Syllabus: CSA110 Spreadsheets: Microsoft Excel

Course Information

Course Prefix/Number: CSA110	Credit Hours: 3
Semester: Spring 2017	Course Title: Spreadsheets: Microsoft Excel
Class Days/Times: Mondays/Wednesdays 9am to 10:15am	Room: Main – MB 24

Instructor Information:

Name: Neal Wade TXT:520-403-0002	Phone/Voice Mail: 520-383-0039 E-mail : Nwade@tocc.edu Office location: Ha-Mascamdam Ha-Ki #120 Office hours: TBD

Course Description:

Fundamentals of Microsoft Excel. Includes creating, saving, editing and printing spreadsheets, creating and using ranges, using date and time functions, viewing and editing worksheets, using multiple worksheets, protecting the data and time functions, creating multiple views, using, creating, maintaining, sorting, and finding information in a list, creating, using and enhancing a chart. Also includes creating complex formulas, customizing work area, creating pivot tables, linking files, consolidating data, and recording macros. May be offered in modules.

Course Objectives:

1. Prepare the students for using technology applications in the workplace.
2. Develop basic computer spreadsheet skills and knowledge of how spreadsheets work.
3. To function in the modern workplace.
4. Develop skills with current Microsoft technology.
5. To help develop essential technical skills required in the workforce.

Student Learning Outcomes (SLOs) :

After completion of the course students will be able to
1. Have a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.
2. Have basic technological skills common for the 21st century workforce.
3. Have a fundamental understanding of Microsoft Office Excel and how to use it.

Course Structure:
This course will consist of Lecture, Discussion, Reading, Lab Activities, and Examination.

Texts and Materials:
Skills for Success with Excel 2013 Comprehensive, 1st Ed. By Kris Townsend, Margo Chaney, and Catherine Hain

Evaluation and Grading & Assignments:
Written assignments are to be free of grammatical and spelling errors. Written assignments must be handed in on the assigned day as a MSWord document double spaced with size 12 font Times New Roman.

Attendance/participation 100pts
Lab Activities 10@ 10 pts each   100 pts total
Quizes 4@ 25 pts each 100pts total
Midterm exam 100 pts
Final exam 100pts
Total possible 500 points

Grading Procedures and Policy
450 pts+   "A"
400- 449pts "B"
350-399pts "C"
300-349pts "D"
299pts or less "F"

Himdag Cultural Component:
Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

Policies and expectations- minimally
Participation and thinking are required!
Attendance is mandatory and consists of 20% of the grade.
All students are expected to complete their own work.
Students will be required to have read the text before class and be prepared for discussion.
Late Work will be accepted but with a 10 point penalty for each class session that it is late.
Missed exams and quizzes must be made up within one week of issuance.
Plagiarism will result in a "0" score for that assignment and reported to the Dean.

Student behavior will also be conducted per the school's code of conduct.

Course Outline:

1. Common Features of Office 2013
2. Creating Workbooks with Excel 2013 (Ch. 1)
3. Insert Summary Functions and Create Charts (Ch. 2)
4. Manage Multiple Worksheets (Ch. 3)
5. More Functions and Excel Tables (Ch. 4)
6. Format Cells and Worksheets (Ch. 5)
7. More Functions and Formulas (Ch. 6)
8. Work With Data and Audit Formulas (Ch. 7)
9. Manage and Present Data Visually (Ch. 8)
10. Link and Analyze Data in PivotTables and PivotCharts (Ch. 9)
11. Secure and Share Workbooks (Ch. 10)

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.