

**SADDLEBACK COLLEGE**  
**BUSINESS SCIENCE DIVISION**  
**COURSE SYLLABUS**  
**CIMA 104B – SPREADSHEETS: EXCEL INTERMEDIATE**

Instructor: Scott W. Cospers  
Email: [scosper0@saddleback.edu](mailto:scosper0@saddleback.edu)  
Ticket No: 20735  
Semester: Spring 2016  
Time & Day: Tuesday 6pm to 8:50pm

**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/LEARNING OUTCOMES:**

Upon completion of this course you should be able to:

1. Use financial and lookup functions.
2. Define names, and validate data.
3. Audit Worksheets.
4. Manage large workbooks
5. Use advanced sorting and filtering
6. Create charts, diagrams and templates

**STUDENT RESOURCES:**

**Text:** *Go! Witz Microsoft Excel 2013, Introductory (six chapters)* bundled with MyITlab Access Card; by Gaskin; published by Pearson/Prentice Hall (six chapters). Textbook and MyITlab online lab materials available in Saddleback College Bookstore and bookstore across the street from campus. Ebook and MyITlab can be purchased from the publisher ([myitlab.com](http://myitlab.com)). If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing the incorrect textbook and/or access code for lab materials. Neither the publisher nor your instructor will be able to issue replacement materials.

**USB Drive:** recommended, 1 GB should be sufficient

**Internet:** You must have access to a computer with a reliable internet connection, email, a new version of Chrome or Firefox browser, and MS Excel 2013. A 3G/4G internet connection might be sufficient. Older versions of Excel and Mac based programs sometimes do not have the features we will be learning. The online version of Excel will be limited as well. Computers with Excel 2013 are available on the computers in the computer lab in BGS 248

**POLICIES AND PROCEDURES:**

Check Announcements in Blackboard ([socccd.blackboard.com](http://socccd.blackboard.com)) and MySite (Saddleback College email) daily. Regular class room and online attendance is expected. Assignments/exams must be submitted by due date [scosper0@saddleback.edu](mailto:scosper0@saddleback.edu).

In the subject line specify semester and course, your last and first name and assignment number. **Send emails from your Saddleback College email account.**

**Pass/No Pass** – 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 sanctions stipulated by school disciplinary proceedings.

**Drop dates for short courses come quickly. If you miss the first class, you will likely be dropped.**

**IMPORTANT DATES:** Last day to add – 4/4/16  
No-show drop date – Monday 4/5/16  
Drop without “W” Grade – 4/4/16  
Last day to Drop with a “W” – 4/26/16

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

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. If you have a disability and require accommodations, please contact the Special Services office in the Student Services Center for additional information. All information will remain confidential.

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

Students who are prepared consistently do better than those who are not. All assignments will be covered in class as time permits. This schedule may also be subject to change.		
Wk #	Date	Topic
1	Tue 29-Mar	Chapter 4
2	Tue 5-Apr	Chapter 4
3	Tue 12-Apr	Chapter 5
4	Tue 19-Apr	Chapter 5
5	Tue 26-Apr	Chapter 6
6	Tue 3-May	Chapter 6
7	Tue 10-May	Review
8	Tue 17-May	Final