

Bus Comp Prof - Spreadsheet/DB

CSIS - 2010 002

Course Description

Course covers various features and functions of spreadsheet and database software for business applications. Class consists of lectures and demonstrations of how specific software tools can be used and correct formula and function syntax. Students will develop knowledge and skills using spreadsheet and database software as business problem solving tools. It is recommended students complete CSIS 1020 prior to taking this course.

Semester: Fall & Spring

Course Student Learning Outcomes

- Use appropriate functions, calculations, filters & queries to perform data analyses and make informed decisions.

Course Prerequisites

- Ability to understand technical English lectures and instructions.
- Good keyboarding skills are essential.
- Basic Computer Skills: Navigate basic operating system settings, various application software, Manage files and folders, Basic Internet & Email skills.

Engagement Plan

Example language:

- I will respond to email within 24 hours M-F. I will offer feedback on major assignments within 24 hours M-F. The best way to contact me is in Outlook at lorna.wells@slcc.edu.
- I will send an email to your Bruinmail account (or another preferred email account) every Monday which will give you vital information for the course.

Keys for Success (how to succeed in the course)

- Read emails I send out every Monday
- Use eTextbook to assist you in completing assignments
- Keep up with due dates (late assignments are penalized 5% per day)

Required Text or Materials

Title: Exploring Microsoft Office 365 - Excel 2021 AND

Subtitle: Exploring Microsoft Office 365 - Access 2021

ISBN: Included in Course Fees

Publisher: Pearson

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Brief Description of Assignments/Exams

All assignments will be autograder projects. You will download an instruction sheet and a file. You will then complete tasks in either Excel or Access. You will then upload the assignments and submit them to the autograder. You will receive a scorecard for each assignment and can fix all of your mistakes and re-submit up to THREE times.

Grading Scale

Final Grade Evaluation:

Excel Grader Projects 50%

Access Grader Projects 50%

Grading Scale:

| | | |
|-----------|-----------|-----------|
| A 95-100% | B- 80-82% | D+ 67-69% |
| A- 90-94% | C+ 77-79% | D 63-66% |
| B+ 87-89% | C 73-76% | D- 60-62% |
| B 83-86% | C- 70-72% | E <60% |

Academic Integrity

You are expected to follow the SLCC Student Code of Conduct The Grader Projects have an Integrity Violation Checker. This means that it checks to make sure that the same person who downloads the file uploads the file. If you upload all OR even a small part of someone else's file, your assignment will be flagged (as well as the person who you copied from).

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Assignment Schedule

| Due Date | Assignment Name | Assignment Type | Points |
|----------|-----------------|-----------------|--------|
|----------|-----------------|-----------------|--------|

| Due Date | Assignment Name | Assignment Type | Points |
|----------|---|-----------------|--------|
| | Introduce Yourself | Discussion | 0 |
| | Introduce Yourself | Discussion | 0 |
| | Introduce Yourself | Discussion | 0 |
| 8/30/25 | Excel Chapter 1 Assignment 1 - Medical | Assignment | 100 |
| 9/6/25 | Excel Chapter 2 Assignment 1 - Vacation Property | Assignment | 100 |
| 9/6/25 | Excel Chapter 3 Assignment 1 - Airports | Assignment | 100 |
| 9/6/25 | Excel Chapter 4 Assignment 1 - EBL Sporting Goods | Assignment | 100 |
| 9/13/25 | Excel Chapter 5 Assignment 1 - Travel Expenses | Assignment | 100 |
| 9/13/25 | Excel Chapter 5 Assignment 2 - Real Estate | Assignment | 100 |
| 9/20/25 | Excel Chapter 6 Assignment 1 - Delta Paint | Assignment | 100 |
| 9/20/25 | Excel Chapter 6 Assignment 2 - Housing Cost | Assignment | 100 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|--|-----------------|--------|
| 9/27/25 | Excel Chapter 7 Assignment 1 - Shipping. | Assignment | 100 |
| 9/27/25 | Excel Chapter 7 Assignment 2 - Real Estate Company. | Assignment | 100 |
| 10/4/25 | Excel Chapter 10 Assignment 1 - Movie Rentals | Assignment | 100 |
| 10/4/25 | Excel Chapter 10 Assignment 2 - Flight Plan | Assignment | 100 |
| 10/11/25 | Excel Chapter 11 Assignment 1- Accountants | Assignment | 100 |
| 10/11/25 | Excel Chapter 11 Assignment 2 - Student Internships | Assignment | 100 |
| 10/18/25 | Access Chapter 1 Assignment 1 - Latte Delights Inventory | Assignment | 100 |
| 10/18/25 | Access Chapter 1 Assignment 2 - Crowdfunding | Assignment | 100 |
| 10/25/25 | Access Chapter 2 Assignment 1 - Metropolitan Zoo | Assignment | 100 |
| 10/25/25 | Access Chapter 2 Assignment 2 - Drama Club | Assignment | 100 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|--|-----------------|--------|
| 11/2/25 | Access Chapter 3 Assignment 1 - Retirement Accounts | Assignment | 100 |
| 11/2/25 | Access Chapter 3 Assignment 2 - Property Sales | Assignment | 100 |
| 11/8/25 | Access Chapter 4 Assignment 1- Farm Conference | Assignment | 100 |
| 11/8/25 | Access Chapter 4 Assignment 2- Leadership Conference | Assignment | 100 |
| 11/15/25 | Access Chapter 5 Assignment 1 - Paterson Credit Union | Assignment | 100 |
| 11/15/25 | Access Chapter 5 Assignment 2 - Animal Shelter | Assignment | 100 |
| 11/22/25 | Access Chapter 6 Assignment 1 - Insurance | Assignment | 100 |
| 11/22/25 | Access Chapter 6 Assignment 2 - Resume | Assignment | 100 |
| 11/29/25 | Access Chapter 7 Assignment 1- Loan Payments | Assignment | 100 |
| 11/29/25 | Access Chapter 7 Assignment 2 - Technical Services | Assignment | 100 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|---|-----------------|--------|
| 12/6/25 | Access Chapter 8 Assignment 1 - Performance | Assignment | 100 |
| 12/6/25 | Access Chapter 8 Assignment 2 - Real | Assignment | 100 |

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)