

# Microsoft Excel

## CITA-126

Spring 2021 Section All 3 Credits 01/11/2021 to 05/10/2021 Modified 12/16/2020

### Description

This course provides introductory through intermediate level training in Excel spreadsheets. Instruction includes creating worksheets and charts, using formulas and functions, creating Subtotal and PivotTable reports, and working with multiple worksheets. (F,Sp,Su)

#### Requisites

Prerequisite Courses: None

Placement Score: Reading Level 5

Recommended: Windows and keyboarding experience

#### Course Note:

Students must be able to use web browsers and online learning tools including drop boxes, discussion boards, and e-mail. They must also have Windows file management skills, including the ability to upload and download files, make folders, move and zip files.

This course requires the use of a PC computer running Windows 10, 4GB Ram, High Speed Internet Connection – 2 Mbit or higher, current version of Microsoft Office (see Materials section) and a MyLabIT account. Mac computers are not fully compatible and are not recommended. Equipment and software is provided for students that wish to complete assignments at the Main or West Campus computer labs. Office 365 is available to LCC students at no cost using links from the College website.

#### Contact Hours

Lecture	48	Lab	0	Other	0	Total Hrs	48
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### Student Learning Outcomes

Upon successful completion of this course, students should be able to:

- A. Create formulas using absolute and relative cell references.
- B. Insert, delete and move cells, columns and rows.
- C. Cut, copy, paste, paste special, and move selected cells.
- D. Use statistical, date, financial, lookup and logical functions.
- E. Create, modify, and position charts based on worksheet data.
- F. Create 3-D formulas to summarize data across worksheets.
- G. Analyze Excel tables using sorts, subtotals, AutoFilters, PivotTables and PivotCharts.
- H. Modify cells using conditional formats and format cells tools.
- I. Modify Page Setup and Print settings.
- J. Create and modify charts to graphically represent worksheet data.
- K. Insert, position and size diagrams, graphics and shapes.
- L. Insert, view and edit cell comments.
- M. Create and modify hyperlinks.
- N. Create formulas that link to different workbooks.

- O. Use conditional functions to summarize data according to specified criteria.
- P. Save Excel files as spreadsheets and templates.
- Q. Use text functions and create custom formats.
- R. Use the Office Assistant Help Feature.

## Materials

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**Hardware:** Access to a PC computer running Windows 10, 4GB Ram, High Speed Internet Connection – 2 Mbit or higher, a USB storage device (1 gigabyte or more) is recommended for storing and transporting homework. As an alternative you may use sufficient free local hard disk space or cloud-based storage solution.

**Software:**

- Internet access
- Web browser (current version of Google Chrome recommended)
- Current version of Microsoft Office
- SAM access code

**Technical skills:** Basic computer skills, including the ability to:

- Use Desire2Learn (D2L) course site
- Use email (D2L and LCC Student email accounts)
- Add and open attachments in email
- Download and install software
- Create Windows compressed (zipped) folders for submitting assignments
- Download and open data files
- Download and decompress zipped folders to obtain needed data files
- Create new files
- Modify existing files
- Save files in commonly used formats
- Copy and paste text

## Evaluation

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**Student Electronic Access to Grades**

D2L is the College’s Course Management System which includes a gradebook function allowing students access to their grades in order to receive timely and meaningful feedback on their progress in the course at any time. These grades will align with the Evaluation Criteria listed in this syllabus. D2L is accessed through the MyLCC page.

Whenever practicable, results for graded items should be posted electronically within 48 hours after the instructor has completed the grading process for the items, and final grades for the course should be entered no later than the specified grading day.

### Criteria

Type	Weight	Topic	Notes
Assignments	40-50%		
Class Participation	0-5%		
Exams or Tests	20%		
Final Exam	30%		
Projects	0-5%		
Quizzes	0-5%		

## Breakdown

College Standard	
College Grading Standards	Recommended Guidelines for Student Grades
4.0 --- Excellent	4.0 --- 91 – 100%
3.5 --- -----	3.5 --- 86 – 90%
3.0 --- Good	3.0 --- 81 – 85%
2.5 --- -----	2.5 --- 76 – 80%
2.0 --- Satisfactory	2.0 --- 71 – 75%
1.5 --- -----	1.5 --- 66 – 70%
1.0 --- Poor	1.0 --- 60 – 65%
0.0 --- -----	0.0 --- 0 – 59%

## \* Course Policies

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### Clas Attendance/Participation, Extra Credit

#### Assignments and Quizzes

All assignments and projects must be submitted on or before the due dates according to the schedule. You decide when you will complete the work as long as the work is submitted by the due date. Plan to spend 2 to 3 hours per course credit each week. Online and classroom instructors will specify due date policies in their section syllabus. Assignments will be completed using SAM and Excel. Quizzes will be taken online. Additional details about completing assignments, taking quizzes and using SAM will be provided by your instructor. Late policy details will be provided by your instructor.

#### Exams

Exams must be taken on dates listed unless other arrangements have been made in advance with the instructor's permission. Exams are typically graded within 2-3 business days of the due date or as otherwise stated in the section syllabus.

#### Extra Credit

Extra credit may be available in this course. This information is provided by the section instructor.

### Class Attendance/Participation

### Other

## Institutional Policies

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### Transfer Potential

For transfer information, please consult the LCC [Transfer webpage \(https://lcc.edu/academics/transfer/\)](https://lcc.edu/academics/transfer/). In addition, the [Michigan Transfer Network website \(https://www.mittransfer.org/\)](https://www.mittransfer.org/) allows students the ability to search courses and discover how those courses transfer to colleges and universities statewide.

The Michigan Transfer Agreement (MTA) simplifies the transfer of students from one Michigan institution to another. For the most current information, see the LCC [General Education webpage \(https://www.lcc.edu/academics/catalog/general-education/index.html\)](https://www.lcc.edu/academics/catalog/general-education/index.html).

For additional transfer information contact the Academic Advising Center in the Gannon Building - Star Zone, (517) 483-1904.

## Disability Statement

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Access, Gannon Building, Star Zone - Center for Student Support, via the [Center for Student Access website \(https://lcc.edu/services/access/\)](https://lcc.edu/services/access/), or by calling (517) 483-5323 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

## Student Code of Conduct and General Rules and Guidelines

LCC supports a positive learning environment that provides opportunities for student success. The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct. The [Student Code of Conduct and General Rules and Guidelines \(https://lcc.edu/academics/documents/pdf-policies/catalog-student-rules-and-guidelines.pdf\)](https://lcc.edu/academics/documents/pdf-policies/catalog-student-rules-and-guidelines.pdf) ensure the protection of student rights and the health and safety of the College community, as well as aid in the efficient operation of College programs. In addition, the College has established procedures for addressing reports of alleged violations.

It is the responsibility of the student to be familiar with, and abide by, the Student Code of Conduct, as well as the General Rules and Guidelines. Furthermore, the instructor may establish reasonable guidelines within the classroom environment. Violations of the Student Code of Conduct and General Rules and Guidelines may be reported to the [Office of Student Compliance \(mailto:lcc-osc@lcc.edu\)](mailto:lcc-osc@lcc.edu).

## Enrollment Verification

Class attendance and participation are essential to student success. Instructors will update class rosters by the 8th day after the start date of sections less than 8 weeks long, and by the 15th day after the start date of sections 8 weeks or longer to accurately reflect student enrollment in each course. Students who have not attended by these dates may be administratively dropped and responsible for any required tuition and fee charges.

## Academic Success Coaches

At Lansing Community College, student success is our top priority. Our Academic Success Coaches mentor students to help them meet their educational, personal and career goals. LCC faculty or staff may refer you to an Academic Success Coach if they recognize that mentoring or assistance may be helpful to you. Please monitor your LCC email for referral notifications. Your participation in academic success coaching is voluntary.

In addition, we encourage you to contact an Academic Success Coach on your own if you need help, guidance or assistance to reach your goals. To contact an Academic Success Coach, call (517) 483-1422, email [lcc-successteam@star.lcc.edu \(mailto:lcc-successteam@star.lcc.edu\)](mailto:lcc-successteam@star.lcc.edu), or visit the [Academic Success Coaching Team website \(https://www.lcc.edu/admissions-financial-aid/get-started/success-coaches.html/\)](https://www.lcc.edu/admissions-financial-aid/get-started/success-coaches.html/) for more information.

## Nondiscrimination Statement

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA,

Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

## Compliance with COVID-19 Safety Precautions

All students, employees and visitors have a part to play in keeping the LCC community safe. Everyone entering campus is required to adhere to the safety measures as outlined on the [Spring Refresh 2021 webpage \(https://www.lcc.edu/coronavirus/index.html\)](https://www.lcc.edu/coronavirus/index.html). Reports of noncompliance will be submitted to the Student Compliance Office for appropriate action. Students with questions or concerns should email [student.concerns@star.lcc.edu](mailto:student.concerns@star.lcc.edu).

## Media Release Statement

Photographs, pictures, slides, movies, video, or other media coverage of students may be taken for College-related business, in connection with their enrollment or participation in LCC activities without compensation from LCC, its Trustees, officers, directors, employees, students and agents of each of them, and photographs, pictures, slides, movies, video, or other media coverage of students may be used for any legal purposes.

## Additional Items

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