SYLLABUS

I. Title: **CSC181 Excel**

II. Time and Place: Spring, 2014, Quad I.
Lecture: T 8:30-9:20 a.m. RS 13
Lab: R 8:30-9:20 a.m. Library West Bresee Lab
Final Examination: Tuesday, Mar 4th from 8:30-9:20 a.m. in Library West Bresee Lab. Open book, comprehensive, lab test.

III. Credit: One unit

IV. Instructor: Dr. McKinstry, Professor of Computer Science

V. Office Hours: Rohr Science 216, (619) 849-2269; email: jeffmckinstry@pointloma.edu

Monday:	11:00-11:50 a.m., 1:30-2:35 p.m.
Tuesday:	9:30 a.m.- 11:50 a.m.
Wednesday:	11:00-11:50 a.m., 1:30-2:35 p.m.
Thursday:	-
Friday:	11:00-11:50 a.m., 1:30-2:35 p.m.

VI. Text and materials:
GO! with Excel 2010 Brief (first edition), Gaskin, S. and Vargas, A., Marks, S., Prentice Hall, 2011.

VII. Academic Accommodations:
While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. This policy assists the university in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantees all qualified students equal access to and benefits of PLNU programs and activities.

Students with learning disabilities who may need accommodations should discuss options with the instructor during the first two weeks of class.

VIII. Objectives of the course:
Prepare the student for work at home and in various fields by acquainting the student with Microsoft Excel- a spreadsheet. Students will be able to use excel at an elementary level, and especially to use formulas to perform calculations.

IX. Course Organization: The Course Schedule provides an outline with dates for some of the important activities of the course. Class time will be used for:

1. Introduction of material in the text by demonstration.
2. Discussion of student questions on the test or class material, including exercises attempted.
3. Administering tests.
4. Hands-on laboratory projects

X. Late Assignments: *Late Assignments will not be accepted*. An assignment is late if not turned in at the beginning of class on the due date. If you miss class, you are still responsible for turning in your assignment on time, unless you have a written doctor's excuse, or a verifiable emergency.

XI. Attendance: Attendance is not taken, but your attendance will likely impact your grade.

XII. Cheating: Cheating is morally wrong. In addition, if you are caught, there are serious consequences (see the college catalog). Not to mention the fact that it will affect your grade. For instance, if you copy the spreadsheet or database lab assignments from someone else, then you will not know how to do the last lab assignment for each of these programs. The last lab requires that you make up your own spreadsheet or database, which must be different from everyone else in the class. In addition, half of your grade is based upon exam scores, and you will not do well on the exams unless you do all of the work yourself. Photocopied assignments will not be accepted. Do your own work and you will learn the material well. I encourage you to work with someone else, but each person must do his or her own work. For example, two people might want to sit next to each other in the lab and work at the same pace so that they can help one another. However, each person should be doing the assignment on a separate machine. Two people may not work together on *one* machine; you learn best by doing the work, not by watching others do it.

XIII. Student Evaluation:

Laboratory Projects	35%
Project	5%
Midterm	30%
Final Exam	30%
TOTAL	100%

Grades will be determined as follows:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
0-59%	F

XIV. The Mid-Term Examination and the Final Examination.
Examinations will include problems and questions over material assigned in the text, as well as material presented in class. No examination shall be missed without prior consent or a well documented emergency beyond your control. A score of zero will be assigned for an examination that is missed without prior consent or a well documented emergency beyond your control. The examination schedule is included in the daily schedule. **The final exam will be comprehensive.**

XV. Homework and Labs.
Print out your lab assignments and staple all papers together in order, and turn them in at the beginning of the lecture period.

Excel Term Project

Create your own spreadsheet. It should be something useful and interesting to you. It may be related to your major. Here are a few examples:

- Sports statistics
- Golf score handicap
- Mortgage interest calculations, showing cumulative interest paid at the end of 30 years
- Tracking stock prices
- Creating a grade point average worksheet showing grades in each course and total GPA
- Maybe their is an interesting mathematical formula from a textbook that you would like to graph

Make sure that whatever you do is complex enough to be worthy of credit. It must involve **several formulas**. You will have to refer back to previous assignments when you don't remember how to do something. **Turn in a printout that shows the formulas.** *Be sure to do your own project. Each student will have a unique project*.

Week	**Tuesday demonstration (RS 13)** **Turn in assignments and watch demonstration**	**Thursday lab (Bresee)** **Begin working on:**
Tues., Jan 14		Project 1A, 1E (due 8:30, Jan. 21)
Jan 21	Demo 1B	Project 1B, 1M, 1N (due Jan. 28)
Jan 28	Demo 2A	Project 2A, 2E (due Feb. 4)
Feb 4	Review for midterm **Handout sample midterm.**	**Midterm**
Feb 11	Go over midterm.	Project 2B, 2K, 2M
Feb 18	Demo 3A	Project 3A, 3E
Feb 25	Demo 3B **Handout sample final**.	Project 3B, 3K, 3L & Final project
Mar. 4	**Final Exam (Bresee lab)**	No class.