Basic Course Information

Semester:	**Spring 2025**	Instructor Name:	**Vicki Viloria**
Course Title & #:	**CIS 124 – Excel I**	Email:	**Vicki.Viloria@imperial.edu**
CRN #:	**20080 / 20785**	Webpage (optional):	
Classroom:	**Online**	Office #:	**Online**
Class Dates:	**February 10 – June 6**	Office Hours:	**Tuesdays 6 – 9 p.m.**
Class Days:	**Online**	Office Phone #:	**760 791 1849**
Class Times:	Online	Emergency Contact:	
Units:	1	Class Format/Modality:	Online

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

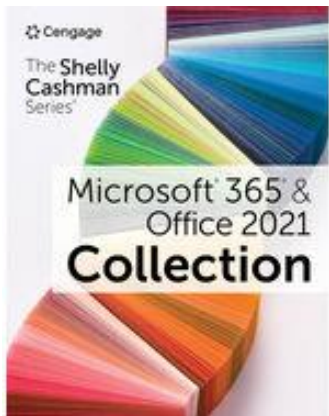Upon satisfactory completion of the course, students will be able to:
1. Demonstrate knowledge of the purposes and uses of electronic worksheets.
2. Create an application worksheet and improve the worksheet's appearance.
3. Use calculating formulas and functions to produce a worksheet.
4. Manage documents, 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 What-if Analysis Capstone Project

Updated 6/2023

Textbooks & Other Resources or Links

This course is part of the Shelly Cashman Series Collection.

The ONE Cengage Unlimited subscription includes the materials required for this class—and any other classes using Cengage products. For $139.99 per semester, you get access to ALL your Cengage e-textbook and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay $9.99 S&H each.

This course requires **Cengage Unlimited with the Homework Platform (MindTap)** **for $139.99 for one semester.**

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

Download the free ***Cengage Mobile App*** to get your Cengage e-textbook 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 may be 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 various 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 collaborate with you! Please contact me **as soon as possible** so I can help you stay current and provide support.

Course Grading Based on Course Objectives

Activities	Points	Percentage
Assignments (3 x 100)	300	20 %
Projects (4 x 100)	400	27 %
Exams (3 x 100) / Quiz (1 x 100)	400	27 %
Discussions (4 x 100)	400	27 %
Total	1,500	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. Using AI is considered academic dishonesty, or plagiarism unless you are instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students should reach out to their instructors for clarification.

Course Policies

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

Guidelines
- This course requires about **6-8 hours per week** (on average) to complete. **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. 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 two modules in a row, you may be dropped from the class 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	Dates	Cengage Module	Topic	Assignments	Due Dates
1	Feb. 10 – 15		Introduction, Guidelines & Resources	Discussion Peer Replies / Quiz	Wed., Feb. 12 Sat., Feb. 15
2	Feb. 16 - 22	1	Create a Worksheet and a Chart	Discussion Peer Replies /Training	Wed., Feb. 19 Sat., Feb. 22
3	Feb. 23 – Mar. 1			Exam Project	Wed., Feb. 26 Sat., Mar. 1
4	Mar. 2 – 8	2	Formulas, Functions, and Formatting	Discussion Peer Replies / Training	Wed., Mar. 5 Sat., Mar. 8
5	Mar. 9 - 15			Exam Project	Wed., Mar. 12 Sat., Mar. 15
6	Mar. 16 - 22	3	Working with a Large Worksheet	Discussion Peer Replies / Training	Wed., Mar. 19 Sat., Mar. 22
7	Mar. 23 – 29			Exam Project	Wed., Mar. 26 Sat., Mar. 29
8	Mar. 30 – Apr. 4		Capstone Project	Capstone Project	Fri., Apr. 4

Subject to change without prior notice