

**Bergen Community College**  
**Division of Business, Math & Social Science**

**Information Technology**  
**Course Syllabus**

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**Course Title:**

INF-124 Microcomputer Spreadsheet: Excel

**Credits/Hours:**

1 credit/2 hours lab

**Course Description:**

This course is a hands-on experience of a state-of-the-art electronic spreadsheet. The course will provide step-by-step instruction in the various commands necessary for spreadsheet creation and the manipulation and management of spreadsheets. All lab work is done on a Microsoft Windows processing platform.

**Textbooks and Supplies:**

See course outline

| <b>Student Learning Objectives</b>   | <b>Assessment Measures</b>     |
|--|--------------------------------|
| 1. State the components and functionality of each element in the Excel GUI.                                | Written exam                   |
| 2. Design and develop a simple Excel worksheet that addresses a given problem statement,                   | Written exam,<br>Lab work/exam |
| 3. Create, edit, save, print, and format an Excel worksheet that contains formulas, functions, and charts. | Written exam,<br>Lab work/exam |
| 4. Use Windows Object Linking and Embedding capabilities to link Excel worksheets and workbooks            | Lab work/exam                  |
| 5. Create Web-enabled worksheets that upload and retrieve data from the Internet.                          | Written exam,<br>Lab work/exam |

| <b>College Competencies:</b>   | <b>Student Learning Objective:</b> |
|--|------------------------------------|
| 1. COMMUNICATION—Students will read, write, speak, and listen effectively  | 1                                  |
| 2. CRITICAL THINKING—Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.   | 2                                  |
| 3. TECHNOLOGICAL AND INFORMATION LITERACY—Students will demonstrate computer literacy, and will be able to retrieve, organize, and analyze information using both technological and traditional means. | 1,2,3,4,5                          |

**Course Content:**

See course outline

**Assessment:**

An average of 60% from combined assessment measures is required to demonstrate a basic proficiency in course material.

|  |     |
|--|-----|
| Exams                                  | 60% |
| Activities                             | 40% |
| • Quizzes (at instructor's discretion) |     |
| • Class work, lab work and homework    |     |

**Testing:**

Students *are required* to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be *worked out in advance* with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.

The instructor can be reached by *telephone* (see course outline for appropriate phone number), *e-mail*, or *written note* left in the Divisional Office (during the day) A-306C or the Evening Office L-113. If there are extreme circumstances (documentation may be required) that prevent a student from taking a test according to the published schedule, use one of the above options to contact the instructor before the next class. An arrangement for a special testing schedule is solely at the *discretion of the instructor*. A student who waits for the next class session to speak with the instructor will not be accommodated with a special test schedule.

It is the student's responsibility to finish an examination correctly and completely. Therefore, when computer Scantron forms are used as answer sheets, the student *must use* a Number 2 lead pencil and erase all stray marks completely. The burden of proper erasure *is at test taking time*. Once the examinations are returned to the students, there will be *no grade adjustments* made due to inappropriate completion of the response form.

The use of electronic devices during exams is prohibited. Any student using an electronic device during an exam (unless directed to do so by the instructor) will receive a 0 for the exam.

**Quizzes:**

There will be several quizzes, given at the beginning of classes. The quiz material will be based upon the prior lectures and labs. At the end of the semester, the average quiz score will be used as points towards your final grade. A quiz cannot be made up if missed. A student entering class late, after a quiz has begun, will not be entitled to extra time to complete the quiz. Students entering class after a quiz is completed will not be permitted to take the quiz.

**Class Work and Homework:**

In addition to any homework assignment given during class, it is a standing assignment that the student read each chapter of the book prior to its discussion. Following the class discussion, the student should reread the material and work with the exercises throughout the text. It is anticipated that students will spend at least 4-hours per week reading the text and working with the exercises and supplemental resources.

A number of assignments will be done in class by students working in small groups. In some cases this will be done to promote active discussion and involvement. In many cases, the student will be asked to write-up or document the results of the small group discussion for submission to the instructor.

**Policies:**

- Attendance: You are expected to attend all classes. Frequent or numerous absences will have an adverse effect on your learning, and will have an adverse effect upon your grade. If you are absent, you should communicate with the instructor as soon as possible by telephone, by leaving a voice mail message, or by e-mail. The instructors' telephone number, with voice mail, and the instructors' e-mail address are provided on the course outline.
- Lateness: The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.
- Participation: All students are expected to participate in class discussions. The content expressed in a students' participation will not be graded, so all students are expected to be involved class discussions or question and answer periods. The degree of a students' participation is an aspect that will be considered in the overall grading.
- The student must adhere to all college polices. Due to the nature of this course, it is recommended that the student review the policy titled "*Acceptable Information Technology Use at Bergen Community College*".
- The use of portable electronic devices such as pagers and cell phones is not permitted while class is in session. Please be sure to silence electronic devices before entering class.
- The use of audio CD or tape players, radios, and college computers to play music during class is prohibited.
- Cell phones are to off in class.
- Students are expected to demonstrate listening, reading, note taking, and writing skills. The student will need to take notes during class discussions and understand and follow verbal and written directions. All assignments and correspondence with the instructor (including e-mail) must be well written in full sentence format. Proper paragraph format must be used for all postings to the student bulletin board (if applicable).
- The subject line of all e-mail correspondence to the instructor must contain the course number and section and student's name. Any e-mail received without this information will not be opened.
- Plagiarism in any form will be treated as a failure to complete an assignment. All work submitted should reflect individual effort by the student.
- In borderline cases that arise in almost every class each semester a student's attendance, class participation, attitude, and observed effort will be considered in helping to determine the student's final grade.

If the instructor does not appear after 20 minutes following the scheduled starting time, students should prepare an attendance list. One volunteer member needs to deliver the list, containing the course title, date, and instructor's name, to the Divisional Office (A-306C) for classes scheduled during the day or the Evening Office, located in room L-113.

**Individual instructors may distribute additional policy and assessment information.**