



## CIS124 Microsoft Excel II

### Basic Course Information

Semester:	Fall 2025	Instructor Name:	Alicia Paola Cota
Course Title :	CIS124 Excel II	Email:	alicia.cota@imperial.edu
CRN #:	11023	Office Hours in Person (optional):	5:00 pm to 5:30 pm Tuesday and Thursdays.
Classroom:	Online	Office #:	
Class Dates:	Aug 11 – Oct 04	Office Hours Online:	5:00 pm to 5:30 pm Tuesday and Thursdays.
Class Days:	Online	ZOOM Link:	
Class Times:	N/A	Emergency Contact:	Canvas Inbox
Units:	1	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

### Textbooks & Other Resources or Links



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

### 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 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:**
  - 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.**

### Student Health Center.

A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.

### Mental Health Counseling Services

Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

### 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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodation.

### Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.



## 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	Introduction, Guidelines & Resources
2	Financial Functions, Data Tables, and Amortization Schedules
3	Working with Multiple Worksheets and Workbooks
4	Working with Multiple Worksheets and Workbooks Part 2
5	Creating, Sorting, and Querying a Table
6	Creating Templates, Importing Data, and Working with SmartArt Images and Screenshots
7	Creating Templates, Importing Data, and Working with SmartArt Images and Screenshots Part 2
8	Final Project & Exam

\*\*\*Subject to change without prior notice\*\*\*