This is an 8-week semester course, February 2 – March 27. The best ways to reach me are on the class blog, in Zoom office hours, or by appointment in Zoom.	
CRN#:	**44874 for CISH 134** **Memorize the number of the class in which you are enrolled. You will use it throughout the course.**
Instructor:	**Maryann Watson, Professor, Computer Information Systems**
Last Day to Contact Instructor:	**Send email to maryann.watson.excel@gmail.com by Monday, February 2, to check in for class. Otherwise, you will be dropped as a 'no show'.**
Office on campus:	**MBCC 106**
Online Office Hours in Zoom:	**Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm** **I can also be available by appointment in Zoom.** **Zoom link will be sent to your personal email address and posted on the class blog.**
E-Mail:	**maryann.watson.excel@gmail.com** **Please include the class CRN number and your full registered name in the subject line so I will know who is sending the email.**
OCC Important Dates	**Click here for important OCC Dates.**
Website:	**https://watsonswebsite.com/**

Regular and Substantive Contact

Online courses require regular and substantive contact between students and the instructor. Students can expect this to be accomplished through student office hours, weekly announcements, timely feedback on assignments, discussion responses, email, or other forms of contact as required. Students can expect to receive a response to emails within 24 to 48 hours if sent Monday through Friday, or sooner.

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Course Description:

- Topics include spreadsheet concepts, model building, formula development, formula functions, database functions, list functions, and working with multiple worksheets.

- The course helps prepare students with skills to pass the **Microsoft Office Specialist Certification** exam for MS Excel, Associate level.

- This class is an Honors course. There are advanced assignments in addition to all other course assignments. Weekly assignment checklists tell you when to do all assignments including the Honors assignments.

- All students must purchase text materials. (See page 3.)

- Last page of syllabus has step-by-step instructions for how to proceed after reading the syllabus.

- Excel 1 <u>DOES NOT</u> USE CANVAS except as explained below.

- SAFARI browser does not work for Excel 1. Chrome or Foxfire browsers work best for this course.

- A personal computer is required for this course. Chromebook computers do not work for this class.

- This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have Microsoft Access software (required for Excel), you may use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 6.)

- Office 365 for Mac computers works for most things covered in this class. However, Office 365 for Mac <u>does not</u> have Microsoft Access. Therefore, you must use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 6.)

- Office 2021 or Office 2019 Professional software work for this class, but some of the illustrations in the text may look different than your screen, depending on which version you use. If you have trouble with this, post your questions/problems on the blog.

- Use my **website** for information about this course.

- This course is worth 2 transfer units and may be taken for **GRADED OR CREDIT OPTION**. Questions? Call the OCC Registration Office on campus for information: 714.432.0202.

- There is no 'test out' for this course.

- Students may spend 6 - 9 or more hours per week on this course for reading and completing assignments. Students' reading and comprehension abilities will affect how much time is spent each week.

- <u>College-level reading & comprehension ability is expected.</u> Time involved depends on your reading and comprehension ability.

- Keyboarding skill of 30 wpm with no more than 1 error per minute is strongly recommended. If you need to learn touch typing with the 'real' keyboarding skill, register in CIS 090 ASAP.

- Use your personal email address for this class. School email with domain @student.cccd.edu IS NOT used for this class.

- All students must purchase text materials. (See page 3.)

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

Textbook Information: PURCHASE Cengage Unlimited.

- The materials required for this class and any others using Cengage products at OCC are included in a Cengage Unlimited subscription for eTextbooks + Online Homework Platforms.

- For one price (currently $149.99), you get access to ALL Cengage online textbooks, and access codes, in one place.

- Cengage Unlimited will allow you to use an ebook version of the text material(s) and the SAM digital product for assignments.

- After purchasing CU and joining SAM section, you will have a link available for renting a hardcopy of the textbook associated with the class. Only shipping/handling is charged for rentals (approx. $10). It is easier to work on SAM textbook assignments if you have a hard copy of the text, but many students multitask with 2 screens – 1 for ebook and 1 for working in MS Office applications.

- The OCC Bookstore sells Cengage Unlimited or go to cengage.com/unlimited to purchase. However, Bookstore price is usually higher, so check Cengage website first.

- The OCC Library and the MBCC Computing Center have books on loan but you are not allowed to take them home.

- If you are also enrolled in CIS 100, CIS 111, or BUS/CIS 234, you only need to purchase 1 subscription for Cengage Unlimited.

- The SAM account you create after purchasing Cengage Unlimited will be available for you to use even after the course is long over.

1. Subscribe to Cengage Unlimited. When prompted, use your personal email address and password for your Cengage account.

2. DO NOT PURCHASE THE BOOK. Only purchase Cengage Unlimited. The ebook will be available in your SAM account.

3. You will only use 1 digital product in Cengage Unlimited (SAM Assessments, Training, & Projects). After purchasing Cengage Unlimited, you will select SAM, ISBN 9780357366653, and create a SAM account.

4. How to register for SAM. Instructions will be in your weekly schedule. You will not need SAM until Monday in Week 2. Use your personal email address and password for your SAM account.

5. For no additional cost, you may use any Cengage product for all courses at OCC where Cengage products are assigned.

6. Financial Aid students may purchase access to Cengage Unlimited from the college bookstore. If your financial aid has not been distributed yet, email me ASAP at maryann.watson.excel@gmail.com.

7. Additional required materials for this class: USB storage device, 1G or bigger.

8. If you want to install or update Office 2021 Professional, you can find low pricing on Groupon.com.

Course Objectives:

Students will attain a solid understanding of computer concepts, the Internet, & software applications by:

1. Produce and format worksheets and charts.

2. Develop formulas and use functions.

3. Analyze and evaluate data.

4. Perform web queries.

5. Use data tables, amortization schedules, and hyperlinks.

6. Create, sort, and query a worksheet list.

Student Learning Outcomes –

The student will be able to:

1. Use Excel to create spreadsheet workbook files that include formulas for adding, subtracting, multiplying, and dividing and functions for AutoSum, MAX, MIN, AVERAGE, dAVERAGE, dCOUNT, and vLOOKUP, column, bar, and pie charts, and lists.

2. Analyze financial data to perform "What if" analysis, "Goal Seek" analysis, and "If statement" logical tests.

Teaching Methods:

1. "Lecture"/Practice: Students follow weekly schedules to read and practice important material from the text and outside sources. Some video instruction is provided. Discussion on class blog is encouraged. Outside material relevant to topics being covered may be provided as appropriate.

NOTE: Video links may be provided in weekly schedules to enhance the learning experience for the material covered during the week. Since my lectures are not recorded, the video links should be especially helpful for online students.

2. Assignments: Chapter activities and SAM (Skills Assessment Manager) online activities will be assigned weekly to reinforce material in the text. SAM assignments require using online (1) training simulations, (2) projects, and (3) exams. Weekly schedules will tell students what the assignments are and when to do them.

3. Exams: All exams are online in SAM. The exams will be open-book and will be simulations of material learned. Only one (1) exam will be multiple choice in SAM. Practice exams in SAM will be provided to help you become familiar with online assessment procedures. (Practice exams ARE NOT included for final grade average.) The instructor reserves the right to retest on material that is not appropriately comprehended. Retest items will be communicated to student(s) in advance.

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Grading:

SAM Training	20%
SAM Project Assignments (including textbook projects)	20%
SAM Exams	60%
TOTAL:	100%

Even if you are taking this class for pass/no pass credit, you are responsible for all assignments including text assignments, SAM training, SAM projects & SAM exams.

Course Policies

You will need to make sure your computer is set up to view and use my website and for using SAM.

- **Excel 1 DOES NOT USE CANVAS EXCEPT FOR "APPSTREAM VIRTUAL DESKTOP".**
- Go to http://www.whatismybrowser.com/ to have your browser checked. You must update your computer browser accordingly. All browsers should work for this course but if you run into trouble with one browser, try another browser.
- SAM System requirements check.
- Become familiar with my website. There is a lot of information on my website for you to use.
- Help for Excel students: SAM Help
- Call Cengage Support if you have trouble with SAM. 1 (800) 354-9706
- Watson's Browser Rule: If something doesn't work in one browser, try another browser.

Attendance and Participation:

You are expected to participate every week by following instructions in the weekly checklists.

- It is your responsibility to follow the weekly assignment checklists.
- Weekly assignment checklists are posted on my website.
- You are expected to complete your assignments and turn them in every week. This is how class 'attendance' is monitored – even though this may be an online class. If you do not turn in the weekly assignment(s), you will be considered 'absent'.
- It is your responsibility to communicate with me regarding your 'attendance'. If you miss 3 weeks of work, you may be dropped; BUT DROPPING IS ULTIMATELY YOUR RESPONSIBILITY.
- It is also your responsibility to keep track of your work.
- The syllabus and weekly checklists for assignments are subject to change to accommodate the pace of the class group.
- Please be considerate of others and do your part to make this class a success: be prepared and be 'on time'.

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Software for Excel:

- This class is intended for Windows computers and Office 365 for Windows software. The 'paid for' Office 365 subscription works best because it includes MS Access. If you are using the 'free' version of Office 365, it does not have MS Access.
- If you do not have Office 365 software, use "AppStream Virtual Desktop" in Canvas for Office 365 software on campus.
- MAC users must have Office 365 for Mac. If you do not have Office 365 for Mac, use "AppStream Virtual Desktop" in Canvas for Office 365 software on campus.
- Office 365 for MAC does not have Microsoft Access. Therefore, MAC users will need to use "AppStream Virtual Desktop" in Canvas for Office 365 software on campus when it comes time to use Microsoft Access with your Excel assignments.
- Whatever does not work on your home computer, use "AppStream Virtual Desktop" in Canvas.
- If you want to install or update Office 2021 Professional, you can find low pricing on Groupon.com.

RELIABLE High-Speed Internet Required.

- Students must have access to a high speed, reliable Internet connection for home use.
- Home users must hard wire computers to a modem to prevent dropped signals.
- **DO NOT USE WIFI FOR SAM EXAMS**.
- If you are dropped out of a SAM exam or quiz, you will receive the grade as determined at that point in time.
- **Crashed computers or software problems are not excuses for late or missing assignments, quizzes, or exams.**

No Printing Policy:

- **NO PRINTING** for this class.
- Back up all files by saving them in the Documents folder on your home computer <u>and</u> to a USB disk or back them up to the cloud. Cloud computing & storage is introduced in Week 1.
- You should have two copies of your files in two separate places at all times.
- Do not work in the cloud. Just save files to the cloud for backup.

Assignments:

- There are three kinds of assignments:
  1) reading and completing textbook projects and submitting them to SAM for grading,
  2) SAM training, projects, and exams,
  3) weekly blog discussions pertinent to the curriculum.
- Weekly assignment schedules tell you when to download subject folders to use for saving your textbook assignment files and your SAM Project assignment files.
- Textbook assignments are graded by SAM. SAM assignments are graded by SAM.
- Textbook assignments and SAM Project assignments are saved in associated subject folders. (Excel assignments saved in Excel folders; Access assignments saved in Access folders; etc.)
- Folders are due every Wednesday night by 12:00pm. Weekly assignment schedules tell you the due dates for turning in the folders.
- All students will be given access to share a folder in my Google cloud drive. This is where you turn in your folders every week (like a dropbox).
- No exceptions will be made.

Follow Weekly Assignment Schedules:

- **Weekly assignment checklists are on Watson's website. The weekly checklists indicate the dates for each week, the week number in the semester (i.e. week 1, week 2, etc.), topics covered in the week, assignments for the week, and due dates.**
- **Weekly assignment checklists are for students to use to check off completed assignments.**
- **Weekly assignment checklists are in Word document format and in PDF format. Download and save to your computer whichever format you are comfortable with.**
- **Following the checklists is key to your success in this class.**

Due Dates:

- **Due dates for assignments are listed in the weekly assignment checklists.**
- **Due dates listed in SAM are for assignments in SAM and listed in weekly assignment checklists.**
- **Late work is not accepted.**

Academic Dishonesty:

- **Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course; and/or expulsion from Orange Coast College.**
- **For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.**
- **Students may not use or copy other students' files. You may 'work together' on graded assignments but you must do your own work.**
- **If you use other students' files, this is CHEATING and is cause for an F grade and expulsion from the course and/or OCC.**

Need Assistance?

- **If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me as soon as possible.**

Posting of Grades:

- **SAM grades are always available and listed in the SAM gradebook.**
- **Aside from the SAM Gradebook, I will email an Excel spreadsheet for recording all of your SAM grades for you to see your accumulated grade as you proceed through the course.**
- **SAM grades are worth 100% of your final grade.**
- **See page 3 of syllabus for assignment weights.**

*SAM means "Skills Assessment Manager". It is an online digital program for training simulations, projects, and exams.

Email:

- **Only personal email is used for this class. Gmail works best.**
- **If you do not already have a Gmail address, click the link and follow instructions for [creating a special Gmail email account](#) just for this class.**
- **Only send email to check in for the class and to communicate with me regarding personal matters. Otherwise use the class blog. See below.**
- **OCC student email IS NOT used for this course.**
- **Email me at maryann.watson.excel@gmail.com from your personal email address or your newly created Gmail address on the first day of class to check in.**
- **ALWAYS sign your email with full registered name (first and last) and CRN number of your class.**

Class Blog:

- **[Blogger](#) is used for questions and discussions.**
- **AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO THE INSTRUCTOR. Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.**

Other Policies:

There may be other Orange Coast College policies that apply to this course. [See Course Catalog](#).

Steps to Get Started:

1. Complete the Syllabus Quiz. A link for the quiz will be sent to your personal email address on Day 1.

2. This is the link to my website. Go to the site and add it to your favorites or bookmark it.

    https://watsonswebsite.com/

3. Click on links on my homepage to familiarize yourself with the website and where to find things for Excel 1.

4. If you have not done so, click here to watch a short presentation about the class: **Excel Orientation link.**

5. Read **Re Assignments**.

6. Can't find Week 1 assignments?

    a. Go to my website homepage.
    b. Scroll down to the box for 'Weekly Checklists for Assignments'.
    c. Click on your class link.
    d. Click on Week 1.
    e. Open Week 1 assignment checklist. (Checklists are in 2 formats: Word docs or PDFs. Use one or the other but not both. They are the same.)
    f. Download and save the checklist. One task in Week 1 is to download the Word Module 1 folder. You will move the Week 1 checklist to your Word Module 1 folder. You may also consider using a USB disk to save your weekly subject folders and checklists.
    g. If you want, you may print the Week 1 checklist and manually check off items as you complete them. BUT you must also check off completed items in the digital file
    h. Follow all instructions in the Week 1 checklist. Check off assignments as you complete them.
    i. Complete all preparation tasks listed in the Week 1 assignment checklist before proceeding to Week 2.

7. Read the **SAM** page on Watson's website. **PLEASE, do not create your SAM account before I tell you to do so.** The weekly checklist will tell you how and when to create your SAM account.

8. Click on the **Folders** link on the homepage. Read the information and click on the links to read about the folder procedure.

9. Click on the Excel 1 link in box 3. Then download the 'Excel Module 1' folder.

10. **Unzip** the Module 1 folder.

11. Delete the <u>zipped</u> folder. (DON'T DELETE THE UNZIPPED FOLDER.)

12. Label the unzipped folder according to my <u>labeling procedure</u>. Labeling protocol is renaming the folder to include the CRN number of your course, your first name, your last name, and the subject of the folder. For example, if the CRN number of the course is 99999, the label for my first folder would be "99999 Maryann Watson Word Module 1". THIS IS ONLY AN EXAMPLE. Do not use this as your folder label. Use your "CRN firstname lastname subject" protocol.

13. After you have your folder downloaded, unzipped, and labeled, click on the Assignments link on my homepage and begin with Week 1 assignments.

14. On Day 1, you will receive a link by email to complete the Syllabus Quiz. It is a <u>required</u> assignment in Week 1.

15. QUESTIONS? Post them on the class <u>blog</u>. (Check your personal email for the blog invitation.)