

**SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION  
COURSE SYLLABUS  
CIMA 104 – SPREADSHEETS: EXCEL (INTERNET)**

Instructor: Joyce Quade  
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Ticket No: 15800  
Semester: Spring 2018  
Time & Day: Internet-based  
1/16– 2/25

**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. (Formerly CIM 216)

**STUDENT LEARNING OUTCOMES:**

Students completing this course satisfactorily will be able to:

1. Identify parts of the workbook window.
2. Create, save, retrieve, and print workbooks using a variety of menus, and tools.
3. Utilize a spreadsheet program to create formulas/functions.
4. Define workbook and menu terms.
5. Design, modify, format, and enhance worksheets using a variety of methods.

**STUDENT RESOURCES:**

**Text:** *Go! With Microsoft Excel 2016, (Custom)* bundled with MyITlab 2016 Access Card; by Gaskin; published by Pearson/Prentice Hall. ISBN: 978-13-23539385. Textbook bundle with MyITlab online lab materials available in Saddleback College Bookstore. 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. Each student must have their own MyITlab account. MyITlab offers a free 14-day temporary account. You must obtain your own MyITlab license prior to the end of the trial period. Grades from temporary expired account cannot be retrieved.

**USB Drive:** recommended, 1 GB is sufficient. Please save grader project files until the end of the course.

**Internet:** You must have access to a computer with a reliable Internet connection, email, Adobe Reader (free from adobe.com), a newer version of Chrome or Firefox browser, and MS Excel 2016. 3G/4G Internet connection might be sufficient. Chrome is preferred browser for online lab.

Computers with Excel 2016 are available on the computers in the IMC computer lab in BGS 234 and in LRC 212 (Library). The LRC Tutoring Center is open from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. Please phone 949-582-4773 for current IMC computer lab hours.

**POLICIES AND PROCEDURES:**

Check Announcements in Blackboard ([soccdd.blackboard.com](http://soccdd.blackboard.com)) and MySite (Saddleback College email) daily. Regular online attendance is expected. Due dates are posted in Blackboard and MyITlab. Assignments/exams must be submitted by due date.

Contact Info: [jquade@saddleback.edu](mailto:jquade@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.**

## **CLASS WEBSITE:**

Access Blackboard through the Saddleback College website:

<http://www.saddleback.edu> and click on “Blackboard” on top right of page.

Log on with same username and password as MySite email.

If you can't log on, contact the Blackboard Help Desk at 949-582-4363 or email

[scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu)

For Blackboard technical assistance after hours, phone 866-940-8991 toll free.

Blackboard Help Desk links available on home page of Blackboard.

## **STUDENT LEARNING AND TECHNICAL SUPPORT:**

Technical Requirements for Online Courses: <http://saddleback.edu/oe/technical-requirements-online-courses>

Getting Started with Online Courses: <http://saddleback.edu/oe/getting-started-online-courses> to determine if an online course is right for you.

Online Class Tips: <http://saddleback.edu/oe/online-class-tips>

Online Education Quiz: <http://saddleback.edu/oe/online-education-quiz> to determine if an online course is right for you.

### **MyITLab Technical Support:**

<http://help.pearsoncmg.com/mylabmastering/bbi/student/en/index.html>

**Grader Projects:** At the end of each chapter you will complete a Grader Project. Each student must download own starter files and complete the project using Excel 2016. Metadata tags are embedded in the file. The completed file that is submitted must match the downloaded starter file or the submission will be flagged as a Potential Integrity Violation. All parties involved in this violation will receive a zero for the project.

**Grading: Assignments in MyITlab have multiple attempts prior to the due date and the highest grade will be recorded.**

**Final grade will be based on total points from MyITlab assignments and Discussion Board Introduction.**

90 – 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

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

**Academic Dishonesty:**

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. Your submitted assignments must be your work ONLY! Copying, plagiarism, or other forms of cheating on exams, quizzes, or homework will subject a student to failure on the assignment and sanctions stipulated by school disciplinary proceedings. Copying or submitting another student's file is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade for the assignments and all parties involved will receive a grade of zero.

Please review your Saddleback College Student Handbook

<http://www.saddleback.edu/media/pdf/handbook.pdf>

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Please do not phone for grade information.

**IMPORTANT DATES:**            **Drop without "W" Grade – January 21**  
   **Pass/No Pass – January 25**  
   **Last Day to Drop with a "W" – February 8**

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

**Accommodations for Students with Disabilities:** 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 documented disability and require accommodations, please contact the Special Services office located in SSC 113 for additional information. All information will remain confidential.

<http://www.saddleback.edu/dsps>

Phone: 949-582-4885

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

Week	Reading Assignment	Lecture Topics	Lab Assignments
1 & 2	<p>Read Announcements and Syllabus in Blackboard.</p> <p>Purchase Textbook/access code. Register access code in MyITlab.</p> <p>Set Time Zone to Pacific in Myitlab</p> <p>Read campus email in MySite.</p> <p>Read Chapter 1 – Introduction to Microsoft Office 2016 Features</p> <p>Read Excel Chapter 1 – Creating a Worksheet and Charting Data</p> <p><b>Due 1/23 (11:59 p.m.)</b></p>	<ul style="list-style-type: none"> <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, Cell Styles, and Themes</li> <li>• Chart Data to Create a Column Chart and Insert Sparklines</li> <li>• Print a Worksheet, Display Formulas, and Close Excel</li> <li>• Check Spelling in a Worksheet</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>	<p>Post a short Introduction in Blackboard Discussion Board by midnight on Friday, January 19</p> <p><b>Complete in MyITlab:</b></p> <p><b>Excel Chapter 1: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 1 Grader Project 1G: Regional Sales</b></p> <p><b>Excel Chapter 1: End-of Chapter Quiz</b></p>
3	<p>Read Ch. 2 – Using Functions, Creating Tables, and Managing Large Workbooks</p> <p><b>Due 1/30 (11:59 p.m.)</b></p>	<ul style="list-style-type: none"> <li>• Use Flash Fill and 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 Date and Time Functions and Freeze Panes</li> <li>• Create, Sort, and Filter an Excel Table</li> <li>• View, 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> <li>• Format and Print Multiple Worksheets in a Workbook</li> </ul>	<p><b>Complete in MyITlab:</b></p> <p><b>Excel Chapter 2: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 2 Grader Project 2G: Inventory</b></p> <p><b>Excel Chapter 2: End-of Chapter Quiz</b></p>

<p>3</p>	<p>Read Ch. 3 – Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</p> <p><b>Due 2/6 (11:59 p.m.)</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 in a Worksheet</li> <li>• Chart Data with a Line Chart</li> </ul>	<p><b>Complete in MyITlab:</b></p> <p><b>Excel Chapter 3: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 3 Grader Project 3G: Expenses</b></p> <p><b>Excel Chapter 3: End-of Chapter Quiz</b></p>
<p>4</p>	<p>Read Ch. 4 – Use Financial and Lookup Functions, Define Names, Validate Data and Audit Worksheets</p> <p><b>Due 2/13 (11:59 p.m.)</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>• Use Defined Names in a Formula</li> <li>• Use Lookup Functions</li> <li>• Validate Data</li> <li>• Audit Worksheet Formulas</li> <li>• Use the Watch Window to Monitor Cell Values</li> </ul>	<p><b>Complete in MyITlab:</b></p> <p><b>Excel Chapter 4: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 4 Grader Project 4G: Staff Lookup Form</b></p> <p><b>Excel Chapter 4: End-of Chapter Quiz</b></p>
<p>5</p>	<p>Read Ch. 5 – Managing Large Workbooks and Using Advanced Sorting and Filtering</p> <p><b>Due 2/20 (11:59 p.m.)</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>Complete in MyITlab:</b></p> <p><b>Excel Chapter 5: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 5 Grader Project 5G: Sports Programs</b></p> <p><b>Excel Chapter 5: End-of Chapter Quiz</b></p>
<p>6</p>	<p>Read Ch. 6 – Creating Charts, Diagrams, and Templates</p> <p><b>Due 2/25 (11:59 p.m.)</b></p> <p><b>Course Ends February 25 at 11:59 p.m. (Pacific)</b></p>	<ul style="list-style-type: none"> <li>• Create and Format Sparklines and a Column Chart</li> <li>• Create and Format a Line Chart</li> <li>• Create and Modify a SmartArt Graphic</li> <li>• Create and Modify an Organization Chart</li> <li>• Create an Excel Template</li> <li>• Protect a Worksheet</li> <li>• Create a Worksheet Based on a Template</li> </ul>	<p><b>Complete in MyITlab:</b></p> <p><b>Excel Chapter 6: Simulation Training (Projects A and B)</b></p> <p><b>XL Ch 6 Grader Project 6G: Internships and Travel Template</b></p> <p><b>Excel Chapter 6: End-of Chapter Quiz</b></p>