



IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	Fall 2023	Instructor Name:	Vicki Vioria
Course Title & #:	CIS 125 – Excel II	Email:	Vicki.Vioria@imperial.edu
CRN #:	11023	Webpage (optional):	
Classroom:	Online	Office #:	Online
Class Dates:	August 14 – October 6	Office Hours:	Tuesdays 6 – 9 p.m.
Class Days:	Online	Office Phone #:	760 791 1849
Class Times:	Online	Emergency Contact:	
Units:	3	Class Format/Modality:	Online

Course Description

Hands on practice with the Microsoft Excel, worksheet software. using a windows environment. This course is a continuation of CIS 124, Microsoft Excel. The course develops expertise in worksheet applications, teaches the use of graphic presentations and develops database use. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

None

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. (ILO1, ILO2, ILO3)
2. Produce worksheets with advanced chart and graphic presentations (ILO1, ILO2, ILO3)

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 special features.
7. Demonstrate working with and linking multiple documents.
8. Demonstrate use of macros in spreadsheet applications

Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging, and relevant

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learning environment. This semester, I will be offering the following WBL activities to provide you with the opportunity to explore career options in Computer Information Systems.

WBL Activity Name	WBL Activity Description
Projects	Project 1: Use Financial Functions, Data Tables, and Amortization Schedules Project 2: Work with Multiple Worksheets and Workbooks Project 3: Create, Sort, and Query a Table Project 4: Create Templates, Import Data, and Work with SmartArt Images and Screenshots Capstone Project

Textbooks & Other Resources or Links

This course is part of the Shelly Cashman Series Collection. So, this course is part of a multi-term course. I'll be using this multi-term course for various 1-unit Microsoft courses that I teach.

If you are taking more than one course with me, you only need to purchase the subscription once. This one-term subscription will cover any 1-unit Microsoft courses that I teach even if you take them in a different semester.

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$124.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$9.99 S&H each.



Multi-Term Options for Students

In multi-term courses using *MindTap*, *WebAssign*, *CNOWV2* or *OWLv2*, where the same text is used for the entire sequence, students have choices with Cengage Unlimited.*

Each plan provides full access to the Cengage online learning platform for all terms in the course sequence:

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- 24-month plan: 16 free rentals
- After the rental period, students can extend or buy rentals in their dashboard under Rental Options**

*Applicable for courses using a Cengage or OER text only. **Costs vary by product.

cengage.com/unlimited/instructor

How it works



Cengage Unlimited is the cost-saving student plan that includes access to our entire library of eTextbooks, online platforms and more—in one place, for one price.

How to access future courses in the multi-term sequence:

1. Sign in to cengage.com/login or your school's LMS using the same credentials used for the original course
2. After clicking the course link, you will be taken to your course
 - You will NOT need to register another access code OR pay for access



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Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.

Download the free [Cengage Mobile App](#) to get your Cengage eTextbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited to try it for free.

Beware of sites that are selling discounted Cengage Unlimited subscriptions. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

Course Requirements and Instructional Methods

Remember this course is only 8 weeks long. Although this is a one-unit class, you should be dedicating 6 to 8 hours a week to complete your assignments.

This is an entirely web-based course with no on-campus visits required. You may complete all course work from your home if you have an internet connection and are able to master the features of Canvas, which is Imperial Valley College's online course management system.

This is NOT an online self-study course with a due date of the last day of scheduled class.

This course includes weekly deadlines scheduled throughout the semester.

We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.

Late Submissions

To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. **Points will be deducted for late work.**

Course Grading Based on Course Objectives

Activities	Points	Percentage
Assignments (4 x 100)	400	21 %
Projects (5 x 100)	500	26 %
Exams (4 x 100) / Quiz (1 x 100)	500	26 %
Discussions (5 x 100)	500	26 %
Total	1,900	100%

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to



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do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

- Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

Guidelines

- This course is designed to take about **6-8 hours per week (on average)**. Please plan to:
 - Set aside time each week to view all module materials and submit required work
 - Log in regularly each week to check for announcements, grades, messages, and comments
 - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. in order to mark your attendance and secure your spot!
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Dates	Topic	Assignments	Due Dates
Week 1 Aug. 14 -19	Introductions, Guidelines, and Resources	Discussion Quiz	Wed. Aug. 16 Sat. Aug. 19
Module 4 Aug. 20 – Aug. 30	Financial Functions, Data Tables, and Amortization Schedules	Discussion Replies/Training Exam Project	Wed., Aug. 23 Sat., Aug. 26 Sat., Aug. 26 Wed., Aug. 30
Module 5 Aug. 31 – Sept. 9	Working with Multiple Worksheets and Workbooks	Discussion Replies/Training Exam Project	Sat., Sept. 2 Wed., Sept. 6 Wed., Sept. 6 Sat., Sept. 9
Module 6 Sept. 10 - 20	Creating, Sorting, and Querying a Table	Discussion Replies/Training Exam Project	Wed., Sept. 13 Sat., Sept. 16 Sat., Sept. 16 Wed., Sept. 20
Module 7 Sept. 21 – 30	Creating Templates, Importing Data, and Working with SmartArt Images and Screenshots	Discussion Replies/Training Exam Project	Sat., Sept. 23 Wed., Sept. 27 Wed., Sept. 27 Sat., Sept. 30
Oct. 1 - 6	Capstone Project	Capstone Project	Fri. Oct 6

Subject to change without prior notice