

Imperial Valley College Course Syllabus – CIS125: Microsoft Excel II

Basic Course Information			
Semester	<b>Spring 2014</b>	Instructor Name	<b>Melody Chronister</b>
Course Title & #	<b>CIS125: Microsoft Excel II</b>	Email	<b>melody.chronister@imperial.edu</b>
CRN #	<b>20676</b>	Webpage (optional)	<b>None</b>
Room	<b>803</b>	Office	<b>40</b>
Class Dates	<b>3/19/14 - 5/14/14</b>	Office Hours	<b>By appointment only</b>
Class Days	<b>Wednesdays</b>	Office Phone #	<b>(760) 355-6214</b>
Class Times Units	<b>6:30pm-8:35pm</b> <b>1</b>	Office contact if student will be out or emergency	<b>(760) 355-6361</b> <b>Business Division Secretary</b>

**Course Description**

This is sequence to the CIS 124 course. This course develops expertise in worksheet applications, teaches use of graphic presentations, and develops database use. (CSU)

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate knowledge of worksheet creation using formulas and function applications.
2. Produce worksheets with advanced chart and graphic presentations

**Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of worksheet creation, menus, and command structure.
2. Use formulas and function, edit, save, and print electronic worksheets.
3. Produce advanced graphic presentations of electronic worksheets.
4. Create and edit a data base and demonstrate efficiently the use of a data base.
5. Sort, search, and extract data.
6. Produce tables and demonstrate use of especial features.
7. Demonstrate working with and linking multiple documents.
8. Demonstrate use of macros in spreadsheet applications.

**Textbooks & Other Resources or Links**

Reding, E., Wermers, L. (2011). Microsoft Office Excel 2010: Introductory (1st/e). Cengage Learning. ISBN: 9780538749299

**Course Requirements and Instructional Methods**

This course will consist of a combination of lectures, assigned workbook activity, in-classroom lab assignments and performance on homework and exams.

**Lab Assignments:** Every week there will be lab assignments that correspond to the unit covered during lecture.

**Homework:** There will be workbook activity and questions from the end of each unit assigned out of your textbook.

**Exams:** Two (2) exams will be given. Exams will be multiple choice and computer output (you will submit an Excel spread sheet proving you understand the material covered). No make-up exams will be given unless you have called me PRIOR to the exam and let me know you will not be able to take the exam. Tests will be administered using Blackboard, so scantrons will not be needed.

**Course Grading Based on Course Objectives**

GRADING:	You may earn up to 710 points, as follows:	GRADING	A	639-710 points
	Participation: 160 (8 @ 20)	SCALE:	B	568-638 points
	Test 1: 100		C	497-567 points
	Assignments: 300 (6 @ 50)		D	426-496 points
	Final Exam: 150		F	425 points and below

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.

**Attendance**

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

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- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

**Anticipated Class Schedule / Calendar**

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>
Week 1	Syllabus & Brief Review of Unit A-C
Week 2	Unit D
Week 3	Unit E
Week 4	Review and <u>Test</u> : Units D-E
Week 5	Unit F
Week 6	Unit G
Week 7	Unit H and Final Exam Study Guide
Week 8	Review and <u>Final Exam</u> : Units D-H

**\*\*\*Tentative, subject to change without prior notice\*\*\***