

CSC 1123 – Spreadsheets SYLLABUS – Winter 2012

CATALOG DESCRIPTION and TIME SCHEDULE

What is a "Spreadsheet"? This course covers creating, modifying, saving, and printing spreadsheet documents; entering and using formulas and calculations; editing and importing data; incorporating graphs; and formatting and enhancing the appearance of a spreadsheet document.

CSC 1123: Spreadsheets							
Winter	25425	1	Elaine Weltz	Mon,Wed	12:30 PM-1:20 PM	1/4 – 2/6	}
Winter	25440	1	Mike Tindall	Mon,Wed	3:00 PM-3:50 PM	1/4 – 2/6	
Winter	25441	1	Elaine Weltz	Mon,Wed	12:30 PM-1:20 PM	2/8 – 3/12	}
First 5-week sections meet Jan. 4, 9, 11, 18, 23, 25, 30 Feb. 1, 6 Second 5-week section meets: Feb. 8, 13, 15, 22, 27, 29, Mar. 5, 7, 12							

INSTRUCTOR INFORMATION

Instructor: Elaine Weltz 12:30 classes First 5-week section and Second 5-week section
 Office: Otto Miller Hall (OMH) 241 (206) 281-3639 eweltz@spu.edu
 Office hours: Mondays & Wednesdays 2 – 2:50 pm; Thursdays 2 – 4pm Other times by appointment

Instructor: Mike Tindall 3:00 classes First 5-week section
 Office: Otto Miller Hall (OMH) 240 (206) 281-2945 mht@spu.edu
 Office hours: Mondays & Wednesdays 12:30 – 1:30 Other times by appointment

COURSE INTENT AND CONTENT

This course is designed to introduce you to the Microsoft Excel spreadsheet application. By integrating demonstration and hands-on practice, it is expected that you will gain a general proficiency with the basic features of the program. At the conclusion of the course, you must demonstrate your ability to access and save data, sort and format it, use basic formulas and functions properly, prepare a variety of graphs and charts, use various techniques to allow Excel data to be shared with others in reports, presentations and email settings, and import data to Excel from the web, a textfile, or a database. It is assumed that all students have basic fluency with computers, probably through use of word processing software, email, and the World Wide Web.

TEXTS

There is no required text for this course. Microsoft has a guide to “Basic tasks in Excel 2010” available at <http://office.microsoft.com/en-us/excel-help/basic-tasks-in-excel-2010-HA101829993.aspx?CTT=5&origin=HA010370218>. It covers most of what we do in this class.

A good tutorial/reference for Microsoft Excel 2011 for Mac is provided at the following Microsoft site: <http://www.microsoft.com/mac/excel/getting-started-with-excel>. Click the Excel Basics Tutorial link for some good pictorial samples.

COMPUTERS

This class uses Windows-compatible personal computers with Microsoft Office 2010. PCs are available for your use in the Computer Lab on the second floor of Otto Miller Hall (OMH 253). There is often a lab assistant employee to help you with minor problems. You may also use the PC lab in the University Library. The classroom (OMH 244) is NOT available except during your class time.

USB FLASH DRIVE

You should invest in a portable storage device so that you can back up your personal files. The best option is a USB flash drive. [USB drives are available for sale in the lower level of the library.](#) Any reasonable size will do; 4GB is more than adequate for our use in this class.

SOFTWARE

We will be using **Microsoft Excel 2010 for Windows** in this class.

Important note for Mac users: Office 2011 can do *ALMOST* everything the classroom SW does, but does most things differently, some in a rather confusing manner (sigh). You will be given a reference handout, and some Mac hints in assignments, but YOU are ultimately responsible for finding your own solutions to any differences between the Win and Mac products. Beginning with Lab 4, there are portions of the assignments that, to date, we have been unable to complete on a Mac. However, just because a particular requirement might be hard to do on a Mac doesn't mean it is not important. You may very likely be required (in another class, at work, by a research requirement) to complete these tasks. Therefore: **If you are using the Mac for your labs and encounter difficulties for which you yourself cannot find solutions, save your spreadsheet file to your flash stick and finish the lab work using a computer in the lab with Windows Excel 2010.**

Microsoft Office Professional Plus 2010 (which includes Excel 2010) and Microsoft Office 2011 for Mac are both available for purchase from CIS in Lower Marston. You may also download either product from the SPU Download Center at <http://www.spu.edu/download>. See <http://www.spu.edu/cishelpdesk/software/info/> for more information.

ASSIGNMENTS and GRADING

There will be a total of **seven lab assignments** plus a **Comprehensive Project** in this course. You will be given a full week to complete many of these assignments, BUT plan your time carefully: you will often have two assignments "in the mix" at the same time. The Final Project is a comprehensive Excel assignment designed to show what you have learned this quarter. Its specifications and due date will be announced in class. If you have completed all other assignments, you should be able to complete this Final Project without outside aid of any kind beyond class handouts and your previous assignments.

Many assignments begin with an Excel or text file for you to download from Blackboard Online Learning. To access this, click on "online learning" from the SPU home page, then select CSC 1123 and the **Assignment** option. Always begin with this file, never one borrowed from a friend. This will ensure that you have the correct starting point.

All assignments should be submitted using the "**Submit**" feature of the **Assignment** page in the Blackboard online learning system. To access this, click on "online learning" from the SPU home page. If you cannot access the CSC 1123 information in Blackboard, please let me know as soon as possible! I will review with you in class the procedure for submitting your work. Unless otherwise told, you will submit ONE Excel file per assignment. Please include your name somewhere in the filename of your Excel workbook! This makes it much easier for the grader to know that it is your spreadsheet they are grading.

It is the student's responsibility to make sure that the correct file is submitted for each lab!
The professor cannot take responsibility for the student submitting the wrong files or for missing files (which will receive a score of 0).

Since this is a 5-week, hands-on course, **class attendance** is vital for success. Attendance will be taken each class session. Each student will be allowed one “free” absence; absences beyond this will count 10% of the attendance grade. If you have extracurricular involvements such as athletics or the arts that will cause you to be away from campus, it is *your* responsibility to arrange for accommodations.

Since this is a skill-based class, **grades** will be based solely on lab / homework assignments and attendance. There will be some lab time within class sessions; however, most of your lab work will be done outside of class. True “success” in this class (defined as a B- or better) may be achieved by attending all classes and completing all assignments; failure to turn in / complete *any* assignments will significantly reduce your chance for success.

Grades are based on three weighted areas:

- Homework Assignments – 75%
- Comprehensive Project – 15%
- Attendance – 10%

The **grading scale** is: **A** (93% and above), **B** (92% - 85%), **C** (84% - 73%), **D** (72% - 65%).

Originality of work / plagiarism: All work is individual effort only, unless specific exceptions are made by the instructor. You may talk with other class members about homework problems and possible solutions, but ***it is wrong to copy someone else's work.*** Violations may result in a zero for the first offense and failure of the course for the second.

DISABILITIES

If you have a specific disability that qualifies you for academic accommodations, please contact Disabled Student Services in the Center for Learning to make your accommodations request. Once your eligibility has been determined, Disabled Student Services will send a Disability Verification Letter to your professors indicating what accommodations have been approved.

SCHOOL of BUSINESS COMPETENCY REQUIREMENT

Completion of this course (minimum grade of C-) is one way to satisfy the SBE undergraduate competency requirement in the use of electronic spreadsheets. For more information on this requirement and ways to satisfy it, please consult the University Catalog or SBE home page.

COURSE EVALUATION

It is my expectation that you will participate in an online evaluation of this course and its instructor in a thoughtful and constructive manner. The evaluation data is used to make improvements in the course, and your feedback is considered when selecting textbooks, designing teaching methods and preparing assignments. Courses are evaluated using the Banner Course Evaluation System. All answers are completely confidential - your name is not stored with your answers in any way. In addition, your instructor will not see any results of the evaluation until after final grades are submitted to the University.

SCHOOL CLOSURE INFORMATION

- First-half 12:30 and 3:00 classes will not meet Monday, January 16 due to the SPU MLK Holiday.
- Second-half 12:30 class will not meet Monday, February 20 due to SPU President's Holiday

- Inclement weather or emergency may on occasion affect SPU's schedule. Two campus contacts will always carry the most up-to-date information on the campus schedule: the Emergency Closure Hotline (206-281-2800) and the SPU Home Page. If SPU is open but you are unable to travel to campus due to inclement weather, please let your instructor know as soon as possible.

CSC 1123 – Spreadsheets

5-week Class Schedule Outline

Week	Planned Topics	Homework Assigned
Week 1: Introductions	Computer, Excel and Blackboard basics What is a spreadsheet? Why use one? Workbooks, sheets and cells	HW 0 – Blackboard access (optional)
	Entering data Simple formatting, borders and shading	HW 1 – Entering and formatting spreadsheet data (due day 3)
Week 2: Numbers Week	Navigating the window Data and ranges; copy and paste Types of Excel data Calculations, formulas and functions	HW 2 – A more involved spreadsheet (due day 4)
	Decimal accuracy Auto-fill techniques Preparing a sheet for printing Sorting	HW 3 – Formatting and summarizing numeric data (due day 6)
Week 3: Things Graphical	Charts and Graphs Chart Designs and Layouts Proper vs. improper charts	HW 4 – Step-by-step chart creation (due day 7)
	Formatting: pages, themes, layouts Conditional formatting Absolute reference Paste special: values	HW 5 – Putting it all together at “mid-term” (due day 8)
Week 4: Working with Nonnumeric Data	Importing data Data manipulation, sorting, filtering String functions	HW 6 – Importing data and manipulating larger spreadsheets (due day 9)
	Formatting a larger spreadsheet Hiding columns Preparing a sheet for printing	
Week 5: Excel in the “Office World”	Integrating Excel with Word and PowerPoint Catch-up and prep for Final Lab	HW 7 – Exporting spreadsheet data and objects (completed in class on Day 9)
	(If time) Security: data protection and encryption	Comprehensive Project

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– Seattle Pacific University Mission

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– Computing Sciences Mission