changed by the Office of Admissions and Records to an "F" after one semester if the required course work has not been completed.

Expectations

Course access: Students should log into the course 2-3 times per week. At each log in, check for new announcements, new discussion posts, and new email.

Instructor response: Every effort will be made to respond to course email within 24 hours.

Instructor Contact Information, Office Hours, Policies, Grading Scale

Instructor Information

Name: Val Wittman

Email: val.wittman@svcc.edu

Office location: 2E15

Phone: 815-288-5511 x388

Instant Messenger ID Information You may contact me through Blackboard's "Who's Online" instant message feature.

Office Hours

| | Monday | Tuesday | Wednesday | Thursday |
|--------------|-----------------|-----------------|----------------|-----------------|
| Start | 12:30 PM | 11:15 AM | 1:15 PM | 11:30 AM |
| End | 1:30 PM | 12:30 PM | 1:30 PM | 12:30 PM |
| Start | 7:00 PM | | | |
| End | 8:30 PM | | | |
| | ONLINE | | | |

Policies

METHOD OF EVALUATION: Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students' work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at SVCC is appreciated.

PRIVACY: The College policy on student records complies with the "Family Educational Rights and Privacy Act". This Act is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services, Ext. 271.

DISABILITY: If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to inform your instructor. Reasonable accommodations will be made after verification from the Student Needs Coordinator's Office located in Room 1G24, or by calling extension 246.

Grading Scale

| Percentage | Grade |
|------------|-------|
| 90-100 | A |
| 80-89.9 | B |
| 70-79.9 | C |
| 60-69.9 | D |
| <60 | F |