



Albany Technical College
COMPUTER INFORMATION SYSTEMS
COURSE SYLLABUS

CIS 222 Advanced Microsoft Excel

Instructor	Elaine Mercer
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Office Telephone	229.430.3606
Office Hours	10:00 – 11:00; 2:00 – 4:00 M -Th. Online Daily
Course Name/ Number.....	Advanced Microsoft Excel / CIS 222
Program of Study	Computer Information Systems
Credit hours	3
Lab hours:	50* [This course may be fully presented utilizing online instruction; therefore, all contact hours are Lab Hours.]
Prerequisite	CIS 2228 Advanced Spreadsheet Techniques
Textbook.....	Parsons, June Jamrich; Dan Oja; Roy Ageloff; Patrick Carey. <i>New Perspectives on Microsoft Office Excel 2007, Comprehensive</i> . Boston, MA: Course Technology, 2008. ISBN: 1-4239-0584-9

MISSION

Albany Technical College, a public postsecondary institution of the Technical College System of Georgia, provides technical education and training support for evolving workforce development needs of Southwest Georgia. To accomplish this mission, the college utilizes traditional, online and distance learning methods. The following purposes of Albany Tech are based on the concept that education benefits individuals, businesses, and the community:

- To provide quality competency-based associate degree, diploma, and technical certificates of credit programs that prepare students for employment in business, technical sciences, allied health, personal services, and industrial careers.
- To provide basic adult education and development programs to help adults improve life skills and prepare for continued education and training.
- To contribute to the technological advancement of area businesses and industry through education and training.
- To offer comprehensive continuing education courses and programs for the advancement of skills, knowledge, and personal growth.

COURSE DESCRIPTION

Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

COMPETENCY AREAS

Importing and exporting data
Use templates
Use multiple workbooks
Formatting numbers
Rev5/2009

Work with named ranges
Collaborating with workgroups
Using macros and analysis tools
Printing and auditing workbooks and using toolbars

TEXTBOOK, SOFTWARE, AND SUPPLIES

Textbook

Parsons, June Jamrich; Dan Oja; Roy Ageloff; Patrick Carey. *New Perspectives on Microsoft Office Excel 2007, Comprehensive*. Boston, MA: Course Technology, 2008. ISBN: 1-4239-0584-9

Software

This course requires that you have a complete installation of Excel 2007. **You must have access to the internet.**

Supplies

Portable storage device (jump drive, floppy disk, or other storage)

COMPETENCIES
After completing this section, the student will:
IMPORTING AND EXPORTING DATA
Export to other applications Import data from text files (insert, drag and drop).
Import from other applications.
Import a table from an HTML file (insert, drag and drop - including HTML round tripping).
USE TEMPLATES
Apply templates.
Edit templates.
Create templates.
USE MULTIPLE WORKBOOKS
Using a workspace.
Link workbooks.
FORMATTING NUMBERS
Apply number formats (accounting, currency, number).
Create custom number formats.
Use conditional formatting.
PRINTING WORKBOOKS AND USING TOOLBARS
Print and preview multiple worksheets.
Use the Report Manager.
Hide and display toolbars.
Customize a toolbar.
Assign a macro to a command button.
WORKING WITH NAMED RANGES
Add and delete a named range.
Use a named range in a formula.
Use Lookup Functions (Hlookup or Vlookup).
COLLABORATING WITH WORKGROUPS
Create, edit and remove a comment.
Apply and remove worksheet and workbook protection.
Change workbook properties.
Apply and remove file passwords.
Track changes (highlight, accept, and reject).
Create a shared workbook.
Merge workbooks.
USING MACROS AND ANALYSIS TOOLS
Record, run and edit macros.
Use PivotTable autofomat.
Use Goal Seek.
Create pivot chart reports.
Work with Scenarios.
Use Solver.
Use data analysis and PivotTables.
Create interactive PivotTables for the Web.
Add fields to a PivotTable using the Web browser.
AUDITING A WORKSHEET
Work with the Auditing Toolbar.
Trace errors (find and fix errors).

After completing this section, the student will:

Trace precedents (find cells referred to in a specific formula).

POLICIES AND PROCEDURES

Methods of Instructional Delivery

This course is presented utilizing distance learning delivery methods. For online courses, students are expected to access their internet-based course site regularly to check for announcements, additional coursework or assignments, and other important information.

Definition of Course Type

This is a course is an online course delivered using a platform called ANGEL. The website for ANGEL is

<http://gvtc.angellearning.com> .

Online courses are taught using the Internet, with the bulk of the course content, activities and interactions occurring online. Internet-based content will include the Syllabus, assignment schedule, instructor contact information, textbook and required reading information, and Internet-based supplemental content or research links. Internet-based activities may include, but are not limited to, interactive discussions, testing, and research assignments. You will submit your assignments through ANGEL. Online courses may require an on-site component, which will be described in the course syllabus and assignment schedule.

ATTENDANCE

- The student is encouraged to refer to the Albany Technical College Catalog for further information regarding the "Withdraw" Policy.**
- Assignments are to be submitted in accordance with the Course Calendar and/or Learning/Assignment Schedule. If the student fails to submit an assignment when due or misses an exam a grade of zero may be issued for the assignment or exam. Students are required to respond to e-mail inquiries initiated by the instructor within 48 hours of receipt of such e-mail. Failure to comply with these requirements may result in the student being administratively withdrawn from the course. The student is encouraged to refer to the Albany Technical College Catalog for further information regarding the "Withdraw" Policy.
- The student should check the on-line course calendar for the last day to withdraw without a penalty.
- If a student wishes to withdraw from this course, a request must be sent by email to the instructor.**

5. **Students who are not current with course work as of the last day of week 5 will be administratively withdrawn from the course by the instructor.**

EVALUATION

The following grading scale will be utilized in the determination of the student's course grade.

Percentage of Points Earned	Corresponding Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The student's knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all assigned work. The student will also be examined on their knowledge of the objectives outlined in each Lesson, as presented in the Projected Learning Schedule, which is an integral part of this Syllabus. Interim Examinations may require the completion of written or on-line objective examinations, as well as completion of performance-based assessment instruments. Additional evaluation instruments may be presented to the student at the discretion of the instructor. These evaluations may or may not become a part of the student's final grade. A Final Examination will be administered to on-line students during the final week of regularly scheduled classes. The Final Examination may include a written or on-line objective assessment and a performance-based assessment.

QUALITY OF STUDENT WORK

Use of proper grammar, correct spelling, and writing principles are expected in all work. Full credit may not be granted for work that contains grammar or spelling errors.

CALCULATION OF FINAL GRADE

Assignment	% of Grade
Chapter Work	10%
Lab Assignments	40%
Tests.....	25%
Final Exam.....	25%
Work Ethics.....	Complete / Incomplete

CHEATING

If a student is found to have cheated on any coursework, which may include related to a project, which includes the Lab(s) and/or assessments, and then all work submitted for that project may be considered to have been produced through cheating. The student may receive a zero for any work produced through cheating.

REMEDIATION/ENRICHMENT

Computer labs are available for students' use during the day and on some evenings. If you need tutoring in this course, please contact your instructor as soon as you feel you would benefit from tutoring. Tutoring is a free service provided by the college. If you need additional help from the instructor, please feel free to ask. Your ability to learn and apply the material provided in this course is our number one priority. We want you, the student, to be successful. Please do not be afraid to ask for help, and please take advantage of the resources available to you.

CIS students may take advantage of the lab in H-8216 during OPEN LAB HOURS. Please do not request access to the lab outside of these hours. Other labs, including the Albany Tech Library are available and can be used to access SAM.

OTHER LAB LOCATIONS: A-109

WORK ETHICS AND EVALUATION

A portion of the curriculum of all courses is devoted to the development of positive work ethics among students. The program is designed to encourage good work habits in the areas of quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

On-site students will receive a formal report at mid-term and at the end of the quarter. The mid-term report is a progress report, but the end-of-quarter report constitutes the final grade. The quarterly work ethics grade will not affect the academic grade. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds Expectations	3 points
Meets Expectations	2 points
Needs Improvement	1 point
Unacceptable	0 points

REFERENCES

Albany Technical College provides tutoring at no cost to all students through the Academic Achievement Center (AAC). The services provided by the AAC include assistance with reading, writing, and mathematical skills.

The staff at the AAC are not tutors for specific computer applications; however, if a student needs assistance with reading, writing, or math, they may

visit the AAC in Building C Room 321 daily from 8:00 a.m. until 9:00 p.m.

TECHNICAL EDUCATION GUARANTEE (WARRANTY STATEMENT)

The Technical College System of Georgia (TCSG) has developed curricula standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia's 33 technical colleges to offer their business partners this guarantee:

"If one of our graduates, who was educated under a standard program and his or her employer, agree that the employee is deficient in one or more competencies as defined in the standards, Albany Technical College will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to all graduates of ATC who are employed in the field of their training. It is in effect for a period of two years after graduation.

CAMPUS POLICY

Students of Albany Technical College are required to display their ATC Student ID badge at all times while on campus. Students will not be permitted into classrooms unless their badge is in their possession and worn visibly. Persons without an ATC Student ID badge will be asked to sign a guest log at the administrative office or required to leave campus.

The Albany Technical College campus is a tobacco-free facility. The use of tobacco products of any kind are prohibited while on the campus grounds at Albany Technical College.

SPECIAL NEEDS STATEMENT

Albany Technical College is interested in assisting students with learning, physical, emotional, and mental impairments. To facilitate the transition of students with impairments, Albany Tech provides a variety of services. Students requiring special classroom accommodations due to a documented disability should discuss this with the instructor or special needs coordinator at the beginning of the quarter. Students must present documentation of the disability to receive accommodations from special services. The telephone number is (229) 430-2854.

LIBRARY ASSIGNMENT

Each student will visit the Albany Tech library either in person or online and conduct research on a topic announced by the instructor.

The online library is available at the Albany Tech website by selecting LIBRARY AND MEDIA SOURCES (web address <http://www.albanytech.edu/main.cfm?action=pages&PageID=98>)

Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Contact Regina Watts, Special Needs Coordinator, ATC 1704 S. Slappey Blvd., Albany, GA 31701. (229) 430-2854.

**CIS 222 ASSIGNMENTS AND LAB EXERCISES LEARNING SCHEDULE
SUMMER QUARTER 2010-01**

#	Chapter Name	Due Date	Assignment	Points
1	Getting Started with Excel	July 20, 2009 at 8:00 a.m.	Chapter Work : Rip City Digital Orders Case Problem 1 on page 49: Altac Bicycles Chapter Test WORK ETHICS: Appearance	25 15 100 3
2	Designing a Workbook	July 27, 2009 at 8:00 a.m.	Chapter Work: ExerComp Sales Report Case Problem 1 on page 104: FrostiWear Sales Report Chapter Test WORK ETHICS: Attendance	25 15 100 3
3	Working with Formulas and Functions	August 3, 2009 at 8:00 a.m.	Chapter Work: Drake Family Budget Case Problem 1 on page 153: Chemistry 303 Final Scores Chapter Test WORK ETHICS: Attitude	25 15 100 3
4	Working with Charts and Graphics	August 10, 2009 at 8:00 a.m.	Chapter Work: New Century Fund Case Problem 1 on page 208: Kenai Fjords Park Chapter Test WORK ETHICS: Character	25 10 100 3
5	Working with Excel Tables, PivotTables, and PivotCharts	August 17, 2009 at 8:00 a.m.	Chapter Work: LaFouch Museum Case Problem 1 on page 273: Zoo Pledges Chapter Test WORK ETHICS: Communication	25 20 100 3
6	Managing Multiple Worksheets and Workbooks	August 24, 2009 at 8:00 a.m.	Chapter Work: New Mexico; Totals 2010 Case Problem 1 on page 327: Java Café; Java Café 2010; Web Java Chapter Test WORK ETHICS: Cooperation	25 15 100 3
7	Using Advanced Functions, Conditional Formatting, and Filtering	August 31, 2009 at 8:00 a.m.	Chapter Work: Talent Tracs Review Assignment on page 384: Tracs Employee Chapter Test WORK ETHICS: Organization, Productivity	5 20 100 3,3
8	Developing an Excel Application	September 8, 2009 at 8:00 a.m.	Chapter Work: Theatre with Macros Case Problem 1 on page 444: MTC with Macros Chapter Test WORK ETHICS: Respect, Teamwork	25 20 100 3,3
10	Final Exam	September 16, 2009 at 8:00 a.m.	FINAL EXAM	100