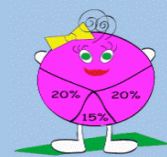


Community College of Philadelphia
 CIS 203 -- Microsoft Excel Spreadsheets
 Schedule
 Fall 2008



Week	Start Date	Topic	Assignment	Assignment Due Date
1	Sep-08	Course Overview and orientation	Send me an email message	Sep-13
		Microsoft Office 2007 Fundamentals		
UNIT ONE				
2	Sep-14	Chapter 1 - Introduction to Excel	Capstone Exercise Chapter 1	Sep-20
3	Sep-21	Chapter 2 - Microsoft Excel: Formulas and Functions	Capstone Exercise Chapter 2	Sep-27
4	Sep-28	Chapter 3 - Microsoft Excel: Charts	Capstone Exercise Chapter 3	Oct-04
5	Oct-05	Chapter 4 – Microsoft Excel: Working with Large Worksheets and Tables	Capstone Exercise Chapter 4	Oct-11
6	Oct-12	Unit One Assessment		Oct-18
UNIT TWO				
7	Oct-19	Chapter 5 - Data to Information	Capstone Exercise Chapter 5	Oct-25
8	Oct-26	Chapter 6 - Data Tables and Amortization Tables	Capstone Exercise Chapter 6	Nov-01
9	Nov-02	Chapter 7 - Data Consolidation, Links and Fe	Capstone Exercise Chapter 7	Nov-08
10	Nov-09	Unit Two Assessment		Nov-15
UNIT THREE				
11	Nov-16	Chapter 8 - What-If Analysis	Capstone Exercise Chapter 8	Nov-22
12	Nov-23	Chapter 9 - Collaboration and Workbook Di	Capstone Exercise Chapter 9	Nov-29
13	Nov-30	Chapter 10 - Templates, Styles, Web and Macros	Capstone Exercise Chapter 10	Dec-06
14	Dec-07	Unit Three Assessment		Dec-13
15	Dec-14	Course Final Activities		Dec-20

Hands-On Exercises (30)	30%		100 - 91	A
			90 - 81	B
Capstone Exercises (10)	40%		80 - 71	C
			70 - 61	D
Unit Review (3)	30%	<i>as of 8/21/2009</i>	60 - 0	F