

Linn-Benton Community College
CIS135S ~ Advanced Spreadsheets
Spring 2021 ~ Syllabus

Instructor: Robert Galentine

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Course Description:

Students will use advanced techniques and features of spreadsheet software for business applications and financial analysis and complete applications expected in the business environment, including, but not limited to, an operating budget, analysis of companies' stock prices, and other information. New concepts to be introduced include break-even analysis, financial projections, statistical analysis, and data and pivot tables to summarize data.

Required Materials:

- A minimum 2 GB flash drive or comparable storage for student data files and completed work for this class on your computer.
- Textbook will be provided in Moodle
- Microsoft Office 365 Excel 2019

Learner Outcomes:

- Prepare financial forecasts based on given assumptions,
- Develop financial projections based on a variety of possible scenarios,
- Develop visual presentations of data, and
- Use spreadsheets to develop various alternatives useful in decision making and summarize large amounts of data.

Homework:

The Course Schedule identifies specific homework deadlines. **Late homework will not be accepted without prior approval by instructor**

2. **All homework is due as assigned in class or as indicated on syllabus course schedule.**
3. **Each student is responsible for his/her own work. Copying is not permitted and will result in a grade of zero for that assignment, quiz, test, etc. and will be reported to the Dean of Students.**
4. Please let me know if you are having difficulties with this course as there are resources available to assist you.

Evaluation:	Assignments	35%	A	90–100%
	Practice Exercises	25%	–	80–89%
	Final Project	40%	B	70–79%
			–	60–69%
			C	Below 60%

D > = 70%; NP <

– 70%

F

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P

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A grade of “C” or higher is considered passing. If you choose the Pass/No Pass option, you must receive at least a “C” to pass. For any courses that this class is a prerequisite, you must pass this class with a “C” or higher grade in order to be eligible to take those classes. A grade of Y will not be given. It is the responsibility of the student to withdraw from the course if they do not wish to receive a letter grade. The last day to withdraw is listed in the current schedule of classes.

Disability and Access Statement

You should meet with your instructor during the first week of class if:

- You have a documented disability and need accommodations.
- Your instructor needs to know medical information about you.
- You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) Online Services webpage every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call (541) 917-4789.

Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

Public Safety/Campus Security/Emergency Resources:

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a public safety app

available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

CIS135 – Advanced Spreadsheets

Tentative Course Schedule

Spring 2021

DATE ~ ACTIVITY	HOMEWORK	DATE DUE
WEEK 1 ~ March 29		
	Read Syllabus, get acquainted with class materials Access course moodle shell Microsoft Office 365 Review Quick Access Toolbar, Tabs, Ribbons, Backstage Topics: Advanced Formulas/Functions <ul style="list-style-type: none">• SUM/SUMIFS• COUNT/COUNTIFS• SUMPRODUCT• LOGICAL FUNCTION	Sunday 4/4 11:59 pm
WEEK 2 ~ April 5		
	Topics: Advanced Formulas/Functions Cont. <ul style="list-style-type: none">• VLOOKUP/HLOOKUP• INDEX• MATCH	Sunday 4/11 11:59 pm
WEEK 3 ~ April 12		
	Topics: <ul style="list-style-type: none">• Power Query• Tables	Sunday 4/18 11:59 pm
WEEK 4 ~ April 19		
	Topics: <ul style="list-style-type: none">• Conditional Formatting	Sunday 4/25 11:59 pm
WEEK 5 ~ April 26		
	Topics: <ul style="list-style-type: none">• Advanced Charting	Sunday 5/2 11:59 pm
WEEK 6 ~ May 3		
	Topics: <ul style="list-style-type: none">• Pivot Tables• Pivot Reporting	Sunday 5/9 11:59pm
WEEK 7 ~ May 10		
	Topics: <ul style="list-style-type: none">• VBA• Macros	Sunday 5/16 11:59 pm
WEEK 8 ~ May 17		
	Topics: <ul style="list-style-type: none">• Data Tables• Simulation• Solver	Sunday 5/23 11:59pm

WEEK 9 ~ May 24	Topics: <ul style="list-style-type: none">• Excel Integration• Optimization	Sunday 5/30 11:59 pm
WEEK 10 ~ May 31	Topics: <ul style="list-style-type: none">• Excel Productivity Tools	Sunday 6/6 11:59 pm
Final Project Due Sunday June 6 @ 11:59 PM		