

Oakland University- winter 2018

School of Engineering and Computer Science
Department of Computer Science and Engineering
CSI-1200-14434.201810

Introduction to Computers and Programming with Excel (4)

Meeting Time: Jan 03, 2018 - Apr 25, 2018 Primarily Online

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| Professor Contact Information: Dr. Hany Othman: Cell phone: 248-687-9454 Fax: (248) 370-4625 | |
| Oakland email: othman@oakland.edu (please put CSI-1200 in the subject line) | |
| Personal email: Drhanyothman@gmail.com (please put CSI-1200 in the subject line) | |
| Office Hours: Available hours: anytime! You can expect an answer within 24-48 hours , but I strive to answer your questions ASAP. Please ask questions, email, or call/text 248-687-9454. I am available to assist all of you. I look forward to meeting each of you and working together throughout the semester! | |
| The academic calendar https://oakland.edu/registrar/important-dates/ | |
| Jan 03-2018 | Classes begin 7:30 a.m. |
| Feb 17-2018 | Winter recess begins 10 p.m. |
| Feb 26-2018 | Classes resume 7:30 a.m. |
| April 17-2018 | Classes end 10 p.m. |
| April. 18-2018 | Study day |
| April. 25 2018 | Final exams end at 10 p.m. |
| April. 30 | Grades due 10 a.m. |

Professor Information

Introduction: Dr. Othman is a technology professional with years of experience in a variety of Information Technology and management positions for companies such as Comcast, EDS, CompUSA, Access Technologies, Integrated Information System, and Open IP Technologies. Dr. Othman has managed activities including brand- and image-building, marketing, merchandising, e-commerce and event management - which consisted of public and corporate relations events. Dr. Othman holds a Bachelor of Science degree in Business/E-Business, a Master's Degree of Science in "Information Resource Management", Doctorate in Computer Science- Digital System Security (Dissertation Topic- "Performance and acceptance of biometrics as an anti-cheating tool in an online test setting"), and Microsoft Certified System Engineer.

Course Description:

An introduction to computers and programming. It introduces algorithms for applications that contain integrated development environments (IDEs) such as Microsoft Excel's IDE for Visual Basic for Applications (VBA) Algorithmic topics include repetitive and decision structures, functions, subroutines, and ActiveX controls. Programming topics include application automation and presenting information programmatically. Accompanied by laboratory sessions. Offered fall, winter. Satisfies the university general education requirement in the formal reasoning knowledge foundation area.

Course Objectives:

The successful completion of the course should provide you with skills to analyze problems and to develop and code simple algorithms. The list of course objectives is as follows:

- Office 2016 Common Features
- Excel CHAPTER 1 Introduction to Excel
- CHAPTER 2 Formulas and Functions
- CHAPTER 3 Charts
- CHAPTER 4 Datasets and Tables
- CHAPTER 5 Subtotals, PivotTables, and PivotCharts
- CHAPTER 6 What-If Analysis
- CHAPTER 7 Specialized Functions
- CHAPTER 8 Statistical Functions
- CHAPTER 9 Multiple-Sheet Workbook Management
- CHAPTER 10 Imports, XML, and Power Add-Ins
- CHAPTER 11 Collaboration and Workbook Distribution
- CHAPTER 12 Templates, Styles, and Macros

General Education Learning Outcomes:

Formal Reasoning

FR1. Knowledge of one or more formal reasoning systems such as computer programming, mathematics, statistics, linguistics or logic

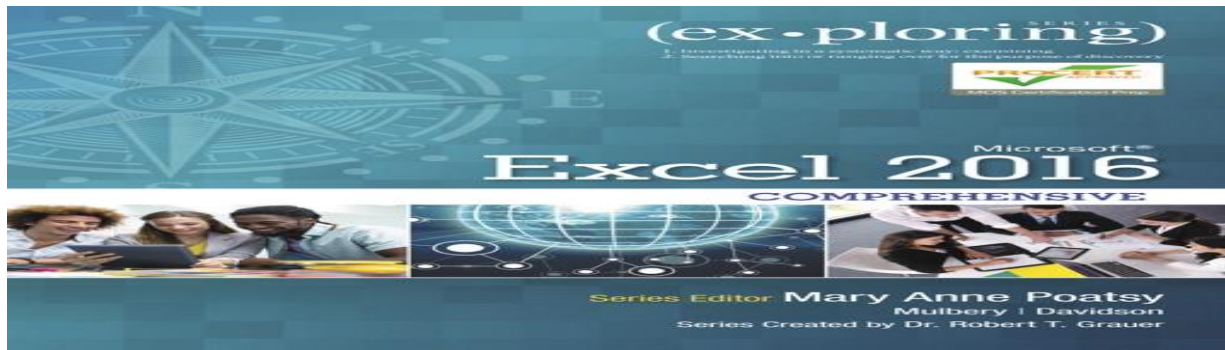
FR2. Application of formal reasoning to read, understand, model and solve problems across a variety of applications

Cross-Cutting Capacities

EC1. Critical thinking

Textbook: You can order digital or paper format. It is your preference. Digital copy is \$ 32.99. Paper copy is \$151.60.

<https://www.pearson.com/us/higher-education/program/Poatsy-Exploring-Microsoft-Office-Excel-2016-Comprehensive/PGM333985.html?tab=order>



Software Requirements: Microsoft Excel 2016

Course Procedures

This course will be presented completely online using the Modular Object-Oriented Dynamic Learning Environment (Moodle). We will follow selected portions of the course textbook quite closely. Weekly study assignments will be given which will outline the tasks that need to be completed that week. Supplemental course materials and Forum discussions will be used to tie the course material together. Since this is a hands-on course, you will be expected to spend a considerable amount of time each week reviewing the course materials and completing the designated tasks.

Course Regulations:

Late Policies: This course covers a lot of material and late assignments will seriously impact your ability to learn the next section of the course. Assignments are due at 11:59pm (EST) the due date. Late submission will be penalized 10% per day, up to 7 days. After that the assignments will not be accepted (no exceptions). Please try to start earlier and finish your assignments on time.

Cooperation and Cheating: Feel free to discuss homework and projects with other members of the class, myself. However, do not look at or copy another student's solution to a homework or project. I am not concerned with how you come to understand the problem and how to solve it, but once you have the background necessary to solve it, you must provide your own solution. Exchanging homework or project solutions is cheating and will be reported to the University, and you will lose credit for the course. Cheating will not be tolerated. A student found cheating on an exam will receive an automatic grade of 0 on the exam, and likely will fail the course as well. All students must be aware of the contents of Academic Conduct Regulations (<http://www2.oakland.edu/deanofstudents/handbook/acr.cfm>).

Participant and Facilitator Expectations

Participants are enrolled into this course as a student participant role. There are quizzes and assignments throughout the course with specific due dates.

Course participants are expected to:

- Ensure that their computer is compatible with Moodle.
- Login 3-5 times a week; daily login is highly recommended.
- Login into Moodle weekly to complete all assignments by their deadline
- Read and respond to emails within 3 days
- Participate in a thoughtful manner
 - Respect rules of netiquette: Respect your peers and their privacy, Use constructive criticism, and Refrain from engaging in inflammatory comments.

Course Professor will:

- Meet with students within 3 days of requesting an appointment, and log into the course 3-5 times per week.

Advice for doing well in this course:

- As with any course you must be disciplined with your studies. You are in control of your study plan. Many students fall behind (or fail the course) because they haven't set up a weekly study plan. I recommend that at the beginning of every week you review the material and schedule so that you can see what will be expected of you for that next week. Then, choose days that work with your schedule that you can set aside each week to work on the assignments – stick to this and you likely won't miss assignments or fall behind in the course.
- Review the assignments when they are initially assigned (even if you don't have time to work on them right then). This way you can plan out your week and get your questions answered early.
- Don't wait until the last minute to work on an assignment at home. Make sure you have all the necessary installations completed well before, so you have time to get issues fixed should they arise.

Inform your instructor of any accommodations needed:

Please email the instructor if you have a documented disability and verification document from the Student Disability Services.

www.oakland.edu/dss

Program Outcomes: Program outcomes are a set of skills that assure the achievement of the program educational objectives and are necessary for professional engineering practice. Before graduating, SECS students will demonstrate their skills in the following key areas:

- a) An ability to apply knowledge of computing and mathematics appropriate to the discipline;
- b) An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution;
- c) An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs;

- d) An ability to function effectively on teams to accomplish a common goal;
- e) An understanding of professional, ethical, legal, security, and social issues and responsibilities;
- f) An ability to communicate effectively with a range of audiences;
- g) An ability to analyze the local and global impact of computing on individuals, organizations and society;
- h) Recognition of the need for, and an ability to engage in, continuing professional development;
- i) An ability to use current techniques, skills, and tools necessary for computing practice;
- j) An ability to use and apply current technical concepts and practices in the core information technologies.
- k) An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems.
- l) An ability to effectively integrate IT-based solutions into the user environment.
- m) An understanding of best practices and standards and their application.
- n) An ability to assist in the creation of an effective project plan.

| Grading: The final grade will be based upon the following weights: | |
|---|-------------------|
| Items | Percentage |
| Discussion: Introduce yourself, and What have you learned in CH 1-12? | 10% |
| Homework: Hands on Exercises, Key Terms Matching, and Multiple-Choice Questions | 50% |
| 4 Exams | 40% |

GRADING SCALE:

| Considered "A"s | Considered "B"s | Considered "C"s | Considered "D"s |
|------------------------|------------------------|------------------------|------------------------|
| 4.0 100. % - 98.60 | 3.5 90.59 – 88.60 | 2.9 79.59 – 78.60 | 1.9 69.59 – 68.60 |
| 3.9 98.59 – 96.60 | 3.4 88.59 – 86.60 | 2.8 78.59 – 77.60 | 1.8 68.59 – 67.60 |
| 3.8 96.59 – 94.60 | 3.3 86.59 – 84.60 | 2.7 77.59 – 76.60 | 1.7 67.59 – 66.60 |
| 3.7 94.59 – 92.60 | 3.2 84.59 – 82.60 | 2.6 76.59 – 75.60 | 1.6 66.59 – 65.60 |
| 3.6 92.59 – 90.60 | 3.1 82.59 – 80.60 | 2.5 75.59 – 74.60 | 1.5 65.59 – 64.60 |
| | 3.0 80.59 – 79.60 | 2.4 74.59 – 73.60 | 1.4 64.59 – 63.60 |
| | | 2.3 73.59 – 72.60 | 1.3 63.59 – 62.60 |
| | | 2.2 72.59 – 71.60 | 1.2 62.59 – 61.60 |
| | | 2.1 71.59 – 70.60 | 1.1 61.59 – 60.60 |
| | | 2.0 70.59 – 69.60 | 1.0 60.59 – 59.60 |

Tentative Class Schedule

Lecture topics and homework assignments are subject to continuous change according to students' learning process at the discretion of the instructor.

| Weeks | Assignments/Exams |
|--|---|
| Week 1 01-03 | Course Intro, read your Syllabus, and order your textbook. Week 1 Discussion -Introduce yourself 20 Points |
| Week 2 01-10 | Read Office 2016 Common Features, Homework 20 Points Excel CHAPTER 1 Introduction to Excel Homework 40 Points |
| Week 3 01- 17 | READ CHAPTER 2 Formulas and Functions Homework 40 Points |
| Week 4 01-24 | READ CHAPTER 3 Charts Homework 40 Points Week 4 Discussion: What have you learned in CH 1-3? 20 Points |
| Week 5 01-31 | Exam 1 Chapter 1-3 100 Points |
| Week 6 02-07 | READ CHAPTER 4 Datasets and Tables Homework 40 Points |
| Week 7 02-14 | READ CHAPTER 5 Subtotals, PivotTables, and Pivot Charts Homework 40 Points |
| Winter recess 02-17 | Winter recess begins 10 p.m. 02-17. Classes resume 7:30 a.m. 02-26 |
| Week 8 02-28 | READ CHAPTER 6 What-If Analysis Homework 40 Points Week 8 Discussion: What have you learned in CH 4-6? 20 Points |
| Week 9 03-07 | Exam 2 Chapter 4-6 100 Points READ CHAPTER 7 Specialized Functions, Homework 40 Points |
| Week 10 03-14 | READ CHAPTER 8 Statistical Functions Homework 40 Points |
| Week 11 03-21 | READ CHAPTER 9 Multiple-Sheet Workbook Management Homework 40 Points Week 11 Discussion: What have you learned in CH 7-9? 20 Points |
| Week 12 03-28 | Exam 3 Chapter 7-9 100 Points CHAPTER 10 Imports, XML, and Power Add-Ins Homework 40 Points |
| Week 13 04-04 | CHAPTER 11 Collaboration and Workbook Distribution Homework 40 Points |
| Week 14 04-11 04-17 04-18 | READ CHAPTER 12 Templates, Styles, and Macros Homework 40 Points Week 14 Discussion: What have you learned in CH 10-12? 20 Points Classes end 10 p.m. Study Day |
| Week 15 04-19 to 04-25 | Final Exam CH 10-12 100 Points |