Course Syllabus
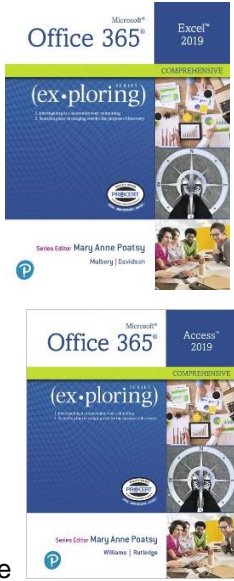# COM S 113 – Introduction to Spreadsheets and Databases
Iowa State University
Winter 2020

Instructor Info	Instructor
Name	Adisak Sukul, Ph.D.
Contact	adisak@iastate.edu
Office Location	Atanasoff Hall, 130.
Office Hours	TBD

Grading Criteria

Grading Criteria	weighted		grade	score range	grade	score range
Participations and Discussions	5%		A	93% - 100%	C	73% - 77%
Hand-On Exercise - Training	10%		A-	90% - 93%	C-	70% - 73%
Hand-On Exercise - Exam	15%		B+	87% - 90%	D+	67% - 70%
Mid-level assignments	20%		B	83% - 87%	D	63% - 67%
Capstone	20%		B-	80% - 83%	D-	60% - 63%
Exams	30%		C+	77% - 80%	F	<60%

Winter 20 Course info

- Lectures are delivered in online asynchronous delivery. Contents are pre-recorded.
- Instructor host required Q&A sessions with the opportunity of synchronized discussions, one hour on Tuesday and Thursday. Students can request the absence of class Q&A sessions participation during the holiday and when needed.
- Teaching Assistant host optional lab sessions, day TBD. (depending on the enrollment number)
- Homework is done through MyITLab. There are 43 Hands-On Exercise 1 Simulation Training, 43 Hands-On Exercise 1 Simulation Exam, 13 Mid-level assignments, and 13 Capstone assignments.
- Two exams during the semester, plus a final. Exams are done online using Canvas. Open book and open notes with only mild time constraints

Learning Outcomes	At the conclusion of the course the students will be able to: • Use and construct basic spreadsheets • Format a spreadsheet to enhance the appearance and emphasize results • Use mathematical, statistical, logical, and lookup functions to perform quantitative analysis in a spreadsheet • Create appropriate charts to depict data visually • Properly manage large spreadsheets • Perform What-If Analysis to see how data variation affects results in a spreadsheet • Summarize and analyze data using subtotals and pivot tables • Import and export spreadsheet data • Design database tables including creating proper table relationships • Find, sort, and filter database records • Perform queries to extract and update data in a database • Create and use professional database forms and reports • Implement proper data validation in a database
Course Management System	Canvas will be used as the course management system for this course. All course activities such as announcements, assignment submissions, and grade posting will be display in Canvas. Link to Canvas at the top of the ISU home page or at https://canvas.iastate.edu/courses/77004

Textbooks & Materials

Required Textbooks	- MyITLab is required - Exploring Microsoft Office Excel 365 Comprehensive - Exploring Microsoft Office Access 365 Comprehensive

Software Applications	You will need to use Microsoft Excel and Microsoft Access to complete the course assignments.
	Microsoft Office 365 (or 2019) for Windows is available for all ISU students at **http://office365.iastate.edu/** and also installed in the computer labs.
	All exams will be written assuming that you are familiar with this version of the software, so it is highly recommend that you use this version. Other Microsoft Office versions are not recommend.
	TopHat app for Lecture attendant and participation:
	Choose to join only one "Com S 113" TopHat course that match with you Lecture section enrollment.
	If you join an incorrect TopHat course or join more than one TopHat course, your points will be lost or deducted.

Course Policies

Attendance	Lecture Attendance:

	- Lecture attendances and participations will be 5% of your total points, including:
	   o Lecturer attendant, taken by TopHat question (same concept as clicker questions).
	   o In-class questions and group questions
	   o Additional credit assignments
	- **You are responsible for all announcements and information discussed in class.**
	- **If you miss a class, it is your responsibility to find out what you missed.**

	Lab Attendance:
	- The hands-on experience that you receive while working together with your classmates and teaching assistant in the lab is a very important part of this course, so lab attendance is expected. - Lab attendance will be 5% of your total points. - **If you miss labs, your attendance grade will be reduced proportionally to the number of labs you miss**.
	Exam:
	If you do not complete the exam on time (without prior approval), you will need instructor's approval to be able to take the exam with **points penalize 20% for each day that you are late taking the exam**.
	If you have a legitimate reason that you will not be able to take the exam as scheduled, contact the instructor **at least one week ahead of time** to discuss your options.
	Your primary contact for this course is your lab's primary TA. Any questions or concerns may be emailed to him/her. If your email needs further assistance, the TA will forward it to the instructor.
	If you are not satisfied with response of your TA, please contact the instructor.
	Reasons for absent without penalty for lecture, lab, assignment due or exam need to be a **documented reasonable events** including:
	- Athlete or meeting that you represent ISU – coach or advisor note required - Medical emergency of yourself or family members – doctor note required - Important planed events – need to inform instructor at least one week prior, document required - Other life emergencies – need to inform Dean of Student Office, http://www.studentassistance.dso.iastate.edu/

Assignments	**Assignments**
	- Homework will be assign at the end of each lecture. - All homework assignments will be <mark>**due by 6:00 P.M.**</mark> **two days after assigned** - Assignments will be submitted via Canvas.
	<u>Submission of Homework and Lab Projects</u>
	All assignments will be posted in Canvas and will be submitted in Canvas. After you have submitted an assignment, **it is your responsibility to make sure that the submission was successful**. We think the easiest way to do this is to download the file that you submitted to make sure that it looks correct. **If something went wrong, you can re-submit the file**. The last submission you make will be graded. After your TA has graded your assignment, you can't resubmit another one.
	<u>Working together on homework assignments and lab projects</u>
	We encourage you to collaborate on homework assignments and lab projects (you will learn more as you teach each other). However, **you still must complete the work yourself and** <mark>**submit your own work**</mark>. If you submit an assignment that done by someone else, you will automatically receive an F in the course and will be reported to the Dean of Students Office (see "Academic Dishonesty" below).
Classroom Conduct	If you are doing anything in class that is distracting others (talking, surfing the web, etc.), you will be asked to leave the class.
	Be respectful of your instructors and others in the class and we will get along just fine.

University Policies

Academic Dishonest	The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the Dean of Students Office. http://www.dso.iastate.edu/ja/academic/misconduct.html
Disability Accommodation	Iowa State University complies with the Americans with Disabilities Act and Sect 504 of the Rehabilitation Act. Please obtain a SAAR form with recommendations for accommodations from the Disability Resources Office, located in Room 1076 on the main floor of the Student Services Building. Their telephone number is 515-294-7220 or email disabilityresources@iastate.edu. Retroactive requests for accommodations will not be honored.
Dead Week	This class follows the Iowa State University Dead Week and Finals Week policy. http://provost.iastate.edu/academic-programs/dead-week
Harassment and Discrimination	Iowa State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, Student Assistance at 515-294-1020 or email dso-sas@iastate.edu, or the Office of Equal Opportunity and Compliance at 515-294-7612.
Religious Accommodation	If an academic or work requirement conflicts with your religious practices and/or observances, you may request reasonable accommodations. Your request must be in writing, and your instructor or supervisor will review the request. You or your instructor may also seek assistance from the Dean of Students Office or the Office of Equal Opportunity and Compliance.
Contact for Information University Policies	If you are experiencing or have experienced, a problem with any of the above issues, emails academicissues@iastate.edu.

Week(Days)	Lecture Topic	Assignments
Module 1, 2 Monday, Dec 14th	Course Information Chapter 1 Excel - Introduction to Spreadsheet	• Take a look at the Course Information videos • Welcome, this is a graded discussion. Introduce yourself and get free points! • Complete All Exercises in the Module. • Ask anything at **Discussion for Excel Ch1**
	Chapter 2 Excel - Formulas and Functions	• Complete All Exercises in the Module. • Ask anything at **Discussion for Excel Ch2**
Module 3 Wednesday, Dec 16th	Chapter 3 Excel - Charts	• Complete All Exercises in the Module. • Ask anything at **Discussion for Excel Ch3**
Module 4, 5 Monday, Dec 21st	Excel Ch. 4 (Datasets and Tables)	• Complete All Exercises in the Module. • Ask anything at Discussion for Excel Ch4
	Additional Topics I - Excel - Grouped Worksheets, Managing Work spaces, 3-D Formula, and Text files Review for Exam Exam#1 Info	• No Exercises for the Additional Topics I. • Ask anything at Discussion for Excel Additional topic I • We are having the Exam#1-module - You can do the Exam#1 during **Mon 12//21 to Wed 12/23**

Module 6 Wednesday, Dec 23rd	Chapter 5 Excel - Subtotals, PivotTables, and PivotCharts	• Complete All Exercises in the Module. • Ask anything at Discussion for Excel Ch5
Module 7 Monday, Dec 28th	Excel Ch. 6 (What-If Analysis)	• Complete All Exercises in the Module. • Ask anything at Discussion for Excel Ch6
Module 8 Wednesday, Dec 30th	Excel Ch. 7 (Specialized Functions)	• Complete All Exercises in the Module. • Ask anything at Discussion for Excel Ch7
	Additional Topics II - Excel - (Chapter 8) Statistical Functions Review for Exam Exam#2 Info	• No Exercises for the Additional Topics II. • Ask anything at Discussion for Excel Additional topic II • We are having the Exam#2-module - You can do the Exam#2 during **Mon 12/28 - Wed 12/30**
Module 9 Monday, Jan 4th	Chapter 1 Access - Introduction to Access	• Complete All Exercises in the Module. • Ask anything at Discussion for Access Ch1
	Chapter 2 Access - Relational Databases and Queries	• Complete All Exercises in the Module. • Ask anything at Discussion for Access Ch2
Module 10 Wednesday, Jan 6th	Chapter 3 Access - Customize, Analyze, and Summarize Query Data	• Complete All Exercises in the Module. • Ask anything at Discussion for Access Ch3

Module 11 Monday, Jan 11th	<u>Chapter 4 Access - Professional Forms and Reports</u>	• Complete All Exercises in the Module. • Ask anything at <u>Discussion for Access Ch4</u>
Module 12 Wednesday, Jan 13th	<u>Chapter 5 Access - Data Validation Techniques</u>	• Complete All Exercises in the Module. • Ask anything at <u>Discussion for Access Ch5</u>
	<u>Additional Topics III - Access - Action Queries, Structured Query Language(SQL)</u>	• Complete All Exercises in the Module. • Ask anything at <u>Discussion for Access Additional topic</u>
Module 13 Wednesday, Jan 20th	Review for Exam <u>Exam#3 Info</u>	• Complete the <u>Exam 3</u> • You can do the Exam#3 during **Tue 1/19 - Thu 1/21**