Instructor:
Office:
e-mail: **Phone:**

IMPORTANT NOTE: After the class starts, use the Canvas e-learning Mail tool (using the Inbox, Course ID and Teacher link to send e-mail to the instructor)
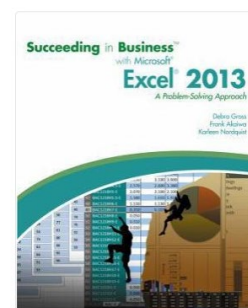
Prerequisite: CSIS2010 or approval by the instructor

Course Description: Students will work on solving a wide range of business spreadsheet application case problems. This is an advanced application course where you are expected to apply your understanding of various Excel software tools in solving the case problems. The course and the textbook do not provide step-by-step instructions to learn spreadsheet tools. You are expected to use the Excel tools and concepts you have already learned in an introductory course or through work experience in Excel.

Expectations: This is a highly skill-based course where learning takes place by actively using the Excel software to learn the various Excel features illustrated in each chapter to solve specific business problems. Unlike an introductory textbook on the Excel where detailed step-by-step instructions are provided to learn the necessary tools, this textbook assumes you already have basic experience with using Excel either through course work or on the job. This is an ADVANCED level APPLICATION PROBLEM SOLVING course.   All assignments are due before midnight on Saturday evening. I will try to respond to your e-mails within 24 hours M – F.

Textbook and Other Needed Materials:

✓ ***Succeeding in Business with Microsoft Office Excel 2013: A Problem Solving Approach*** by Debra Gross, Frank Akaiwa & Karleen Nordquist, Course Technology/Cengage *Learning   (We are using an "older" textbook in an effort to keep costs down.)*
✓ **Software Requirements:** The textbook is written for Excel 2013 applications and you need your own copy of Excel (any version) on your computer to complete the lessons and assignments in the textbook. You can obtain a copy of Office 365 for free by visiting. http://www.slcc.edu/student/tech-tools/index.aspx and clicking on the Office 365 links.
✓ **Student Data Files:** In order to complete the homework assignments, you need to download the student data files on to a folder on your computer by going to the publisher's student data download link indicated in the inside cover of the textbook. You will find a link to the file on the Home section in Canvas.
✓ **Canvas e-learning Software:** If you have not had a chance to take a course using the Canvas e-learning software, go to the following website: http://www.slcc.edu/online . Be sure to study the site contents including all the link contents to get ready for course materials posted on Canvas.

Succeeding in Business with Microsoft **Excel 2013** A Problem-Solving Approach Debra Gross Frank Akaiwa Karleen Nordquist

View Textbook Solutions

ISBN:	1285099141
ISBN-13:	9781285099149
Authors:	Debra Gross, Frank Akaiwa, Karleen Nordquist

Grading Criteria & Grading Scale

Assignment Type	Total No.	Points per Assignment	Percentage of Grade
Steps to Success Levels 1 & 2	16	25	40%
Case Problem Level 1	16	50	60%

Grade	Percent Range	Grade	Percent Range
A	Above 94%	C	73% - 76%
A-	90% - 93%	C-	70% - 72%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 63%
C+	77% - 79%	E	Below 60%

Grading – Ground Rules

1. Weekly e-mail from instructor.   Every week (usually on Monday), your instructor will send you an e-mail with hints; PDF files, etc. If you are not receiving these e-mails, let your instructor know as soon as possible.

2. **Late Submission and Penalty →** If you submit the assignment after the Saturday midnight deadline, it WILL be marked as LATE ASSIGNMENT and WILL be subject to AUTOMATIC LATE PENALTY of 5% per day. INTERNET or PROBLEM ACCESSING CANVAS is NOT accepted for avoiding late penalty. You are expected to PLAN and AVOID LAST MINUTE SUBMISSIONS IF YOU WANT TO AVOID THE LATE PENALTY.

3. **The maximum length of time for a late submission is one week after the due date (unless special permission is given by instructor.)**

4. **NO RESUBMISSION AFTER GRADING →** If you realize you made an error or errors in assignment submission, you MAY submit a corrected version AS LONG AS GRADING IS NOT YET DONE ON THE SUBMITTED ASSIGNMENT. I will grade the work with the LATEST DATE.

SLCC is committed to fostering and assessing student learning outcomes in its programs and courses.
CIS 2040 Course Objectives/Student Outcomes

Acquire Substantive Knowledge:
Use current spreadsheet software to perform appropriate functions, filters, and queries to perform data analysis and make informed decisions.

Develop Quantitative Literacies:
Students will use current spreadsheet software to interpret, calculate, and communicate with quantitative evidence; collecting, interpreting, analyzing, and visualizing data.

Think Critically
Students will make appropriate business decisions based on the findings gathered from the case problems.

BUSINESS RESOURCE AND INNOVATION CENTER: provides tutors free of charge and a study space for students in CSIS courses as well as academic advising. It is located in TB 425 on Taylorsville-Redwood Campus. Free tutoring services are also available; your instructor will give you more information about this.

TECHNOLOGY HELP: SLCC's technology help center located in the Technology Building Room 216. They can help with wifi connection, Mypage, Canvas, basic computer diagnostics, bruinmail, etc. https://slcc.service-now.com/help/home.do   : To receive assistance in navigating online and hybrid classes go to : https://slcc.instructure.com/courses/297606

DISABILITY RESOURCE CENTER SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to

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HONESTY: This course will strictly enforce the Student Code of Conduct. You are expected to follow the SLCC Student Code of Conduct The College imposes specific actions in response to incidents of student dishonesty (cheating, plagiarism, etc.) that may include receiving a failing grade on a test or in the course, suspension or dismissal from the College.