

**Basic Course Information**

Semester:	<b>Fall 2014</b>	Instructor Name:	<b>Gordon Bailey</b>
Course Title & #:	<b>Excel II CIS 125</b>	Email:	<b>Gordon.bailey@imperial.edu</b>
CRN #:	<b>10263</b>	Webpage (optional):	
Classroom:	<b>901</b>	Office #:	<b>805</b>
Class Dates:	<b>14th of October thru 11th of December</b>	Office Hours:	<b>Monday &amp; Wednesday 4:30 pm to 5:30 pm room 901. Tuesday &amp; Thursday 11:20 am to 12:20 pm room 901.</b>
Class Days:	<b>TR</b>	Office Phone #:	<b>760-355-6150</b>
Class Times:	10:15 to 11:20	Emergency Contact:	<b>Please use email</b>
Units:	1 Unit		

**Course Description**

This is sequence to the CIS 124 course. This course develops expertise in worksheet applications, teaches use of graphic presentations, develops database use and includes macros.

**Student Learning Outcomes**

*[Required language: Use from [CurricUNET](#) course outline of record.]*

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

**Course Objectives**

*[Required language: Use from [CurricUNET](#) course outline of record.]*

Upon satisfactory completion of the course, students will be able to: 1. Demonstrate knowledge of worksheet creation, menus, and command structure. 2. Use formulas and function, edit, save, and print electronic worksheets. 3. Produce advanced graphic presentations of electronic worksheets. 4. Create and edit a data base and demonstrate efficiently the use of a data base. 5. Sort, search, and extract data. 6. Produce tables and demonstrate use of especial features. 7. Demonstrate working with and linking multiple documents. 8. Demonstrate use of macros in spreadsheet applications.

**Textbooks & Other Resources or Links**

*[Required Information: Describe which textbooks and/or other resources are required for the course. Take textbook information from [CurricUNET](#) or list. Be sure to include ISBN number.]*

Microsoft Excel 2013 ISBN:13:978-1-285-09320-8 Introductory

## Course Requirements and Instructional Methods

**[Required Information:** Provide detailed information related to types of class activities, assignments, tests, homework, etc. Online and Hybrid courses must demonstrate compliance with the IVC [Regular and Effective Contact Policy for Distance Education](#). ]

Audio Visual    Computer Assisted Instruction    Demonstration    Discussion    Individual Assistance    Lab Activity    Lecture

**Out of Class Assignments:** The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

## Course Grading Based on Course Objectives

**[Required Information:** Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

4 Labs 40% - 4 Tests 60% , 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, below 60 = F

## Attendance

**[Required Information:** The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

## Classroom Etiquette

**[Required Information:** Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.

- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Online Netiquette

*[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]*

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

*[Required language.]*

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test

information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

#### *[Suggested Language.]*

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

#### *[Required language.]*

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

#### *[Required language.]*

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

#### *[Required language.]*

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

## Information Literacy

### *[Required language.]*

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

## Anticipated Class Schedule/Calendar

*[Required Information – Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]*

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 1 -2	Syllabus & Introduction Unit E	Lab due and Unit E test
Week 3 - 4	Unit F	Lab due and Unit F test
Week 5 - 6	Unit G	Lab due and Unit F test
Week 7 - 8	Unit H	Lab due and Unit H test

**\*\*\*Tentative, subject to change without prior notice\*\*\***