

## COMPUTER INFORMATION SYSTEMS 1221

### Introduction to Spreadsheets

**This is an information sheet only, not the course syllabus.**

#### COURSE DESCRIPTION

Computerized spreadsheets, for database (list) operations, statistical analysis, and financial analysis, Includes planning and creating spreadsheets. Use of customization and automation features of software. Prerequisite: Computer information systems 1110 or equivalent, or Prerequisite: Computer Information systems 1130 or equivalent, or Prerequisite: Computer Information systems 1150 or equivalent. (3 credit hours)

#### REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on [Click here for prices of required textbook\(s\) and supplies](#) and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

#### COURSE OUTLINE/EVALUATION

Week	Unit	Assignment (page)	Points
1	Prepare to Excel, Getting started with Microsoft Office 2010	N/A	N/A
2	Tutorial 1: Getting Started With Excel	Review (p. 49)	5
3	Tutorial 2: Formatting a Workbook	Review (p.108)	5
4	Tutorial 3: Working with Formulas and Functions	Review (p.163)	10
5	Tutorial 4: Working with Charts and Graphics	Case 1(p. 224)	10
6	Tutorial 5: Tables	Review (1-9, p. 294)	10
7	Tutorial 5: PivotTables and PivotCharts	Review (10-13, p. 294)	10
8	Tutorial 6: Managing Multiple Worksheets and Workbooks	Review (p. 353-354)	10
9	Tutorial 7: IF Function	On Blackboard	10
10	Tutorial 7: LOOKUP Tables and Functions	On Blackboard	10
11	Tutorial 7: Advanced Filtering	Review (p. 412)	10
12	Tutorial 8: Developing an Excel Application	N/A	N/A
13	Tutorial 8: Macros	Review (p. 475-476)	10
14	Working on class project	On Blackboard	100
15	Working on class project	N/A	
<b>TOTAL</b>			200

## **GRADING**

<b>CIS Final Grade Assignment</b>		
<b>Grade</b>	<b>Percent</b>	<b>Points</b>
A	90	450-500
B	80	400-499
C	70	350-399
D	60	300-349
F	<60	0-299

## **SATISFACTORY/FAIL OPTION**

The S/F grade option is not recommended to students in this course.

## **INCOMPLETE GRADE POLICY**

In order to request an incomplete grade, you must obtain permission from the instructor, satisfy minimum completion requirements (see below), and sign an Incomplete contract by the Deadline Date set forth above under Important Dates. A minimum amount of completed work will be required to request an Incomplete grade. Contact the instructor if you are interested in receiving an Incomplete grade.

An "I" grade will be given only when ALL of the following conditions are met:

1. The student must sign an Incomplete contract on or before the Deadline Date. No Incomplete grade can be given until the student signs the Incomplete contract. The contract will indicate the work to be completed and the completion date.
2. The student must complete Units 1 through 11 (Tutorials 1-7 in your text) by their respective Due Dates.
3. The student must be working at a "C" level or higher.

All incomplete work must be completed by the contracted date, which is usually around mid-term of the following term. It is the student's responsibility to watch this date carefully. No extensions beyond this date will be given. If you do not complete the remaining units by the deadline date specified in the Incomplete contract, then you will receive an F.

No extensions beyond the original Incomplete deadline date will be given. Students should be aware that an "I" grade left on a transcript may be interpreted by other colleges as an F. It may also affect other aspects of a student's college experience, such as financial aid.

## **Student E-mail Accounts**

All COD students are issued email accounts.

**Your assigned student email account will be used for all official communications from your instructor.**