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## Syllabus: **CSA 110-1 Fundamentals of Microsoft Excel Spreadsheets**

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Course Information	
Course Prefix/Number: CAS110-1 Semester: Spring 2020 Class Days/Times: Monday 1:00 – 2:30 (Hybrid 60% in class /40% <a href="#">online</a> )	Credit Hours: 3 Course Title: Fundamentals of Microsoft Excel Room: Main 24 IWK
<b>Instructor Information:</b> Name: Timothy Foster	Phone/Voice Mail: <b>520-383-0102</b> E-mail: <a href="mailto:tfoster@tocc.edu">tfoster@tocc.edu</a> Office location: Main HMK 119 Office hours: <i>TBD</i>

**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.

### **Attendance Policy**

You are expected to arrive to class on time and be prepared to participate in each class period. Four (4) unexcused absences may result in withdrawal and a "W" or "Y" will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible.

### **Incomplete Policy**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade. Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

### **Instructor Withdrawals**

Students who have missed four (4) consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on TOCC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

### **Student Withdrawals**

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on TOCC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

### **Special Withdrawal (Y) Grade**

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

### **Reasonable Disability Accommodations (Americans with Disabilities Act):**

TOCC seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will comply with all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to provide an equal educational opportunity. It is the student's responsibility to make known to the instructor his or her specific needs in order to determine reasonable accommodations. We will work together in order to develop an

Accommodation Plan specifically designed to meet the individual student's requirements.

## Title IX

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need. Confidential support and academic advocacy can be found with: Student Services

## Important Dates

Spring Semester 2020	
First Day of Classes	Jan 13, 2020
<b>Martin Luther King Jr.-College Closed</b>	<b>Jan 20, 2020</b>
Add without Instructor's signature	Jan 13 - 17, 2020
Add with Instructor's signature	Jan 21 - 27, 2020
Drop/Full Refund Deadline	Jan 28, 2020
<b>President's Day - College Closed</b>	<b>Feb 17, 2020</b>
45th Day Census	Feb 27, 2020
Graduation Application Due	Mar 6, 2020
Spring Break - No Classes	Mar 16 - 20, 2020
Withdrawal Deadline	Mar 30, 2020
Last Week of Classes/Final Exams	May 4 - 8, 2020
Final Grades Due	May 12, 2020
Commencement	May 15, 2020
<b>Memorial Day - College Closed</b>	<b>May 25, 2020</b>

**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)

**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.

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