Course Description:
This course is a **BASIC INTRODUCTION to Microsoft Excel 2010**. This course covers the BASICS of Microsoft Excel 2010. This course is taught on PC computers. *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 formulas and basic functions

Grades:
This is a course for 1-hour credit. **LETTER GRADES WILL BE GIVEN FOR THIS COURSE. Your grade is based on FULL, QUALITY completion of all required assignments &/or class projects in a timely manner and attendance to ALL OF EACH 3 class meetings.**

Attendance:
This is a 3 Week Course. **Class meets for 3 WEDNESDAY sessions on 3/16/16, 3/23/16, 3/30/16. Due to the nature of this class, attendance is not optional it is expected & REQUIRED for ALL of 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:
Please read through the Prerequisite Sheet (page 2 of this syllabus) very carefully before signing up for this course.

Required Text:
Microsoft Excel 2010 On Demand
By: Steve Johnson
Que; 1 edition (July 2, 2010)– ISBN-10: 9780789742773

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.
To ensure you have all the required skills needed to take this class, please read over this list carefully.

The prerequisite for this class is CSA 101 Intro To Word. This class also requires competency in computer knowledge. You need to be comfortable with computers and know the Microsoft Office basics (formatting type, headers/footers, page layout tools, etc…) as these are not taught in this course.

If you are uncomfortable with computers, you will need to wait to take this course until you are able to operate a computer efficiently, as well as understand and follow along with computer skills.

The Intro To Computers class will aid you in picking up these skills if needed. If you don’t feel comfortable please take Intro To Computers first, and then this course after you’ve completed Intro To Computers.

Skills required for this course include:

- Comfort and previous experience with a computer.
- Basic math skills
- Ability to read and understand detailed instructions
- Keyboard typing, number entry & fine detail work using your mouse.
- Confidence in right click / left click / scroll and using different types of cursers in a small area.
- Checking, reading, and communicating through your DOANE email.
- Create & then attach files to email.
- Understand basic computer vocabulary in order to follow along with the lectures.
- Ability to concentrate, watch carefully, listen and THEN apply learned skill on your own.
Robin Hadfield’s Classroom Rules:

All students must show competency in basic computer knowledge.

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, Email, Personal computer use &/or Games, 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. We only meet 3 times, so we need to make the most out of every class session. Your attendance and in class participation is needed to accomplish this.

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

Night classes: 6:00PM – 10:00PM
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: 8:00AM – 12:00AM
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.