

**COURSE INFORMATION**

**Course Code:** 12243  
**Online Orientation:** Due **Wednesday, August 24** by midnight  
**Location:** Online: please **check your Los Rios Gmail daily** for detailed instructions and information.

**PROFESSOR INFORMATION**

**Professor:** Dr. Randy Nordell  
**Phone:** 916-484-8140  
**Email:** [nordelr@arc.losrios.edu](mailto:nordelr@arc.losrios.edu)  
**Web sites:** [Dr. Nordell's web site \[http://ic.arc.losrios.edu/~nordelr/\]](http://ic.arc.losrios.edu/~nordelr/)  
[Canvas \[https://canvas.losrios.edu\]](https://canvas.losrios.edu)  
[SIMnet \[https://arclosrios.simnetonline.com\]](https://arclosrios.simnetonline.com)  
**Office:** Howard Hall 136  
**Office Hours:** Monday – Friday: 8-9 a.m. (Zoom); or by appointment

**COURSE MATERIALS**

**IMPORTANT:** see **SIMnet and Textbook Purchasing Information** sheet in **Canvas** (<https://canvas.losrios.edu>).

**SIMnet (required):** *SIMnet 365/2019 – In Practice, Nordell – Excel – eCommerce* (ISBN: 9781260818543) **or**  
*SIMnet 365/2019 – In Practice, Nordell – Access, Excel, PPT, Word – eCommerce* (ISBN: 9781260818444)

**Software:** Microsoft Office 365 or 2019 (get Office 365 free through [Office 365 Education](https://www.microsoft.com/en-us/education/products/office):  
<https://www.microsoft.com/en-us/education/products/office>)

**Textbook (optional):** Stewart, K. & Nordell, R. (2020). *Microsoft Office Excel 365: In Practice, v. 2019*. McGraw-Hill Higher Education. ISBN: 9781260818413

**Purchasing Instructions:** ARC Bookstore or online ([SIMnet \[https://arclosrios.simnetonline.com\]](https://arclosrios.simnetonline.com))

**COURSE REQUIREMENTS**

**Prerequisites:** None

**GRADING AND EVALUATION**

This is a 2-unit course, and your grade is based on the following categories and percentages:

SIMbook Chapters (7)	15%
Pause & Practice (P&P) Projects (7)	25%
SIMnet Projects (14)	35%
Capstone Project (1)	25%

Your overall grade is based on the following grading scale:

A	=	100 – 90%
B	=	89 – 80%
C	=	79 – 70%
D	=	69 – 60%
F	=	below 60%

**Grades:** Grades are available in **Canvas** (<https://canvas.losrios.edu>) and are updated at least once a week. Check your grades regularly and notify me immediately if you have any questions.

**COURSE OVERVIEW**

**Course Description:** This course introduces the basic concepts and applications of an electronic spreadsheet program, including organizing, creating, and modifying a spreadsheet. It presents the basics of entering data in a worksheet using columns and rows, labels, and values; completing worksheet calculations using formulas and functions; and producing professional looking charts. In addition, the course introduces formatting, sorting, querying, and multi-sheet management. It also introduces 3-D cell referencing, financial functions, “Goal Seek”, “VLOOKUP”, “What If”, and decision-making.

**Student Learning Outcomes:** Upon completion of this course, students will be able to:

- navigate to and from storage locations, open and close a spreadsheet application, and recognize window components
- explain spreadsheet software, identify window components, and write labels, values, and simple formulas
- revise cell and worksheet entries, choose worksheet views, and use the auto-summation feature
- create complex formulas and functions, and round a value with a function
- define relative cell reference and absolute cell reference, copy formulas and functions with relative and absolute cell references, and revise relative and absolute cell references formulas and functions
- format all or portions of a worksheet using standard layouts, formats, styles, alignments, and themes
- apply colors, patterns, borders, special number formats, and conditional formatting; as well as renaming and moving worksheets
- apply spreadsheet features such as employing text functions to format data, consolidating data using a formula, using a formula to consolidate data, and identifying and revising errors within formulas
- apply application features such as developing a logical formula with the IF function and the AND function, as well as calculating payments with the PMT function
- plan, design, create, and revise embedded as well as stand-alone charts based on commonly used standards
- perform basic chart tasks such as selecting labels and values, choosing a chart type, and moving and resizing a chart
- perform basic chart tasks such as changing a chart's design, annotating and drawing on a chart, and inserting images and objects within a chart

**SIMBOOK AND PROJECTS** (see *Assignment and Grading* handout in [Canvas](#) for additional information)

**SIMbook Chapters:** For each chapter, you are assigned the SIMbook chapter in SIMnet.

- Watch the [Completing a SIMbook tutorial video](#).
- **Complete SIMbook chapters in SIMnet** in the **Assignments** area of SIMnet (*not Library*).
- Complete each **Let Me Try** activity in the SIMbook (typically about 20 per chapter).
- Your score is based on the **Let Me Try** activities you complete.

**Pause & Practice Projects (P&P):** For each chapter, you are assigned the Pause & Practice (P&P) projects in the chapter.

- Watch the [Completing Pause & Practice Projects tutorial video](#).
- There are typically 3-5 P&P projects per chapter, and they build on each other.
- Use one or more student data files available in the SIMbook to complete these projects.
- Use the desktop version **Excel 365 or 2019** (*don't use the tablet, the online, or a previous version of Excel*).
- **Upload to Canvas** the completed P&P file(s) listed in the **Files to Submit** column in your syllabus (see page 5).
- I grade these and return them to you in Canvas.

**SIMnet Projects:** For each chapter, you are assigned two SIMnet projects.

- Watch the [Completing a SIMnet Project tutorial video](#).
- **Complete in SIMnet**—SIMnet projects are started, uploaded, edited, and graded in SIMnet; don't email me these files.
- Use the **start file** and **instructions** in SIMnet.
- You have **three attempts** on each project.
- Use the desktop version **Excel 365 or 2019** (*don't use the tablet, the online, or a previous version of Excel*).

**Capstone Projects:** After completing the assigned chapters, you complete a Capstone project to apply the skills you've learned.

- Use the **start file** and **instructions** in the SIMnet project area.
- You have **two attempts** on the Capstone Project.
- Use the desktop version **Excel 365 or 2019** (*don't use a previous, tablet, or online version of Excel*).

**Late Work Policy:** SIMbook chapters and projects are accepted up to **one week late** with a **20% deduction** if not completed/turned in by the due date. **No work is accepted if more than one week late.**  
**The final chapter assignments and Capstone Project are not accepted late.**

## DATA FILES, SAVING FILES, AND EMAIL

**Student Data Files:** Available in [SIMnet](https://arclosrios.simnetonline.com) [<https://arclosrios.simnetonline.com>].

**Naming/Saving Projects:** Save each project with the correct filename, which is specified in the project instructions. Use ***your initials followed by the project file name*** to save each document. See examples below:

Save as ***[your initials] PP E1-1*** → ***rn PP E1-1*** or Save as ***[your initials] Excel 1-3*** → ***rn Excel 1-3***

**Email:** *Check your Los Rios Gmail daily!!* Because this is an online course, email is our primary means of communication. **When you send me an email, please use the following information in the subject line:**

Your full name   12243   Chapter #
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## POLICIES AND EXPECTATIONS

**Attendance:** You are expected to complete the mandatory online orientation. ***Students who do not complete the mandatory online orientation will be dropped.*** You are expected to complete classwork as listed in the syllabus. ***Students who are not regularly (weekly) completing and turning in work will be dropped*** (per LRCCD Board policy, a student may be dropped if he/she misses 6% of the course). Students who neither complete the course nor drop the course will earn a failing grade.

**Accommodations:** Students with health issues or disabilities that may necessitate intervention or modification to the college educational or physical environment are encouraged to arrange an appointment with the professor the first week of class to discuss these issues so that a plan for meeting these needs can be established.

**Emergencies:** If you have an emergency and need to contact me, please email or call me. Please contact me prior to assignment due dates. For any problems with Canvas, online information, or courseware, please contact me.

**Request for Incomplete:** In order for an Incomplete grade to be granted, the following criteria must be met: (1) the student must be earning a C grade or better at the time of the request, (2) the student must have completed at least 75% of the coursework, and (3) there must be an extenuating circumstance that would prevent the student from completing the course during the enrolled semester.

**Etiquette Policy:** We must always show respect to one another. Rudeness and disrespect will not be tolerated in this course. Like any class, we are a community and we need to treat each other with courtesy and respect. Use a courteous, professional, and respectful tone in emails and online postings.

**Communication Policy:** Communication in this course will take primarily through email messages.

- You are responsible to read all emails I send and can expect 2-3 emails per week.
- ***Check your Los Rios Gmail account daily.***
- General course announcements and other course information are emailed at least once a week to your Los Rios Gmail account and available in the *Announcements* area in Canvas.
- Please feel free to email or call me with any questions ([nordelr@arc.losrios.edu](mailto:nordelr@arc.losrios.edu); 916-484-8140).
- Always ***use the correct subject line*** when emailing me (Your Name | Course Code | Chapter # [*if applicable*])
- I will respond to emails within 24 hours except on weekends. If you email me late Friday through Sunday, I will respond to your email on Monday.
- I typically stop answering emails around 4 pm. If you email me after 4 pm, I'll answer your email the following day.

**Technology Expectations:** Basic keyboarding, email, and Internet skills. In the course, we use the following technology tools:

- ***Email:*** Much communication in this course is through email. Check your Los Rios Gmail daily.
- ***Canvas*** (<https://canvas.losrios.edu>): Canvas is used in this course (rather than D2L) for information and communication.
- ***Microsoft Excel:*** Use the desktop version ***Excel 365 or 2019*** (*don't use the tablet, the online, or a previous version of Excel*). If you don't have Office 365, you can get this software free as an ARC student (use your Los Rios Gmail account when verifying your eligibility):  
[Office 365 Education: https://www.microsoft.com/en-us/education/products/office](https://www.microsoft.com/en-us/education/products/office)
- ***SIMnet:*** SIMnet is an online learning and assessment tool you use in this course. The SIMbook contains all of the textbook chapters and projects you will need for this course. The SIMnet web site for ARC students is: <https://arclosrios.simnetonline.com>.

**Student Commitment:** You should budget adequate time each week to complete all assignments. You are responsible for keeping up with all assignments and projects. Complete all assignments and projects by the due date listed in the syllabus. If you are going absent and miss assignments, contact me in advance. If you wish to drop the course, you are responsible for following the proper procedure to drop. Failure to drop may result in a “F” grade for the course.

**Professor Commitment:** As your professor, I will follow the course outline as detailed in this syllabus, and should any changes be required, I will send written notification before the due date. You can count on my availability during office hours, and you can expect prompt responses to your questions, comments, and requests. The best way to reach me is either during office hours or via email. I will grade and return your work in a timely manner.

**Academic Integrity:** Cheating is the unauthorized giving or receiving of assignments and projects. If someone else completes your assignments and projects, this is also considered cheating. You are solely responsible to complete assignments and projects. ***Honesty and integrity are very important in higher education. No credit will be given on any assignment or project on which a student cheats or plagiarizes. I will ask you to meet with me and may refer you to the Dean of Business and Computer Science for possible disciplinary action.***

Dates	Chapters and Activities	Projects to Complete	Files to Submit	Date Due
Aug. 20-24	Online Orientation See instructions in <a href="#">Canvas</a>	Complete Online Orientation	See <b>CISA 315 – Online Orientation</b> instructions in <a href="#">Canvas</a>	Aug. 24, W
Aug. 26, F	<i>Last day to drop to qualify for all fee refunds; Last day to drop without notation on record</i>			
Aug. 25-31	<b>Excel—Chapter 1</b> <i>Creating and Editing Workbooks</i>	SIMbook—Chapter 1	<i>Complete in SIMnet</i>	Aug. 31, W
		P&P: Excel 1-1		
		P&P: Excel 1-2		
		P&P: Excel 1-3		
		P&P: Excel 1-4	<i>[initials] PP E1-4</i>	
		SIMnet Project 1-3	<i>Graded Projects in SIMnet</i>	
		SIMnet Project 1-6		
Sept. 3, S	<i>Last day to enroll</i>			
Sept. 4, Su	<i>Last day to petition for Pass/No Pass</i>			
Sept. 5, M	<i>Labor Day holiday—college closed</i>			
Sept. 1-7	<b>Excel—Chapter 2</b> <i>Working with Formulas and Functions</i>	SIMbook—Chapter 2	<i>Complete in SIMnet</i>	Sept. 7, W
		P&P: Excel 2-1		
		P&P: Excel 2-2		
		P&P: Excel 2-3	<i>[initials] PP E2-3</i>	
		SIMnet Project 2-3	<i>Graded Projects in SIMnet</i>	
		SIMnet Project 2-4		
Sept. 8-14	<b>Excel—Chapter 3</b> <i>Creating and Editing Charts</i>	SIMbook—Chapter 3	<i>Complete in SIMnet</i>	Sept. 14, W
		P&P: Excel 3-1		
		P&P: Excel 3-2		
		P&P: Excel 3-3	<i>[initials] PP E3-3</i>	
		SIMnet Project 3-3	<i>Graded Projects in SIMnet</i>	
		SIMnet Project 3-4		
Sept. 15-21	<b>Excel—Chapter 4</b> <i>Formatting, Organizing, and Getting Data</i>	SIMbook—Chapter 4	<i>Complete in SIMnet</i>	Sept. 21, W
		P&P: Excel 4-1		
		P&P: Excel 4-2		
		P&P: Excel 4-3		
		P&P: Excel 4-4	<i>[initials] PP E4-4</i>	
		SIMnet Project 4-3	<i>Graded Projects in SIMnet</i>	
		SIMnet Project 4-5		
		<i>What I Learned (extra credit <b>Discussion</b> post in Canvas)</i>		
Sept. 28, W	<i>Last day to drop class with a “W” grade</i>			
Sept. 22-28	<b>Excel—Chapter 5</b> <i>Consolidating and Linking Data and Inserting Objects</i>	SIMbook—Chapter 5	<i>Complete in SIMnet</i>	Sept. 28, W
		P&P: Excel 5-1	<i>[initials] PP E5-1</i>	
		P&P: Excel 5-2		
		P&P: Excel 5-3	<i>[initials] PP E5-3</i>	
		SIMnet Project 5-3	<i>Graded Projects in SIMnet</i>	
	SIMnet Project 5-4			
Sept. 29- Oct. 5	<b>Excel—Chapter 6</b> <i>Exploring the Function Library</i>	SIMbook—Chapter 6	<i>Complete in SIMnet</i>	Oct. 5, W
		P&P: Excel 6-1		
		P&P: Excel 6-2		
		P&P: Excel 6-3		
		P&P: Excel 6-4	<i>[initials] PP E6-4</i>	
		SIMnet Project 6-3	<i>Graded Projects in SIMnet</i>	
		SIMnet Project 6-5		
Oct. 7, F	<i>Last day to petition for Spring graduation</i>			
Oct. 6-12	<b>Excel—Chapter 9</b> <i>Exploring Data Analysis and Maps</i>	SIMbook—Chapter 9	<i>Complete in SIMnet</i>	Oct. 12, W <b>No late work accepted</b>
		P&P: Excel 9-1		
		P&P: Excel 9-2		
		P&P: Excel 9-3	<i>[initials] PP E9-3</i>	
		SIMnet Project 9-3	<i>Graded Projects in SIMnet</i>	
	SIMnet Project 9-5			
		Excel 365 Capstone Project	<i>Graded Project in SIMnet</i>	