

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

*2/23 through 4/9/12*

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Office: BGS 217

Ticket No: 13935  
Semester: Spring 2012  
Time & Day: Internet-based

**COURSE DESCRIPTION:**

Provides information and training in the use of computer-based spreadsheet software for business applications. Workbooks will be produced for a variety of applications.

**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.

**STUDENT RESOURCES:**

Text: *Go! With Microsoft Excel 2010 Introductory* (Six chapters) **bundled with Myitlab Access Card**; by Gaskin; published by Pearson/Prentice Hall. **Textbook bundled with access card for online lab materials available in Saddleback College Bookstore. Textbook and access card for online lab required.**

**Check Announcements in Blackboard ([socccd.blackboard.com](http://socccd.blackboard.com)) and MySite (Saddleback College email) daily.**

**ASSIGNMENTS AND EXAMS:**

Computers are available in the Information Management Center (IMC) located in BGS 248. Hours are 8:30 a.m. – 10 p.m. Monday through Thursday, 9 a.m. – 4 p.m. Friday, and 9 a.m. – 5 p.m. on Saturday.

**No cell phones, children or food and/or drinks (including water) are allowed in the IMC.**

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

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 or homework will 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.

If you have a disability and require accommodations, please contact the Special Services office in the Student Services Center, Room 113 for additional information. All information will remain confidential.

This course schedule is subject to change and may be modified.

Weekly Schedule		
Week	Reading	Discussion Topics
1	<p>Orientation – Read in Blackboard</p> <p>Read email in MySite</p> <p>Excel Chapter 1 – Creating a Worksheet and Charting Data</p> <p><b>Complete Chapter 1 in Myitlab (myitlab.com)</b></p>	<ul style="list-style-type: none"> <li>• Purchase textbook</li> <li>• Create, Save, and Navigate an Excel Workbook</li> <li>• Enter Data in a Worksheet</li> <li>• Construct and Copy Formulas and Use the Sum Function</li> <li>• Format Cells with Merge &amp; Center and Cell Styles</li> <li>• Chart Data to Create a Column Chart and Insert Sparklines</li> <li>• Use Page Layout View, Prepare a Worksheet for Printing</li> <li>• Check Spelling</li> <li>• Enter Data by Range</li> <li>• Construct Formulas for Mathematical Operations</li> <li>• Edit Values in a Worksheet</li> <li>• Format a Worksheet</li> </ul>
2	<p>Ch. 2 – Using Functions, Creating Tables, and Managing Large Workbooks</p> <p><b>Complete Chapter 2 in Myitlab (myitlab.com)</b></p>	<ul style="list-style-type: none"> <li>• Use the SUM, AVERAGE, MEDIAN, MIN and MAX Functions</li> <li>• Move Data, Resolve Error Messages, and Rotate Text</li> <li>• Use COUNTIF and IF Functions and Apply Conditional Formatting</li> <li>• Use Data and Time Functions and Freeze Panes</li> <li>• Create, Sort, and Filter an Excel Table</li> <li>• Format and Print a Large Worksheet</li> <li>• Navigate a workbook and Rename Worksheets</li> <li>• Enter Dates, Clear Contents, and Clear Formats</li> <li>• Copy and Paste by Using the Paste Options Gallery</li> <li>• Edit and Format Multiple Worksheets at the Same Time</li> <li>• Create a Summary Sheet with Column Sparklines</li> </ul>
3	<p>Ch. 3 – Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</p> <p><b>Complete Chapter 3 in Myitlab (myitlab.com)</b></p>	<ul style="list-style-type: none"> <li>• Chart Data with a Pie Chart</li> <li>• Format a Pie Chart</li> <li>• Edit a Workbook and Update a Chart</li> <li>• Use Goal Seek to Perform What-If Analysis</li> <li>• Design a Worksheet for What-If Analysis</li> <li>• Answer What-If Questions by Changing Values</li> <li>• Chart Data with a Line Chart</li> </ul>
4	<p>Ch. 4 – Use Financial and Lookup Functions, Define Names, and Validate Data</p> <p><b>Complete Chapter 4 in Myitlab (myitlab.com)</b></p>	<ul style="list-style-type: none"> <li>• Use Financial Functions</li> <li>• Use Goal Seek</li> <li>• Create a Data Table</li> <li>• Define Names</li> <li>• Use Defined Names in a Formula</li> <li>• Use Lookup Functions</li> <li>• Validate Data</li> </ul>
5	<p>Ch. 5 – Managing Large Workbooks and Using Advanced Sorting and Filtering</p> <p><b>Complete Chapter 5 in Myitlab (myitlab.com)</b></p> <p><b>Course ends November 9</b></p>	<ul style="list-style-type: none"> <li>• Navigate and Manage Large Worksheets</li> <li>• Enhance Worksheets with Themes and Styles</li> <li>• Format a Worksheet to Share with others</li> <li>• Save Excel Data in Other File Formats</li> <li>• Use Advanced Sort Techniques</li> <li>• Use Custom and Advanced Filters</li> <li>• Subtotal, Outline, and Group a List of Data</li> </ul> <p><b>Volume 1 Grader Project in myitlab</b></p>

