



Syllabus: *CSA 110 Spreadsheets: Microsoft Excel*

Course Information

Course Prefix/Number: CSA110

Credit Hours: 3

Semester: FALL 2019

Course Title: Spreadsheets: Microsoft

Class Days/Times: Tuesday/Thursday 10:30 - 11:45

Room: Main – IWK 24

Instructor Information: Name: Tim Foster

Phone/Voice Mail: 520-383-0102

E-mail : tfoster@tocc.edu

Office location: Ha-Mascamdam Ha-Ki #119

Office hours: TBD - By Appointment

Course Description: Fundamentals of Microsoft Excel. Includes creating, saving, editing and printing spreadsheets, creating and using ranges, using date and time functions, viewing and editing worksheets, using multiple worksheets, protecting the data and time functions, creating multiple views, using, creating, maintaining, sorting, and finding information in a list, creating, using and enhancing a chart. Also includes creating complex formulas, customizing work area, creating pivot tables, linking files, consolidating data, and recording macros. May be offered in modules.

Course Objectives:

1. Prepare the students for using technology applications in the workplace.
2. Develop basic computer spreadsheet skills and knowledge of how spreadsheets work.
3. To function in the modern workplace.
4. Develop skills with current Microsoft technology.
5. To help develop essential technical skills required in the workforce.

Student Learning Outcomes (SLOs): After completion of the course students will be able to:

1. Have a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.
2. Have basic technological skills common for the 21st century workforce.
3. Have a fundamental understanding of Microsoft Office Excel and how to use it.

Course Structure: This course will consist of Lecture, Discussion, Reading, Lab Activities, and Examination. This is online classes that is 5 weeks long. There are 10 assignments and final exam. The instructor will be available on campus on Mondays from 8:30 to noon to answer question, provide support and help as needed. In addition the instructor will be available Tuesday through Thursday via e-mail. The instructor will also be available at other scheduled times for chat and phone calls. More details will be

available in the syllabus for each class As students you are not required to physically attend class as long as you remain current. A schedule will be provided in the syllabus for each class. Room MB24 will be available for your use should you need. This will be on a first come first serve as space is available throughout the week.

Texts and Materials: Skills for Success with Microsoft Excel 2016 Comprehensive, 1st Ed. By Kris Townsend, Margo Chaney, and Catherine Hain

Evaluation and Grading & Assignments: Written assignments are to be free of grammatical and spelling errors. Written assignments must be handed in on the assigned day as a MSWord document double spaced with size 12 font Times New Roman. Attendance/participation 20% Lab Activities 45% Quizzes 20% Final exam 15% Total possible 100% Grading Procedures and Policy 90% and up "A" 80 – 89% "B" 70 -79% "C" 60-69% "D" 59% or less "F"

Himdag Cultural Component:

Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

ADA statement

Tohono O'odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

Policies and expectations - minimally Participation and thinking are required! Attendance is mandatory and consists of 20% of the grade. All students are expected to complete their own work. Students will be required to have read the text and be prepared for discussion.

Late Work will NOT be accepted Missed exams and quizzes must be made up within one week of issuance. Plagiarism will result in a "0" score for that assignment and reported to the Dean. Student behavior will also be conducted per the school's code of conduct.

Course Outline: 1. Common Features of Office 2016 2. Creating Workbooks with Excel 2016 (Ch. 1) 3. Insert Summary Functions and Create Charts (Ch. 2) 4. Manage Multiple Worksheets (Ch. 3) 5. More Functions and Excel Tables (Ch. 4) 6. Format Cells and Worksheets (Ch. 5) 7. More Functions and Formulas (Ch. 6) 8. Work With Data and Audit Formulas (Ch. 7) 9. Manage and Present Data Visually (Ch. 8) 10. Link and Analyze Data in PivotTables and PivotCharts (Ch. 9) 11. Secure and Share Workbooks (Ch. 10)

Important Dates

Fall Semester 2019	
First Day of Classes	Aug 19, 2019
Add without Instructor's signature	Aug 19 - 23, 2019
Add with Instructor's signature	Aug 26 - 30, 2019
Labor Day - College Closed	Sep 2, 2019
Drop/Full Refund Deadline	Sep 3, 2019
O'odham Tas - College Closed	Sep 27, 2019
Fall Break - No Classes	Sept 30 - Oct 3, 2019
45th Day Census	Oct 3, 2019
St. Francis Day - College Closed	Oct 4, 2019
Withdrawal Deadline	Nov 4, 2019
Veteran's Day - College Closed	Nov 11, 2019
Thanksgiving Holiday - College Closed	Nov 28-29, 2019
Last Week of Classes/Final Exams	Dec 9 - 13, 2019
Final Grades Due	Dec 17, 2019
Winter Break - College Closed	Dec 25, 2019 - Jan 1, 2020

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.