

## **CIS 124 EXCEL I (Fall 2012 Semester)**

**Instructor:** Maribel Garcia  
**Schedule:** Tuesday, 6:30-9:40pm

**Email:** [maribel.garcia@imperial.edu](mailto:maribel.garcia@imperial.edu)  
**Phone:** 760-554-0352

**Text and Materials:** Microsoft Excel 2010 (Introductory) Authors Elizabeth Eisner Reding, Lynn Wermers

**Additional Materials:** Storage Media

**Course Description:** A beginning course in the creation and use of spreadsheet applications including templates, spreadsheets, and beginning graphic presentation. (CSU)

**Student Learning Outcomes:** Upon the completion of this course, the successful student will have acquired new skills, knowledge and or attitudes as demonstrated by being able to:

- Apply calculating formulas and functions in order to produce a worksheet

**Grade:** Your class grade is based on the following

- Participation 20%
- Chapter Tests 30%
- Assignments 20%
- Final Exam 30%

Any Student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP & S) office as soon as possible.

DSP & S  
Room 2117  
Health Sciences Building  
760-355-6312

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from attending the class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

**Withdrawing from the course:** Maintain control over your own records. If you decide not to continue in the class please drop the course via Webstar prior to the drop deadline. Do not automatically assume the instructor will do this for you.

### **Course schedule:**

Week 1: Unit A- Getting Started with Microsoft Office 2010  
Week 2: Unit A –Getting Started with Excel 2010  
Week 3: Unit B- Working with Formulas and Functions  
**Week 4: Units A & B Test**  
Week 5: Unit C- Formatting a Worksheet  
**Week 6: Final**