

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIM 216 – SPREADSHEETS: EXCEL**

Instructor: B. Tudi Wood
Semester: Spring 2010
Email: bwood@ivc.edu

Ticket No: 15085
Location: BGS 244
Time & Day: T. 7-9:50 PM

COURSE DESCRIPTION:

As a student in this course, you will learn the most important topics of Microsoft Office Excel 2007. No prior computer experience is assumed. First, you will learn the basics of file management and the most important elements of the new Microsoft Office 2007 interface. Next, you will be ready to delve into Microsoft Office Excel 2007 to learn how to create and format a workbook and work with formulas, functions, charts, and graphics.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Identify parts of the workbook window.
2. Define workbook and menu terms.
3. Create, save, retrieve, and print workbooks using a variety of menus, and tools.
4. Create formulas/functions.
5. Design, modify, format, and enhance worksheets using a variety of methods.
6. Define intermediate workbook concepts and vocabulary.
7. Create and enhance intermediate workbooks using intermediate commands, formulas, and functions.
8. Modify intermediate workbooks using menus and tools.
9. Design and print intermediate workbooks using a variety of methods.
10. Create, modify and print charts.
11. Working with templates and large worksheets
12. Using goal seek and solver
13. Using lookup functions, validating data and auditing worksheets
14. Protecting worksheets
15. Auditing worksheets
16. Using database capabilities
17. Importing and sorting data
18. Using AutoFilter and advanced filter
19. Consolidating data and using analysis tools
20. Evaluating complex formulas
21. Using data analysis tools to project values
22. Advanced Excel analysis tools
23. Creating and modifying a pivot table report
24. Creating a pivot chart report
25. Advanced statistical analysis
26. Create and edit macros

STUDENT RESOURCES:

Text: Stewart, Kathleen, *Microsoft Office Excel 2007, The Professional Approach Series*.

ISBN: 978-0-07-351921-0, McGraw-Hill, 2008.

Software: Microsoft Windows Vista, Microsoft 7 or Microsoft Windows XP; Microsoft Office 2007; Internet.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Internet Support: Check Blackboard for additional information about CIM 216, or email a question about this course.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please email me at the above email address or check your grades through MySite.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

ASSIGNMENTS AND EXAMS:

Grading: Total points will be computed as follows:

Assignments, Quizzes & Tests	Points
2 Practical exams done in the IMC	200
Mid-Term Exam	100
Final Exam	100
Class Assignments	400
Total Points	800

Points and Grades	
720-800	A
640-719	B
560-639	C
480-559	D
and below	F

Computers are available in the Information Management Center (**IMC**) located in BGS 248. The IMC lab hours are: Monday—Thursday 9 am to 10 pm; Friday, 9 am—6 pm and Saturday 9 am—5 pm. **No cell phones/pagers, children or food and/or drinks (including water) are allowed in the IMC.**

Pass/No Pass – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive Pass.

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams, quizzes, or homework may subject a student to failure in this course and sanctions stipulated by school disciplinary proceedings.

WITHDRAWAL: It is the student's responsibility to withdraw from the class by the appropriate dates.

Drop with Refund by:	1/24/2010
Elect Pass / No Pass by:	2/18/2010
Drop without 'W' Grade by:	2/18/2010
Drop with 'W' Grade by:	4/18/2010

Schedule of Assignments

Wk	Date	Class Instruction	Weekly Assignment(s)	Assignments for Grading
1	1/12	<p style="text-align: center;">Orientation</p> <p>Unit 1 – Introduction to Excel Lesson 1 – Getting Started with Excel Lesson 2 – Creating a Workbook</p>	Purchase Books, Flash Drives, Download data files. <ul style="list-style-type: none"> • Read and work through Lessons 1 & 2. • Pages 2-74 	Exercise 1-25 Page 33 Exercise 2-25 Page 72 Due: 2/2
2	1/19	Lesson 3 – Using Editing and Styles Tools	<ul style="list-style-type: none"> • Read and work through Lesson 3 • Pages 76-111 	Exercise 3-26 Pages 105-106 Due: 2/2
3	1/26	Lesson 4 – Exploring Home Tab Commands	<ul style="list-style-type: none"> • Read and work through Lesson 4 • Pages 112-159 	Exercise 4-32 Pages 151-152 Unit Application 1-1, 1-2, & 1-3 Due: 3/2
4	2/2	<p style="text-align: center;">Unit 2 – Working with formulas and functions</p> Lesson 5 – Exploring Formula Basics.	<ul style="list-style-type: none"> • Read and work through Lessons 5 • Pages 162-233 	Exercise 5-24 Pages 191-193 Due: 3/2
5	2/9	Lesson 6 – Working with Functions	<ul style="list-style-type: none"> • Read and work through Lessons 6 • Pages 198-233 	Exercise 6-26 Page 229 Due: 3/2
6	2/16	Lesson 7 – Using Logical and Financial Functions	<ul style="list-style-type: none"> • Read and work through Lessons 7 • Pages 234-271 	Exercise 7-25 Pages 266-267 Due: 3/2
7	2/23	Lesson 8 – Rounding and Nesting Functions	<ul style="list-style-type: none"> • Read and work through Lesson 8 • Pages 272-300 	Unit Application 2-1, 2-2 & 2-3 Pages 298-300 Due: 3/2
8	3/2	<p style="text-align: center;">Unit 3- Enhancing Worksheet Appearance</p> Lesson 9 – Building Charts <p style="text-align: center;">Unit 4 – Expanding Uses of Workbook Data</p> Lesson 12 - Using 3-D References	<ul style="list-style-type: none"> • Read and work through Lesson 9 & 12 • Pages 302-341 & 140-433 • Optional - Complete Lessons 10 & 11 Pages 342-408 	Exercise 9-27 Page 334 Exercise 9-28 Pages 335-336 Exercise 9-29 Pages 336-337 Exercise 9-30 Pages 338-339 Exercise 9-31 Page 339 Exercise 12-15 Page 427 Exercise 12-16 Pages 428-429 Due: 4/6
9	3/9	Lesson 13 – Working with Tables	<ul style="list-style-type: none"> • Read and work through Lessons 13 • Pages 434-463 	Exercise 13-21 Pages 458-459 Exercise 13-22 Page 459 Due: 4/6
10	3/16	Spring Break		
11	3/23	<p style="text-align: center;">Mid-Term Exam</p> (Covering Lessons 1-13) **Skip Lessons 10 & 11**	**Practical Exam in IMC. ** Available 3/22. Must be completed by 3/31	

Schedule of Assignments

Wk	Date	Class Instruction	Weekly Assignment(s)	Assignments for Grading
12	3/30	Lesson 14 – Using Names Ranges and Structured References	<ul style="list-style-type: none"> Read and work through Lesson 14 Pages 464-496 	Exercise 14-21 Pages 486-487 Exercise 14-22 Pages 487-488 Unit Application 4-1, 4-2 and 4-3 Pages 494-495 Due: 4/6
13	4/6	Unit 5 – Auditing, Analyzing, and Consolidating Data **Skip Lesson 15** Lesson 16 – Using What-If Analysis	<ul style="list-style-type: none"> Read and work through Lesson 16 Pages 526-557 	Exercise 16-20 Pages 548-550 Exercise 16-23 Pages 552-553 Exercise 16-27 Pages 555-556 Due: 5/18
14	4/20	Unit 6 – Exploring Data and Table Features Lesson 17 – Consolidating and Linking Workbooks **Skip Lesson 18	<ul style="list-style-type: none"> Read and work through Lesson 17 Pages 558-585 	Exercise 17-15 Pages 576-577 Exercise 17-17 Pages 578-579 Exercise 17-22 Pages 581 Due: 5/18
15	4/27	Lesson 19 – Exploring List Ranges	<ul style="list-style-type: none"> Read and work through Lesson 19 Pages 618-645 	Exercise 19-23 Pages 642-643 Due: 5/18
16	5/4	Lesson 20 – Using Data Tables and Pivot Tables	<ul style="list-style-type: none"> Read and work through Lesson 20 Pages 646-680 	Exercise 20-20 Pages 672-673 Exercise 20-21 Pages 673-674 Exercise 20-23 Pages 676 Due: 5/18
17	5/11	Unit 7 – Exploring Macros, Templates and Workgroups Lesson 21 – Working with Macros	<ul style="list-style-type: none"> Read and work through Lesson 21 Pages 682-705 	Exercise 21-16 Pages 699-700 Exercise 21-19 Page 703 Exercise 21-22 Pages 704-705 Due: 5/18 **Practical available IMC. Must be completed by 5/20
18	5/18	Final Exam Covers Lessons (14,16,17,19,20,21)	All Assignments Due!	

Note: This course schedule is subject to change and may be modified.
 All late assignments will have 5% deducted.