

CIS 124 EXCEL I (Fall 2012 Semester)

Instructor: Maribel Garcia
Schedule: Wednesday, 6:30-8:35pm

Email: 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 10%
- Chapter Tests 30%
- Assignments 30%
- 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	August 21	Blackboard & Unit A Getting Started with Microsoft Office
Week 2	August 28	Unit A Getting Started with Excel 2010
Week 3	September 4	Unit A Review & Unit A Test
Week 4	September 11	Unit B- Working with Formulas and Functions
Week 5	September 18	Unit B Review & Unit B Test
Week 6	September 25	Unit C- Formatting a Worksheet
Week 7	October 2	Unit C Review & Unit C Test
Week 8	October 9	Final Exam Units A-C