

CSA 102 Intro To Spreadsheets (Microsoft Excel)  
Summer '08 Term \* 3 Monday Sessions: 6/30 – 7/7 – 7/14

Doane College – Lincoln Campus

Instructor: Robin Hadfield

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**Course Description:**

This course is a **BASIC INTRODUCTION to Microsoft Excel 2003**. (We will NOT be using Microsoft Office 2007).

*If you feel that you already know Excel basics well, you should contact me (**BEFORE THE FIRST NIGHT OF CLASS**) about **TESTING OUT OF THIS COURSE**, as we will be covering the basics.*

**Course Objectives:**

Upon completion of CSA 102, students will have an understanding and the skills to be able to:

- Easily navigate between Excel workbooks
- Set up an Excel worksheet
- Basic chart, graph and flowchart making
- Basic formatting of text and worksheets
- Basic calculations using Excel

**Grades:**

This is a "Pass-Fail" course for 1-hour credit. **A grade of "PASS" for CSA 102 is based on attendance to ALL OF EACH 3 class meetings and full, quality, timely completion of all required assignments &/or class projects.**

**Attendance:**

This is a 3 Week Course. Class meets for 3 Monday sessions (6/30 – 7/7 – 7/14). **Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absence is one approved by the instructor before the start of the missed class, anything other than this is an unexcused absence. AN UNEXCUSED CLASS ABSENCE WILL RESULT IN FAILURE OF THE CLASS.**

**Prerequisite:**

CSA 101 Intro to Word-processing. **\*\*\*All students must show competency in basic computer knowledge.\*\*\*** Please contact instructor before class if not experienced in using computers.

**Required Text:**

None. You will have a book "checked out" to you the first week of class.

**Note To Students:**

This class will take place in the PC Lab. **IT IS VERY IMPORTANT THAT YOU HAVE YOUR DOANE ID LOGON AND PASSWORD AND HAVE SUCCESSFULLY TRIED TO LOG IN BEFORE THE FIRST CLASS.** If you do not have this information, contact Shawn Soper (466-4774) in the Technology Department **BEFORE THE FIRST CLASS** and he can set it up for you.

## Robin Hadfield's Classroom Rules:

*If you must have a cell phone with you turn it off before entering the classroom. We will take breaks on the hour and you will be able to use/check your phone at that time.*

*Texting, IMing, MySpace, Facebook (or any other online social networking sites), Email, Cell Phone Games, Computer/Online Games and/or Tournaments, Homework from other courses and Children are NOT ALLOWED IN THE CLASSROOM. Please be respectful of this rule or you'll be asked to leave the class.*

*Attendance is EXPECTED & REQUIRED. This does not only refer to your physical body filling a seat (but that's a good start). You need to be AWAKE, AWARE, & ALERT during class time. Naps and socializing are to be done on your own time.*

*Class runs as follows, be sure your schedule allows for this before signing up for the course:*

*Night classes: 6PM – 10:30PM*

*We should be completed w/ in-class work no later than 9:30pm, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.*

*Morning Classes: 8AM – 12:30AM*

*We should be completed w/ in-class work no later than 11:30am, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.*