

Course Name	CIS1173 Excel Complete (101)
CRN	92190
Description	Students will receive instruction on concepts, skills, and procedures for Excel 2007. This course covers creating, editing, and enhancing worksheets; formatting, customizing, and managing multiple worksheets; copying and linking data; creating Macros, Templates and PivotTables; using advanced data analysis techniques; using advanced functions; data analysis. NOTE: The CIS1173 course covers the same material with the same book as the CIS1170, CIS1171 and CIS1172 five-week courses. If you have taken these courses for credit you should not register for CIS1173.
Prerequisites	None
Start and End Dates	May 18, 2009 to Aug.09, 2009
Instructor Name	Mrs. Hye Clark
Phone	505/224-3900 ext. 0435
Email	hyeclark@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations, orientations, midterm exams, final exams, etc.	This is a hybrid class. We meet once a week on CNM Main campus, Wednesdays, 5:30p.m. – 8:15p.m., SB-204
Required Texts	Microsoft Office Excel 2007 Comprehensive Publisher: Course Technology ISBN: 1-4239-0585-7
Software Requirements: software student must purchase for this course.	<ul style="list-style-type: none"> • Excel version 2007 (available in CNM computer labs) • E-mail address and Internet access
Recommended connection speed (Dial up, DSL, or High speed)	A high speed Internet connection is recommended.
Additional requirements for this course	A USB storage drive to store class files
Online Information and time commitment	Students will have to go online to work on the days we are not in class.
Additional instructions for registered students	This course uses also the Blackboard Learning System, a course management system. Login at http://elearning.cnm.edu Students must create an account for the Blackboard systems.
DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php