IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2023**	Instructor Name:	Alicia Paola Cota
Course Title & #:	**CIS 124 – Excel I**	Email:	**alicia.cota@imperial.edu**
CRN #:	**11144**	Webpage (optional):	
Classroom:	**Online**	Office #:	**Online**
Class Dates:	**October 23 – December 09**	Office Hours:	Friday 11:10 am
Class Days:	Friday	Office Phone #:	442 456 6592
Class Times:	7:50 – 11:10 am	Emergency Contact:	
Units:	1	Class Format/Modality:	Face to face

Course Description

A beginning course in the creation and use of spreadsheet applications including templates, spreadsheets, and beginning graphic presentation. (C-ID: BSOT 112 X) (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. Apply calculating formulas and functions to produce a worksheet.

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.

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 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: Create a Worksheet and Chart
	Project 2: Formulas, Functions, and Formatting
	Project 3: Working with Large Worksheets, Charting, and Conditional Formatting.

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.

NOTE: This course is using Zero Text Cost material, so it is optional if you want to purchase the Cengage products.

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 7 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 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	Percentage
Assignments	20 %
Projects	24 %
Exams / Quiz	32 %
Discussions	24 %
Total	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 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

Guidelines

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

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

Week	Topics
1	Excel Basic's
2	Excel Formatting Techniques
3	Excel Formulas & Funtions
4	Formulas, Function, and Formatting Techniques Part 2
5	Manage Documents, Files, Spreadsheets

Updated 6/2023

6	Graphic Presentations/ Manage Documents, Files, Spreadsheets, Wand windows part 2
7	Final Project & Exam

Subject to change without prior notice