

**Basic Course Information**

Semester	<b>Spring 2016</b>	Instructor's Name	<b>Gordon Bailey</b>
Course Title & #	<b>Excel I CIS 124</b>	Instructor's Email	<a href="mailto:Gordon.bailey@imperial.edu">Gordon.bailey@imperial.edu</a>
CRN #	<b>20175</b>	Webpage (optional)	
Room	<b>803</b>	Office (PT Faculty:809)	<b>805</b>
Class Dates	<b>16<sup>th</sup> of Feb thru 14<sup>th</sup> of April</b>	Office Hours (n/a for PT Faculty)	<b>Monday &amp; Wednesday 4:40 pm to 5:40 pm room 901. Tuesday &amp; Thursday 11:15 am to 12:15 pm room 901.</b>
Class Days	<b>Tuesday and Thursday</b>	Office Phone # (PT may use dept. number)	<b>760-355-6150</b>
Class Times	<b>11:20 am to 12:25 pm</b>	Who students should contact if emergency or other absence	<b>Please use Email</b>
Units	<b>1 Unit</b>		

**Course Description**

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

**Course Objectives**

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

1. Demonstrate knowledge of the purposes and uses of electronic worksheets.
2. Create an application worksheet and improve the worksheet's appearance.
3. Use calculating formulas and functions to produce a worksheet.
4. Manage documents, files, spreadsheets, and windows.
5. Demonstrate editing functions of a worksheet
6. Demonstrate use of graphic presentations.

**Textbooks & Other Resources or Links**

Microsoft Excel 2013: Illustrated Introductory  
ISBN-13: 978-1285093208 ISBN-10: 1285093208 Edition: 1st

**Course Requirements and Instructional Methods**

Demonstration

Discussion

Individual Assistance

Lab Activity

Lecture

Distance Learning

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

### Course Grading Based on Course Objectives

Grading:

Lab A, B, C & D 10 points each

Unit A, B, C & D 15 points each

Total 100 points

Grading Scale:

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.

### 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.
- 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. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and 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. **Consider**: specifics for your class/program
- 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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

### **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>Week 1 &amp; 2</b>	<b>Unit A</b>
<b>Week 3 &amp; 4</b>	<b>Unit B</b>
<b>Week 5 &amp; 6</b>	<b>Unit C</b>
<b>Week 7 &amp; 8</b>	<b>Unit D</b>