

CAS 170

BEGINNING EXCEL, 2007

Course Syllabus--Fall Quarter, 2007

Class Meetings:

10:00 - 2:30, Sunday, TBS 226, CRN 46259

Instructor: Carole Eustice

- Office: TBS 204
- Office Hours: TR--3:00-4:00, Sun--2:30-3:30
- Email: carole.eustice@pcc.edu

Prerequisites: The ability to type, knowledge of any Windows operating system

Required Textbook and Materials:



1. Microsoft EXCEL 2007 Comprehensive Concepts and Techniques, by Shelly, Cashman, & Quasney. Thompson Course Technology, ISBN-13:978-1-4188-4344-1
2. One USB thumb or flash drive of 64MB storage capacity (minimum)
3. E-mail address
4. Excel course files associated with the above text. See the folder labeled "Student Course Files" on the MyPCC web site. These files must be downloaded or copied to your USB thumb drive. There are also instructions in the back of your textbook on downloading these files from the author's web site.

Course Description:

This course is a hands on microcomputer course covering beginning spreadsheet concepts. Students will use Excel to design and create accurate, professional worksheets for use in business and industry. The use of proofreading techniques and critical thinking skills will also be included as Excel students need to be able to determine how and what data to present when engaged in the day-to-day operations of a business. It is recommended that students also enroll or have taken RD 115 or WR 115. Additional lab hours may be required.

Course Objectives:

1. Recognize potential spreadsheet applications in business.
2. Distinguish between modes of operation and types of cell entries.
3. Create, revise, save, and print a spreadsheet.
4. Create a graph from spreadsheet data.
5. Create spreadsheet formulas that involve relative and absolute cell addressing, arithmetic operations, predefined functions, and logical operations.
6. Develop and add a hyperlink to a spreadsheet and display a hyper-linked file
7. Create, sort, and filter lists
8. Create and use templates

Course Requirements:

1. Each student will be expected to complete a series of assignments during the quarter. All work will be turned in via an e-mail attachment.
2. Access to a computer is very important to your success in this course.

Use your home computer as long as you have the current software, Excel 2007

Use the PCC Computer Resources Center (CRC)

Use the PCC Library

Course Evaluation:

Course evaluation will be based on performance/participation, exams, computer assignments and projects.

EXAMS: Exams will be in computer production form. No Make Up exams will be given.

COMPUTER ASSIGNMENTS :

- **All assignments must be submitted on or before the due date and time. NO LATE assignments will be accepted.**
- **All assignments must be submitted via an e-mail attachment. Please label your e-mail documents using the chapter number, for example, CHAPTER 1.**
- **Any e-mail containing a virus or that is blank will receive a 0 for that assignment? No make up assignments will be accepted.**

Grading Policies

The final grade for this course will be determined by the following points:

- **Chapters 50%**
- **Tests 50%**

Course grades will be assigned as objectively as possible according to the following scale.

Point Range	Letter Grade
200 - 180	A
179 - 160	B
159 - 140	C
139 - 120	D
119 - 0	NP