

Grossmont College
CSIS 175B – Microcomputer Electronic Spreadsheet
Spring 2002 – January 28 – March 22

Instructor: Rosalie DeMarco **Website:** <http://www.rohan.sdsu.edu/~demarcor>
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Course Purpose/Objectives:

In this course, students will learn the most important topics of Microsoft Excel 2000 and many advanced topics. Topics will include the purpose of the spreadsheet, modifying a worksheet, improving the appearance of a worksheet, entering formulas, working with functions, creating and modifying charts, developing multiple-sheet workbooks, working with custom formats, AutoFormats, styles and templates, and creating special effects in a worksheet.

Prerequisite:

This course covers a full semester and assumes that students have learned basic Windows 95 or Windows 98 navigation and file management skills.

Text/Materials:

Text: *MOUS Essentials Excel 2000 + TrainIT/AssessIT*, Marianne Fox and Lawrence C. Metzelaar, Prentice Hall. **ISBN: 0-13-098505-8, Projects 1-9 will be required for this course. The remaining 10-18 will be covered in CSIS 275 (April 1 – May 24). (note: you cannot purchase a used book with this ISBN# unless it was used for CSIS 175 Spring 2002).**

Software: Microsoft Office Suite 2000-2002, Internet Explorer 6, and Windows 98/2000 will be used. Instructor will provide information on how to use these packages.

Handouts: All information will be located on your Blackboard Site.
<http://blackboard.gcccd.net:8920>

Course Website You must enroll in the class by the end of the first week. You will find your course material/handouts and quizzes on this site.
<http://blackboard.gcccd.net:8920>

Train IT and Assess IT: You must download the student Registration Material. Go to www.rohan.sdsu.edu/~demarcor and click on Grossmont to download this document. You will also need to download Authorware to access this site.

Assignments: Review Assignments, Case Problems, and readings will be periodically assigned to help support and supplement material found in the text. These assignments may require the application of various software packages. Since this is “Prescriptive Learning”, you will only be required to complete those sections you do not test out of. Therefore, if you know the information you won’t be required to do all the assignments for that Project.

Exams: Exams will be administered via the Prentice Hall Train IT and Assess IT site. The grading will be done automatically so you can view the results.

Internet: All additional material will be posted on blackboard. Syllabus, class notes, instructional material, and student assignments will be posted on 'the net' in a class Website. You will also be able to submit assignments on blackboard for review and grade.

Grading:

Letter grades will be determined using a standard percentage point evaluation as outlined below. Grades may be curved after the total semester points have been tabulated. However, do not count on a curve to obtain your desired grade.

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%

Course Policies

Missed Classes: The student is responsible for dropping before March 8, 2002.

Assignments: All assignments are due by the scheduled dates.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the college. For more information refer to the "Academic Dishonesty" policy in the Grossmont Catalog.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades: Grades will be available on Blackboard for your review. You will only have access to your grades.

Drop Reports: Per district policy, if you are not attending class on a regular basis, instructors are required to drop you from the course. These reports are submitted a total of three times per semester.

Email: You may email instructor for assistance if you have problems prior to class. When you are referencing an assignment please send the assignment as an attachment so instructor can review the problem. Students are asked to keep their email addresses professional/respectable.

Incomplete Grades: Only in the event of extreme emergency will this be considered. You will be required to complete an Incomplete Contract.