Adv Spreadsheet Applications

CSIS - 2040 501

Course Student Learning Outcomes

- Use current spreadsheet software to perform appropriate functions, filters, and queries to perform data analysis and make informed decisions.

- Use current spreadsheet software to interpret, calculate, and communicate with quantitative evidence: collecting, interpreting, analyzing, and visualizing data.

- Make appropriate business decisions based on the findings gathered from the case problems.

College Wide Student Learning Outcomes

- 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.

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

Course Prerequisites

CSIS2010 or approval by the instructor

Engagement Plan

Example language:

- I will respond to email within 24 hours M-F. I will offer feedback on major assignments within one week of submission (sooner if possible.) The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

- In this course I will email you on Monday every week to give you further instructions, hints, and helps for completing the assignmetns which are due on Saturdays.

Keys for Success (how to succeed in the course)

To be successful in the class, make sure to read all instructions; read my email and look at the PDF files I send you each week.

Stay caught up on assignments.   Email me BEFORE Friday if you need help.

1. Late Submission and Penalty à 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 PROBLEMS 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.

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

3. NO RESUBMISSION AFTER GRADING à 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.

Required Text or Materials

Title: Succeeding in Business with Microsoft Office Excel 2013:
Subtitle: A Problem Solving Approach

ISBN: ISBN: 9781285099149

Authors: Debra Gross, Frank Akaiwa & Karleen Nordquist,

Publisher: Course Technology/Cengage Learning

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

Brief Description of Assignments/Exams

- 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.

- We will complete two steps-to-success assignments and one case problem for each of 8 chapters.

Grading Scale

Grading Criteria & Grading Scale

Assignment Type	Total Number	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%

Academic Integrity

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.

How to Navigate to Canvas

Online Tutoring

Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link: https://www.slcc.edu/tutoring/index.aspx

If you have any additional questions reach out to elearningsupport@slcc.edu.

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.

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](#)

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
	Introduce Yourself	Discussion	0
8/30/25	Canvas email	Assignment	10
8/30/25	Ch 1 Steps to Success Level 1	Assignment	25
9/6/25	Ch 1 Steps to Success Level 2	Assignment	25
9/6/25	Chapter 1 Case Problem Level 1	Assignment	50
9/13/25	Ch 2 Steps to Success Level 1	Assignment	25
9/13/25	Ch 2 Steps to Success Level 2	Assignment	25
9/20/25	Ch 2 Case Problem Level 1	Assignment	50

Due Date	Assignment Name	Assignment Type	Points
9/27/25	Ch 3 Steps to Success Level 1	Assignment	25
9/27/25	Ch 3 Steps to Success Level 2	Assignment	25
10/4/25	Ch 3 Case Problem Level 1	Assignment	50
10/11/25	Ch 4 Steps to Success Level 1	Assignment	25
10/11/25	Ch 4 Steps to Success Level 2	Assignment	25
10/18/25	Ch 4 Case Problem Level 1	Assignment	50
10/25/25	Ch 5 Steps to Success Level 1	Assignment	25
10/25/25	Ch 5 Steps to Success Level 2	Assignment	25
11/1/25	Ch 5 Case Problem Level 1	Assignment	50
11/8/25	Ch 6 Steps to Success Level 1	Assignment	25
11/8/25	Ch 6 Steps to Success Level 2	Assignment	25
11/15/25	Ch 6 Case Problem Level 1	Assignment	50
11/22/25	Ch7 Steps to Success Level 1	Assignment	25
11/22/25	Ch7 Steps to Success Level 2	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
11/29/25	Ch7 Case Problem Level 1	Assignment	50
12/6/25	Ch 8 Steps to Success Level 1	Assignment	25
12/6/25	Ch 8 Steps to Success Level 2	Assignment	25
12/16/25	Ch 8 Case Problem Level 1	Assignment	50