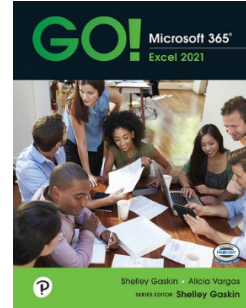


CIS 151 – Microsoft Excel for IT

Spring 2024

Instructor: Prof D. Whitney
Email address: dwhitney@cerritos.edu
Home page: <http://www.cerritos.edu/dwhitney>
Location & Time: ONLINE
 Orientation Week, Jan 29-Feb 2
 Orientation quiz due end of the week
Ticket number: CIS 151 - #28997
Phone number: (562) 860-2451 Ext. 4489
Text: GO! with Microsoft Office 365, Excel 2021
 Author(s): Gaskin,
 Publisher: Pearson
 Print ISBN-13: 9780137602292



Last Add Date 2/19/2024

Drop Date 4/23/2024

BASIS FOR DETERMINING COURSE GRADE	PTS	GRADE
Orientation quiz Due 1 st week.	13	A>=90%
Lab Assignments 12 @ 20 points each	240	B>=80%
Exams, 2 @ 60 points each, 1 @ 30 points	150	C>=70%
Final Exam	100	D>=60%
Total	503	Fail<60%

Tentative Schedule

The schedule is subject to change.

Wk	Date	Topics	Ch	Labs Due	Pts Avail
1	29-Jan	Class Intro, Canvas Orientation Quiz Excel, Ch 1, Creating a Worksheet, Charting Data	1	Labs 20 pts ea.	13
2	5-Feb	Ch 2, Using Functions, Creating Tables, and Managing Large Workbooks	2		
3	12-Feb	Ch 3, Analyzing Data with Pie Charts, Line Charts, etc	3		
4	19-Feb	Exam 01- 1-3 (60 pts)		Exl 1A, 1B	100
5	26-Feb	Ch 5, Managing Large Workbooks and Using Advanced Sorting and Filtering	5	Exl 2C, 2D	40
6	4-Mar	Ch 6, Creating Charts, Diagrams, and Templates	6	Exl 3C, 3D	40
	11-Mar	Spring Recess			
7	18-Mar	Ch 7. Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets	7		
8	25-Mar	Exam 02- 5-7 (60 pts)		Exl 5C, 5D	100
9	1-Apr	Ch 9, Using Macros and Visual Basic for Apps	9		
10	8-Apr	Ch 9, Continued	9	Exl 6C, 6D	40
11	15-Apr	Exam 03- 9 (30 pts)			30
12	22-Apr	Ch 10. External Data, Database Functions, and Side- By-Side Tables and Workbook Distribution and Collaboration	10		
13	29-Apr	Ch 10. Continued	10	Exl 9C, 9D	40
14	6-May	Lab Catch-up			
15	13-May	Final Exam - 1- 9 (Less Ch 4, 8 & 10) (100 pts)			100
		*Skip Ch 4, 8		Total pts	503

ORIENTATION: This is a fully ONLINE class. The online time of our class is "Asynchronous". *Asynchronous* courses take a more non-traditional approach. Students do not "attend" class at a set time, but rather, access pre-recorded lectures and digital curriculum materials and respond through email, and at a time of their own choosing. Zoom video conferences during our online time will be only as needed. This is different than a 'traditional' course where we all meet at a designated time every week. This does require your inner-self-discipline to accomplish weekly activities to maintain a good standing in the class.

The Online Class Orientation document and the Online Orientation quiz are required to be completed by the end of the first week of class. You will find the document in Canvas/Files and the quiz in Canvas/Quizzes. If you don't complete this quiz, you are subject to be dropped from the Roster.

Software Required: Microsoft Excel 2021. Excel 2010 to 2021 is acceptable. The software is available on the college lab computers. [Cerritos College offers Microsoft Office 365 for free.](#) This includes Word, Excel, PowerPoint, Access, & more. You may use either a Mac with a newer OS or a PC with a newer version of Windows. This class is focused and taught to a Windows environment, but a Mac may be used. There may be some adjustments made for Mac users. The text book does have suggestions for Mac users.

Labs/Assignments: Links to labs/assignments, lecture and supporting materials are found on the class web pages available through CANVAS. Log into CANVAS and your class then you will see the link class websites on the left menu. Lab submissions are all done through Canvas. Additional information is on the class college website at <http://www.cerritos.edu/dwhitney> and the other at the CANVAS site. Please refer to these pages for more information.

Revisions to schedule will be made to the syllabus and posted on the website for this class. Lab, lectures, and supporting materials for this class are posted on the two sites. Some things are only available on the CANVAS site. The CANVAS site has syllabus, exams, grades, location to submit lab files, and other things not found on the Cerritos site. Instructions to log on to the site will be provided during orientations. It is the student's responsibility to retrieve their assignments from the Web pages. All assignment must be submitted to your instructor via CANVAS by the due date/time. They will ONLY be accepted through submitted through CANVAS.

Remember it is critical to keep in contact with your instructor. Attendance is by emailing the instructor every week with the lab or chapter that you are working on. If you have not been heard from for 3 weeks or are not making academic progress you will be dropped from the class.

Recording Lecture Content:

- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices (including cell phones, laptops, etc.) without the prior consent of the instructor.
 - This also includes prohibiting any type of recording online, zoom, or any video-conference content.
- Any student violating this section shall be subject to appropriate disciplinary action.

Academic Honesty/Dishonesty Policy: *The work submitted by each student in this class is expected to their own work, not the work of others. Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalogue and schedule of classes. A copy of the catalogue is located at www.cerritos.edu.*

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
4. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
5. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

Student Learning Outcome:

- Students create a professional looking spreadsheet that includes a formatted chart.
- Students create a summary worksheet with 3D references.
- Students create a financial worksheet using financial functions.
- Students create a worksheet that uses macros to automate repetitive tasks

Attendance:

- Attendance is very important. Please read the attendance policy in the college's catalog at www.cerritos.edu or in the schedule of classes. Students may be dropped from the class if they are considered to be excessively absent.
- Remember it is critical to keep in contact with your instructor.
- Students must connect with the instructor by the first night. Failure to do so may result in removal of their name from the roll to allow another student seeking admission to enter.
- For online classes attendance students have a minimum of at least one email communication with the instructor each week. Students that fail to communicate with the instructor for 3 consecutive weeks may be dropped.

Financial Aid: Any change in your enrollment may affect your financial aid award and disbursement amounts which could result in an over award, and you may owe a repayment of your financial aid funds. For further information please contact the Financial Aid Office at (562) 860-2451 Ext. 2397 or by e-mail at finaid-staff-list@cerritos.edu.