

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

Instructor:	Joyce Quade	Ticket No:	15085
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Office:	BGS 217		

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 2007 Volume 1* (Six chapters); by Gaskin; published by Pearson/Prentice Hall

ASSIGNMENTS AND EXAMS:

Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC computer lab hours are: Monday through Thursday 9 a.m. to 10 p.m., 9 a.m. to 6 p.m. on Friday, and 9 a.m. to 5 p.m. on Saturday.

No cell phones/pagers, 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, 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.

If you have a disability and require accommodations, please discuss your academic adjustment needs with me as soon as possible. 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	Orientation (online) Introduction to IMC, MySite, and Blackboard Ch. 1 – Creating a Worksheet and Charting Data Chapter 1 Exam	<ul style="list-style-type: none"> • Purchase textbook • Create, Save, and Navigate an Excel Workbook • Enter and Edit Data in a Worksheet • Construct and Copy Formulas, Use the Sum Functions, and Edit Cells • Format Data., Cells, and Worksheets • Close and Reopen a Workbook • Chart Data • Use Page Layout View, Prepare a Worksheet for Printing and Close Excel • Design a Worksheet • Construct Formulas for Mathematical Operations • Format Percentages and Move Formulas • Create a Pie Chart and Chart Sheet • Use the Excel Help System <p>Complete Project 1A and Project 1B</p>
2	Ch. 2 – Managing Workbooks and Analyzing Data Chapter 2 Exam	<ul style="list-style-type: none"> • Create and Save a Workbook from an Existing Workbook • Navigate a workbook and Rename Worksheets • Enter Dates, Clear Contents, and clear Formats • Move, Copy, and Paste Cell Contents • Edit and Format Multiple Worksheets • Create a Summary Sheet • Format and Print Multiple Worksheets in a Workbook • Design a Worksheet for a What-If Analysis • Perform What-If Analysis • Compare Data with a Line Chart <p>Complete Project 2A and Project 2B</p>
3	Ch. 3 – Using Functions and Tables Chapter 3 Exam	<ul style="list-style-type: none"> • Use Functions • Freeze Panes and Create an Excel Table • Format and Print a Large Worksheet • Use Financial Functions • Use Goal Seek • Create a Data Table <p>Complete Project 3A and Project 3B</p>
4	Ch. 4 – Using Templates, Range Names, and Lookup Functions Chapter 4 Exam	<ul style="list-style-type: none"> • Open an Excel Template • Customize a Template • Save a Workbook as a Template • Enter Data in a Customized Template • Create Range Names • Ensure Data Integrity • Use Lookup Functions • Protect the Worksheet and Save it as a Template <p>Complete Project 4A and Project 4B</p>
5	Ch. 5 – Importing Data and Using Excel as a Database Chapter 5 Exam	<ul style="list-style-type: none"> • Import Data into Excel • Clean-up Data from External Sources • Analyze Data with Excel Database Tools • Use Database Functions <p>Complete Project 5A and Project 5B</p>
Course ends March 30		