

CIS 125, EXCEL II CRN: 10979

Oct. 16, 2013 - Dec. 4, 2013 Wednesday 6:30 p.m. to 8:35 p.m.

Syllabus

INSTRUCTOR:	Melody Chronister, B.S.PAM
EMAIL:	melody.chronister@imperial.edu
OFFICE:	Building 10 Room 40, phone: (760) 355-6214
COURSE OBJECTIVE:	This is sequence to the CIS 124 course. This course develops expertise in worksheet applications, teaches use of graphic presentations, develops database use and includes macros. (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
REQUIRED MATERIALS:	Microsoft Excel 2010 (Introductory) Authors Elizabeth Eisner Reding, Lynn Wermers
ADDITIONAL MATERIALS:	Storage Media
GRADING SCALE:	A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%
GRADING:	You may earn up to 700 points, as follows: Participation: 50 Chapter Tests: 200 (100 each) Assignments: 300 (6 X 50/each) Final Exam: 150 Therefore, to earn an A, you must earn at least (700 X 90%) 630 points. To earn a B, you must earn at least (700 X 80%) 560 points. And so forth.... 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:	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.
NEED FOR ASSISTANCE:	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors. The number is (760) 355-6312.

SCHEDULE

Week 1 10/16	Review syllabus, & Unit D
Week 2 10/23	Unit D and Unit E
Week 3 10/30	Unit D and Unit E Review and Test
Week 4 11/6	Unit F
Week 5 11/13	Unit G
Week 6 11/20	Unit F and Unit G Review and Test
Week 7 11/27	Unit H and Final Exam Study Guide
Week 8 12/4	Final Exam Units D - H

Tentative, subject to change without prior notice