

COURSE SYLLABUS

INSTRUCTOR: Toni Ensz TELEPHONE: 638-3641, Ext. 255
OFFICE: B-2, Office Hours: M & W 1-2 and T 11:30 - 12:30

MATERIALS OF INSTRUCTION:

- ✓ Lotus 1-2-3 A Short Course
- ✓ Disks: Two (2) blank, unlabeled, unformatted, 3½" double-sided **HIGH DENSITY** disks.
- ✓ Paper, pencils, and a pen.
- ✓ Case to store you diskettes.

PERFORMANCE OBJECTIVES:

- ◆ Identify the parts of a Lotus worksheet.
- ◆ Create, save, close, and open a Lotus 1-2-3 worksheet.
- ◆ Edit and print a spreadsheet.
- ◆ Entering labels, numbers and formulas.
- ◆ Understanding ranges.
- ◆ Editing and formatting models.
- ◆ Changing column widths.
- ◆ Copying and moving data.
- ◆ Create, name and print graphs.
- ◆ Using functions in a spreadsheet.
- ◆ Working with databases.

COURSE COMPLETION REQUIREMENTS:

- ◆ Attend daily class session, 8 a.m. to 8:50 a.m.
- ◆ Read the assigned chapters before coming to class.
- ◆ Complete and hand in assignments. When an assignment is complete, proofread it carefully before turning it in. Assignments should be clearly marked with your name and the exercise name.

ASSIGNMENT HEADING:

Each assignment you hand in will need to have the following heading on the upper, right-hand corner of the first page:

Name
exercise name

COMPUTER TIME:

Approximately four to six hours per week of computer time outside of class may be needed to complete assignments. Sign in on the Lab Attendance Sheet when you begin your OT 45 work and then when you finish it each session.

GRADING:

Tests	30%
Final	10%
Quizzes	20%
Assignments (in class)	20%
Homework	20%

Based on the following scale:

90% - 100%	. A
80% - 89%	. B
70% - 79%	. C
60% - 69%	. D
59% or below	F

All assignments must be completed in order to satisfactorily complete the requirements of this course--including the final.

CLASSROOM BEHAVIOR:

Everyone is expected to behave as an adult college student. Nothing to eat, drink or chew is to be brought or consumed in the Lab at any time! No radios, earphones, beepers, or cell phones are allowed in class. Any student who is disruptive in a class will be asked to leave and will not be allowed to return to class according to the Student Behavior rules in the KRCC Catalog.

THE LAST DAY TO DROP A SEMESTER LENGTH COURSE CLASS - October 17, 1997

HOLIDAYS:

- September 1 - Labor Day
- October 10 - Staff Development Day
- November 11 - Veteran's Day
- November 27 and 28 - Thanksgiving
- December 15-19 - Final Exam Week