

CIS 125 EXCEL II

Course Number 10293

Fall 2013, 1 semester unit

Class times 3:15 to 4:20 pm

Tuesdays & Wednesdays

Class Room 803

A beginning course in the creation and use of spreadsheet applications including Templates, Spreadsheets and beginning graphic presentations. (CSU)

Instructor: Gordon Bailey

Office: Building 800, room 805

Phone: 760-355-6150

Email: gordon.bailey@imperial.edu

Text & Materials:

Microsoft Office Excel 2010 (Introductory) by Elizabeth Eisner and Lynn Wermers

Email: When using email, please use the following format in the subject line:

CIS124 – Your Last Name - Your First Name - Title

Course Description: This is an inductor course designed to teach the basic understanding and use of the Excel processing application through class lectures, material, and hands-on experience using a computer.

Objectives – the student will be able to:

- Demonstrate knowledge of the basic concepts needed to use a spreadsheet software program.
- Become familiar with the different elements of a spreadsheet and learn your way around the Excel program window.
- Work in an Excel worksheet and make simple calculations.
- Learn to work with formulas and functions, format a work sheet, work with charts and analyze data using formulas

Student Learning Outcomes

Students will analyze information for relevance and accuracy; and synthesize, evaluate and communicate the results, demonstrate writing competencies at the college level.

SOL1 –communication skills; SOL2 –critical thinking skills; SOL3 – information literacy

Grading:

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|--------------------------------------|------------|
| 3 Unit Exams (10 points each) | 30 points |
| Final Exam | 20 points |
| Skills Review Assignments | 40 points |
| Participation, Questions and Answers | 10 points |
| Total | 100 points |
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Grading Scale:

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|----------------------|--------------|
| 90 to 100 points = A | 79 to 70 = C |
| 80 to 89 points = B | 60 to 69 = D |

To receive full credit, work must be turned in on time, as designated by the instructor. No credit will be given for late work. Tests must be taken on time, there are no make-up tests.

Interaction with the instructor and other students is an integral part of the learning process. However, you must personally use the keyboard and mouse in completing the assignments. All work submitted for grading must be your own. Cheating will result in an 'F' for the assignment or an 'F' for the course at the instructor's discretion. Also, please verify that you have enrolled in the class correctly as for a letter grade or credit/no-credit. Final grades will not be changed for any reason because of student negligence.

Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide the instructor with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with DSP&S support staff and counselors. Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Students Program and Services (DSP&S) office as soon as possible.

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

Class attendance, tardy, student conduct and withdrawal policy follows the regulations in the IVC catalog. You may be dropped if your absences exceed the number of days a class meets per week.

If your plans change and you decide not to continue in this class, please drop yourself through WebStar as the instructor will not do this for you.

The above schedule and procedures are subject to change in the event of extenuation circumstances.