

Syllabus

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Course: CIS R123A – EXCEL I
72161 Time: TBA Days: TBA Room: OE-3
From: 18 Aug 2008 To: 17 Dec 2008

Text Book: Excel 2007 Comprehensive Concepts and Techniques
By Shelly – Cashman – Quasney ISBN: 1-4188-4344-X

Student Supplies: USB Flash Drive, 8.5” X 11” Notepad, Pen, and Pencil

Course Description:

This course is designed to introduce students to the features Microsoft Excel 2007. Excel is a spreadsheet software tool that allows users to create documents that contain numeric and text data. This is a lab course that examines the functions and features of Excel 2007.

Grading:

90 – 100 points
80 - 89
70 - 79
60 - 69
0 - 59

Excel Chapter Test Requirements

Chapter tests must meet the following requirements to be accepted by the instructor:

1. Each chapter test must be completed on time in accordance with the deadline provided by the instructor. Every portion of the test must be completed in order to receive full credit. Incomplete tests will be graded accordingly.
2. Chapter tests must be e-mailed to the instructor as file attachments on the due date.
3. Chapter tests not completed on time will have 15 points deducted from the grade. Tests that are late will not be accepted; 15 points will be deducted from your grade.

CIS R123A – EXCEL I

Student instructions:

All students must have an e-mail account (use Yahoo) for the course. When you have acquired your e-mail account, send an e-mail with your first name, last name, and the course name (Excel I) to the instructor. Enter the course name (Excel) on the subject line of all e-mail messages sent to the instructor.

Go to the instructor's web site (<http://hankb.atspace.com>) and click on the links **Course Policies & Procedures** and **Contact the Instructor**. You are responsible for reading the information on these web pages.

Grading instructions for the Excel I course:

Grading is based on a point system. Every student starts the semester with 100 points. One point is deducted for each incorrect item on chapter tests. In addition, one point will be deducted for each misspelled word in the chapter tests. At the end of the semester all deducted points are added together. That number is then subtracted from 100. The result of the subtraction will correspond to the letter grade you get for the course.

Example: During the semester John Student made 3 mistakes on one of his chapter tests. On another chapter test he made 4 mistakes. The total number of points to be deducted will be 7 (3+4=7). His grade for the semester would then be determined by subtracting 7 from 100 for a score of 93 points. His letter grade would be an "A" for the course.

You will be graded on your ability to follow the instructions provided in chapter tests as well as creating the specified documents. Each mistake on the chapter test is equal to one point. The chapter test must be submitted by the due date to receive credit. Late chapter tests will not be accepted, 15 points will be deducted from your course grade. Chapter tests must be submitted to the instructor by e-mail as a **file attachment** by the due date.

Grading will be based on the chapter tests for chapters 1, 2, 3, 4, 5, 6, and 7 of the Excel textbook. See the section, Chapter Tests, on my Excel web page for details about which steps and sections to do in the tests.

Instructions for Excel I, Chapter 1:

Read Excel Chapter 1 – then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 1. The chapter test is **In the Lab 1** and **In the Lab 3**. In the Lab 1 and 3 will be found at the end of chapter 1.

Instructions for Excel I, Chapter 2:

Read Excel Chapter 2 – then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 2. The chapter test is **In the Lab 1** and **In the Lab 2**. In the Lab 1 and 2 will be found at the end of chapter 2.

Instructions for Excel I, Chapter 3:

Read Excel Chapter 3 – then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 3. The chapter test is **In the Lab 2** and **In the Lab 3**. In the Lab 2 and 3 will be found at the end of chapter 3.

Instructions for Excel I, Chapter 4:

Read Excel Chapter 4 – then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 4. The chapter test is **In the Lab 1** and **In the Lab 2**. In the Lab 1 and 2 will be found at the end of chapter 4.

Instructions for Excel I, Chapter 5:

Read Excel Chapter 5 – Creating, Sorting, and Querying a List then perform the steps to create the document illustrated in Figure 5-1 at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 5. The chapter test is **In the Lab 1**. You are not to do Instructions Part 4 and Part 5. Skip these two sections. In the Lab 1 will be found at the end of chapter 5.

Instructions for Excel I, Chapter 6:

Read Excel Chapter 6 – Creating Templates and Working with Multiple Worksheets and Workbooks then perform the steps to create the document illustrated in Figure 6-1 at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 6. The chapter test is **In the Lab 1**. In the Lab 1 will be found at the end of chapter 6.

Instructions for Excel I, Chapter 7:

Read Excel Chapter 7 – Using Macros and Visual Basic for Applications (VBA) with Excel then perform the steps to create the document illustrated in Figure 7-1 and 7-2 at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the chapter test.

After you have completed creating the worksheet, then you are to do the chapter test for chapter 7. The chapter test is **In the Lab 1**. In the Lab 1 will be found at the end of chapter 7.

SAM Instructions:

Students are required to contact the instructor (by e-mail) for instructions regarding the purchase and use of SAM 2007. Do not buy the SAM 2007 CD until you have contacted the instructor.

All chapter tests are due to the instructor by 1 Dec 2008.

No chapter tests will be accepted after this date.