

CI123 Spreadsheets Course Syllabus

Course Number/Title:	CI123 Spreadsheets for Windows	
Course Length	11 weeks	
Academic year:	Spring Quarter 2001	
Day/Time:	Monday & Wednesday	6:30 - 8:20 pm.
Room Number:	J205	
Instructor:	Terry Wilhelmi	
	Home: 716-5774 (evenings)	twilhelmi@rushmore.com

REQUIRED MATERIALS:

Textbook:

Parsons, J.; Oja, D.; Ageloff, R.; Carey, P. (2000). New Perspectives Microsoft Excel 2000. Comprehensive Edition. Cambridge, MA: Course Technology.

student files

3 high-density floppy disks

OUTLINE OF COURSE:

- Using worksheets to make business decisions
- Creating a worksheet
- Developing a professional-looking worksheet
- Creating charts
- Working with Excel lists
- Integrating Excel with other Windows programs
- Developing an Excel application
- Working with multiple worksheets and workbooks
- Data tables and scenario management
- Using Solver for complex problems
- Importing data into Excel

METHOD OF INSTRUCTION:

The objectives of this course will be attained through a combination of lecture, hands-on exercises, questions, homework assignments, quizzes, and tests.

METHOD OF STUDENT EVALUATION:

Students will be graded by hands-on exercises, questions, homework assignments, quizzes, and tests. These grades will be divided equally. The grading scale is as follows:

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

CLASS REQUIREMENTS:

Students are expected to attend all classes and to be on time. Attendance will be taken each class according to the NAU attendance policy. Any student missing six class hours *without contacting the instructor* with a valid reason will be placed on attendance probation. Any student missing ten class hours *without contacting the instructor* with a valid reason will be dropped from the class. Leaving at the break will warrant an absence on the attendance sheet. Students are responsible for all material presented in class, as well as in their textbook. Textbooks and required materials must be brought to all classes. A folder should be used to keep homework in.

Homework will be assigned so students can complete problems in order to fully understand the material. All assignments should be completed and handed in on the day specified. Late homework will not be accepted unless extenuating circumstances prevents you from turning it in. If absent, it is the student's responsibility for getting assignments from the instructor.

We will be using Microsoft Excel 2000 in this class. Access to this outside of class will enable you to complete the assignments. If not, you will need to set aside time to use a computer lab on campus.

I will be available at mutually agreed times to assist students with assignments, problems, concerns, and/or questions. I can be reached at the telephone number listed above in the evenings and weekends, preferably not after 9:30 pm., and at the email address listed.

Tests need to be taken on the days scheduled unless other arrangements have been made with the instructor. Cheating on assignments and/or tests will not be tolerated.

REGULATIONS:

All students are to abide by the policies, rules, and regulations as set forth by NAU.

CLASS SCHEDULE:

Subject to change at the instructor's discretion.

Save assignments to disk and hand in disk with required printouts.

Date	Class	Assignments	Due Dates
Monday, March 5	Syllabus Tutorial 1	Tutorial Review Assignment	March 7
Wednesday, March 7	Tutorial 2	Tutorial Case 4 (Steps 1-8)	March 12
Monday, March 12	Tutorial 3	Tutorial Review Assignment	March 14
Wednesday, March 14	Tutorial 4	Tutorial Review Assignment	March 19
Monday, March 19	Level I Written Test		
Wednesday, March 21	Level I Application Test	Appendix 2 Review Assignment	March 26
Monday, March 26	Tutorial 5 Project	Tutorial Review Assignment	March 28
Wednesday, March 28		Start Tutorial 6	
Monday, April 2	Tutorial 6	Tutorial Review Assignment	April 4
Wednesday, April 4		Start Tutorial 7	
Monday, April 9	Tutorial 7	Tutorial Review Assignment	April 11
Wednesday, April 11	Appendix 1	Tutorial Review Assignment	April 16
Monday, April 16	Tutorial 8	Tutorial Case 2	April 18
Wednesday, April 18			
Monday, April 23	Level II Written Test		
Wednesday, April 25	Level II Application Test	Appendix 3 Review Assignment	April 30
Monday, April 30	Tutorial 9	Tutorial Review Assignment	May 2
Wednesday, May 2		Start Tutorial 10	
Monday, May 7	Tutorial 10	Tutorial Review Assignment	May 9

Wednesday, May 9	Tutorial 11	Tutorial Review Assignment	May 14
Monday, May 14	Final Project Due		
Wednesday, May 16	Final Exam		