



Cerro Coso Community College

CSCI C123 Beginning Excel

Course Syllabus

Instructor: Karen O'Connor
Room: LRC 710

E-mail: koconnor@cerrocoso.edu

Office hours: Mon, Wed, 4:00 - 5:10 M
Office phone: 760 384 -6172
CRN: 30131

Units: One Time: 6:45 - 9:05 p.m.

Dates: Mon. and Wed., January 23 to March 12, 2008 (Monday 02/18/08 is a holiday)

Attendance/Make-Up Policies: Cerro Coso Community College policy states that you may be dropped from the class after four un-excused absences. **If a student wishes to drop the class it is the student's responsibility to officially drop the class by contacting the admissions and records office.**

Required text and software:

New Perspectives Microsoft Office Excel Comprehensive) - Parsons, Oja, Ageloff & Carey
Publisher: Thompson Course Technology 2008

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2007.

Course Description:

This hands-on microcomputer course is designed to provide a basic understanding of spreadsheets. Spreadsheet design, creation, revision, formatting, and printing are covered. This course prepares the student to take the core level MS Excel Microsoft Office Users Specialist certification exam. (Prerequisites: None.) Advisory: CSCI C070 or CSCI C101 or equivalent.

Course Outcomes:

Upon successful completion of the course, the learner will be able to:

- Work with cells, worksheets, workbooks, and MS Excel files
- Format worksheets
- Set up MS Excel page formats
- Print worksheets and workbooks
- Work with formulas and functions
- Work with charts and objects

Date	Topics	Class	Your progress
01/23/08	Introductions, Survey Course Syllabus, Download data files Tutorial 1 Getting Started With Excel Session 1.1	1	
01/28/08	Session 1.2 Tutorial 1 Review Assignment	2	
01/30/08	Case problem One Tutorial One Test Project	3	
02/04/08	Tutorial 2 Formatting a Financial Report Session 2.1 Session 2.2	4	
02/06/08	Tutorial 2 Review Assignment Case Problem One	5	
02/11/08	Tutorial Two Test Project & Midterm Theory for One and Two	6	
02/13/08	Tutorial 3 Working with Formulas and Functions Session 3.1	7	
02/20/08	Session 3.2	8	
02/25/08	Tutorial 3 Review Assignment Case Problem One	9	
02/27/08	Tutorial Three Test Project	10	
03/03/08	Tutorial 4 Working with Charts and Graphics Session 4.1	11	
03/05/08	Session 4.2	12	
03/10/08	Tutorial 4 Review Assignment Case Problem One	13	
03/12/08	Tutorial Four Test Project & Final Theory for Three and Four	14	

REFER to the first page of each tutorial for a list of required files for each session.
 Don't skip anything, but **READ** before you follow steps...
 Ask yourself what you are doing **BEFORE** you try to do it...
DO your Quick Check reviews and check your answers.
ASK for help when you don't understand.

You will be provided with a folder to keep your printouts organized. Please bring your folder to class each week, and use these handouts to help keep organized. You may wish to use a "travel" drive if you are working both at home and on campus. Always back up your files.

Never skip a class just because you don't have your textbook or folder with you.

Sign in on the attendance sheet for each class and if you miss a class make a note on the previous or subsequent attendance sheet.

Name:

Your Record		Marking Guide	Files Checklist	Files for Grading
		Introduction and Orientation Survey (Class Assignment) Data SetUp (Class Assignment) Tutorial One, Session 1.1		End of Tutorial One: RipCity Digital Orders.xlsx
25	15	Session 1.2 Tutorial One Review Assignment		Review: Order Report.xlsx Revised Report.xlsx
	15	Case Study 1		Altac Bicycles.xlsx
	25	Tutorial One Test Project		As per your project paper.
	25	Session 2.1 Session 2.2		End of Tutorial Two ExerComp Sales Report.xlsx
	25	Review Tutorial Two		X410 Sales Comparison.xlsx
	15	Case Study One		FrostiWear Sales Report.xlsx
	25	Tutorial Two Test Project		As per your project paper.
	50	Tutorial One & Two Mid-term Theory		
	25	Session 3.1 Session 3.2		End of Tutorial Three Drake Family Budget.xlsx
	20	Review Tutorial 3		Timov Family Budget.xlsx
	15	Case Study One		Chemistry 303 Final Scores.xlsx
	25	Tutorial Three Test Project		As per your test paper.
	25	Session 4.1 Session 4.2		End of Tutorial Four New Century Fund.xlsx
	20	Review Tutorial 4		Crockett Portfolio.xlsx
	10	Case Study One		Kenjai Fjords Park.xlsx
	25	Tutorial Four Test Project		As per your project paper.
	50	Tutorial Three and Four Final		

You are responsible to check your sessions (chapter) work at the end of each tutorial with the printouts in the binder. Make sure your work matches the work that is shown and you will earn your sessions points.

I will grade the review (green pages) and case study one for each tutorial, using the rubrics in the binder. Sample printouts of the review and case studies are shown in the Excel samples binder in your classroom. Matching your work with the work in the binder will help you earn the highest points for each worksheet. Please do not remove the samples binders from the classroom.

Projects are tests, and therefore samples will not appear in the binder.

Use the checklist above to keep track of which files you need to print for grading.

Grading Policy: Course grades will be based on the following:

Assignment	Points		% of Final	Point Grading Scale	
4 Session Assignments Self Checked	Each @ 25	100	20		
4 Review Assignments	15, 25, 20, 20	80	15		
4 Case Studies	15, 15, 15, 15	60	20	450 and up	A
Tutorial Test Projects * Four	25	100	20	400 and up	B
Mid-term (1 & 2)	50	50	10	350 and up	C
Final (3 & 4)	50	50	10	300 and up	D
Critical Thinking/Problem Solving/Using Help	4 @ 15	60	5	Below 300	F
Total Points		500	100		

Accommodations: The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, contact Special Services at 760-384-6250.

Changes: The instructor holds the right to change the syllabus when necessary and appropriate. If there is a revision it will be clearly communicated to you in writing.