FALL 2012
COMPUTER APPLICATIONS 85
Microcomputer Office Applications: Excel 2010
Section # 8012

Instructor: Ms. Woodmansee
Class: Monday & Wednesday 9:05 – 11:45 a.m.

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Office Location: Inst. Bldg. #18
Office Hours: Monday & Wednesday 8:30 – 9:00 a.m.
Tuesday & Thursday 1:00 – 3:30 p.m.

Description:

This course will introduce students to the Microsoft Excel 2010. This course will provide comprehensive instruction in the major features of this spreadsheet application. The course is taught as a combination of lecture and hands-on learning.

Text:

Microsoft Excel 2010: Benchmark Series, by Rutkosky, Seguin, and Rutkosky
(ISBN 978-0-76384-313-7).

Supplies:

Course syllabus, USB Flash Drive, and printer card.

Objectives:

- Analyze, synthesize, and evaluate school and work situations.
- Use Excel to process and analyze numeric and mathematical tasks efficiently and effectively.
- Process, manipulate, and represent numeric data using the basic functions of spreadsheet software, including using formatting techniques, creating and testing formulas, using multiple worksheets, exploring what-if scenarios, and converting to chart formats.
- Manipulate, explore, and analyze numeric data using advanced functions of spreadsheet software, including using and testing advanced math functions, using the analysis tools and pivot tables, collaborating with workgroups, and importing and exporting data.
- Use strategies for merging and integrating source data from different applications using commands for linking objects and embedding files.
- Enhance documents design and presentation through the use of charts, bitmapped graphics, and clip art.
- Plan and create lists, forms, and tables for efficient data display and access, searching and sorting, and list filtering.

Student Learning Outcomes:

As a result of students taking CAOT 85, students will demonstrate the ability to create and format Microsoft Excel workbooks, including charts, functions, and formulas. Assessment will include practical exams on the computer.

Assignments:

Exercises should be completed in each lesson but not handed in. The Working Hands-On Assessments at the end of each chapter are submitted. Performance Assessments at the end of each level are completed.

Student Conduct:

- Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and don't leave early.

  If you have more than three absences, you may be dropped from your class on your fourth absence. However, it is not your instructor's responsibility to drop you. It is your responsibility to drop if you decide not to finish the course. If you do not drop by the deadline, your name will appear on the grade roster at the end of the semester, and I will have no choice but to assign an F grade for the course.

  This semester a new policy goes into effect that limits all students to just three chances at a particular course. This includes W's as well as D's or F's, and in order to avoid a W someone must drop before the census date at the beginning of the third week.
  See class calendar for deadline.

- Lecture attendance is required.

- Turn cell phones and any other electronic devices off during class time.

- Food and/or drinks are not permitted in the classroom.

- Respect everyone in the class; disrespectfulness will not be tolerated.

- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to do his/her own work on assignments and on exams. Any cheating will be dealt with as severely as College policy allows. Penalty ranges from no credit for the assignment to exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will significantly affect the grade of all individuals involved. The use of any electronic devices during an exam is prohibited.

Grading:

Grading will be based on End of Chapter Assignments (500 points), two Tests (100 points each), and the Final Exam (100 points), for a total of 800 points possible.

The final grade will be based on the following points:

720 - 800	A	(90-100% of 800)
639 - 719	B	(80-89% of 800)
559 - 638	C	(70-79% of 800)
479 - 558	D	(60-69% of 800)
Under 478	F	(59% and below)

Class Calendar Fall 2012:

Week 1:	8/27	Introduction Level 1 - Chapter 1
Week 2:	9/3	Level 1 – Chapter 2 Last day to drop with a refund (without a "W") 9/7 – In Person, 9/9 – Internet
Week 3:	9/10	Level 1 – Chapter 3 9/10 – Last day to drop with a refund (with a "W")
Week 4:	9/17	Level 1 – Chapter 4 Unit 1 Performance Assessments
Week 5:	9/24	Level 1 – Chapter 5
Week 6:	10/1	Level 1 – Chapter 6
Week 7:	10/8	Level 1 – Chapter 7
Week 8:	10/15	Level 1 – Chapter 8 Unit 2 Performance Assessments Level 1 Test
Week 9:	10/22	Level 2 – Chapter 1
Week 10:	10/29	Level 2 – Chapter 2
Week 11:	11/5	Level 2 – Chapter 3
Week 12:	11/12	Level 2 – Chapter 4 Unit 1 Performance Assessments Level 2 Test Last day to drop with a "W" 11/16 – In Person, 11/18 – Internet
Week 13:	11/19	Level 2 – Chapter 5
Week 14:	11/26	Level 2 – Chapter 6
Week 15:	12/3	Level 2 – Chapter 7
Week 16:	12/10	Final

*No Class:
9/3 – Labor Day
11/12 – Veteran's Day