

CIS 203 – Microsoft Excel

Course Syllabus

Fall 2009

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 Mon 12:00noon – 1:00pm – NWRC

Course Title: CIS 203 – Microsoft Excel with Macro Programming
Credits: 2-2-3
Section / CRN: 901 / 44555
Meeting Times Distant Education (online only) section

Notice

This is an online course. It is delivered totally through the CCP course management system – WebStudy. There are not any classroom meetings for this section.

Catalog Course Description:

A thorough study of Excel, the world's most popular electronic spreadsheet including basic, intermediate and advanced techniques that can be utilized to solve a wide range of financial and scientific problems without the need for customized programming. The course includes use of macro programming to increase productivity by automating repetitive operations. It also covers the use of macros to provide customized solutions for specific problems.

Prerequisites:

CIS 103 – Microcomputer Applications

Course Description:

- This class starts with a review of topics that were covered in CIS 103. These include the Excel interface; creating formulas with relative, mixed and absolute addressing; commonly used functions; and creating charts. The course continues with topics such as consolidating data by use of linking multiple worksheets and workbooks; financial forecasting; use of pivot tables and pivot charts, and the creating and manipulation of data tables.
- This course covers the skills necessary to take the Microsoft Certified Application Specialist Exam (MCAS) in Excel. To find out more about Microsoft certification exams, go to

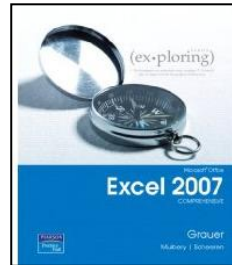
<http://www.microsoft.com/learning/mcp/msbc/mcas/default.mspx>

Required Software:

Microsoft Excel Office 2007 is required for this course. No other software product or version is acceptable. This course assumes you are using Office for Windows.

Required Text:

Exploring Excel 2007 Comprehensive ,
Robert Grauer, Judy Scheeren;
Prentice Hall
ISBN-10: 0131574655
ISBN-13: 9780131574656).



The textbook is required for this course

Supplies: It is recommended that you have a USB flash memory drive if you use multiple computers.

Course Goals

A list of objectives for each chapter can be found in the text at the start of the chapter.

Course Activities:**WebStudy**

Because this is an online (distant education) course all interaction is through WebStudy – the course management system used by CCP. You will consult WebStudy for reading assignments, for work to be done, to submit assignments, to check your grades and for email communication with me.

Readings, assignments and exercises will be assigned weekly.

In this course, the week starts on Monday and ends on Sunday. All work for the week is to be turned in by Sunday 11:59 PM of that week. (e.g. week 1 ends on 9/13. Week 2 starts on 9/14 and ends on Sunday 9/20. Week 3 starts on 9/21, etc). All work will be submitted through WebStudy, except where noted otherwise.

Hands-On Exercises (Practice)

For each assigned chapter, you are to read the entire chapter and complete the step-by-step, hands-on exercises on the computer. Files that are created while doing the step-by-step exercises will be submitted at the completion of each chapter. They will not be graded but must be submitted. Completing and submitting hands-on exercises is included in your final grade calculation.

Specific instructions on how to submit this work will be provided.

Assignments

There will be graded assignments for each chapter. For Excel chapters one through nine, you are to complete the Capstone exercise at the end of the chapter to be graded. You may also be directed to complete assignments from other sources other than the text or the Capstone exercises. Any assignments not submitted will receive a grade of 0 for that assignment.

Specific instructions on how to submit this work will be provided.

Note

Hands-on Exercises and Assignments are to be submitted by the due date. Work turned in after the due date will be considered late. Assignments that are a week late lose 10 points from the grade. Assignments and Exercises, that are more than two weeks late, will not be accepted without special permission from your instructor.

Unit Assessment

Unit Assessments are multiple choice exams will measure your understanding on the concepts presented in the unit. The assessment will be available for a 24 hour period and you will have two hours to complete the assessment. I will announce the day the assessment will be available and you can complete it at any time during the day. You will use the WebStudy Test tool to complete the assessment.

There will be no make-up exams.

No work will be accepted late without special permission from your instructor.

There will be three Assessments this semester.

Specific instructions will be provided at the time of the assessment is assigned.

“HOW DO I...”:

Please ask questions about the materials if you are confused. There is a “How Do I...” forum that is part of this class where you can ask how to accomplish a task. If you are confused, more than likely several classmates are also. If you see a question in the “How Do I” forum that you can answer, please do so. The best part of the classroom experience is sharing with your classmates. The “How Do I” forum is designed to give you the opportunity to share.

Attendance:

Online courses are completed through the Internet; therefore, the instructor takes attendance by checking for completion of all assignments, exercises and forums. Completion means that you are doing the work in a timely manner similar to attending and submitting class work on a regular basis in a face-to-face class. Failure to turn work in on time will count as an absence, two (2) absences and you may be dropped from the course. Refer to the College Catalog for specifics on Withdrawals from Courses under the section entitled Policy on Academic Standards and Progress. You are expected to log into WebStudy at least three times each week. If you don't log into the system, you will be dropped from this class.

Messages:

Use the WebStudy email system to contact me.

My alternative email address is mholliday@ccp.edu.

Please include a topic in the subject line of any message to me.

If you must leave me a voice mail, you may leave the voice message at 215-496-6131. Please let me know when you may most likely be reached during the next 24 hours and why you want to speak with me. Also, I try to respond to voice message via email.

Plagiarism

Students must do their own work; plagiarism will not be tolerated.

- Any assignment presented by a student in fulfillment of course requirements must reflect his/her own work unless credit is properly given to others.
- Anyone who assists another in such academic dishonesty is equally responsible.
- All students involved in plagiarism or cheating may be withdrawn from the course or the institution.

Remember you can give help to or get help from another student. However, when the both of you submit the same result or if one of you doesn't understand the result you are submitting, you may be guilty of plagiarism.

Policies:

- The CIS Department adheres to all College Policies. These can be found in your Student Handbook or at the following hyperlink:
<http://inet.ccp.cc.pa.us/vpfin-pl/policies/policies.htm>
- Software and hardware problems are not acceptable excuses for late work. Problems with disks or losing flash drives, computer viruses, or your computer crashing are not valid reasons for not submitting the work. You, the student, are responsible for managing your technology problems when you register for online courses.
- This is an online class. It is assumed that you can figure-out how to use WebStudy.
- An online class demands as much, if not more, time as a regular class. You need to allot four hours for class time plus time to complete homework assignments. It is recommended that students plan to spend at least eight to ten (6-8) hours each week to read, practice, and complete the assignments.
- The assignments for each week will be posted on Sunday and are due by 11:59pm on the following Sunday. The last week of the semester and Unit Assessment weeks will have a different time schedule.

Financial Aid:

Please see the College catalog regarding impact to Financial Aid if you drop this course.

Disability Accommodations Policy

Students who are registered with the Center on Disability must inform the instructor by the end of the first week of classes if special accommodations are requested. Proper documentation must be presented.

Grading Policy

Students will be penalized for work turned in late.

Any assignment not submitted will receive a grade of zero (0).

If you decide to drop the course, please don't just stop logging in. Officially drop this course or you will get an "F". Any student who stops attending classes, does not officially withdraw, and does not complete the class requirements will receive an "F" for a grade.

Course grades are a combination of how well the material is known and how well it is applied. Course grades will be assigned as objectively as possible.

Grading:

The scoring proportions follow:

Hands on Exercises and	
Forum Participation -----	30%
Capstone and other assignments -----	40%
Unit Assessments -----	30%

Tentative Topical Schedule:

Week	Start Date	Topic
1	Sep-08	Course Overview and orientation Microsoft Office 2007 Fundamentals
2	Sep-14	Chapter 1 - Introduction to Excel
3	Sep-21	Chapter 2 - Microsoft Excel: Formulas and Functions
4	Sep-28	Chapter 3 - Microsoft Excel: Charts
5	Oct-05	Chapter 4 – Microsoft Excel: Working with Large Worksheets and Tables
6	Oct-12	Unit Assessment – Unit One
6	Oct-12	Chapter 4 – Microsoft Excel: Working with Large Worksheets and Tables
7	Oct-19	Chapter 5 - Data to Information
8	Oct-26	Chapter 6 - Data Tables and Amortization Tables
9	Nov-02	Chapter 7 - Data Consolidation, Links and Formula Auditing
10	Nov-09	Unit Assessment – Unit Two
11	Nov-16	Chapter 8 - What-If Analysis
12	Nov-23	Chapter 9 - Collaboration and Workbook Distribution
13	Nov-30	Chapter 10 - Templates, Styles, Web and Macros
14	Dec-07	Unit Assessment – Unit Three
15	Dec-14	Course Final Activity

I reserve the right to amend, alter or change the information in this course guide.
All terms and interpretations will be defined by me and are final.