

CIS 114DE Syllabus

*Note: this document includes hyperlinks which will open in a new window
Students are required to familiarize themselves with the policies outlined in this syllabus and
complete a syllabus quiz.*

Course Information

CIS 114DE Excel Spreadsheet

Instructor: Dr. Michele Mosco

Section: 23413

Contact: michele.mosco@estrellamountain.edu

Term: Fall 2017

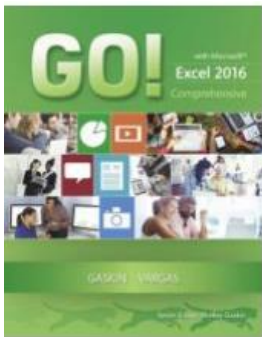
Please email for an appointment time

Prerequisites: None

Meeting Dates/Times: online

Required Course Materials, Supplies and Technologies

Textbook required for course:



Title: GO! with Microsoft Excel 2016 Comprehensive (Required)
Authors: Shelley Gaskin, Alicia Vargas
ISBN: 9780134443928

Textbook can be purchased at EMCC's bookstore.

Microsoft Excel 2016 Available to EMCC students free of charge. See Canvas for more information.

Course Description & Competencies

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets.

1. Load and set up the spreadsheet program. (I)
2. Create a properly-formatted worksheet file. (II)
3. Organize a problem for solution with spreadsheet software. (III)
4. Apply the principles of effective worksheet and database layout in building a spreadsheet template, using labels, numbers, and formulas. (III)
5. Enter, delete, and alter spreadsheet data. (IV)
6. Save a spreadsheet to disk and retrieve it. (V)
7. Print a spreadsheet on the printer and on disk, using spreadsheet print capabilities to enhance printed output. (VI)
8. Sort a spreadsheet in a variety of ways. (VII)
9. Use spreadsheet functions to prepare and print graphs. (VIII)
10. Create and use complex spreadsheet macros. (IX)

11. Use the spreadsheet's database techniques to locate, link, extract, and combine data from multiple spreadsheets. (X)
12. Use built-in statistical analysis features of spreadsheet software. (XI)
13. Manipulate matrices with spreadsheet software. (XII)
14. Design and implement a spreadsheet project which includes multiple, integrated spreadsheets. (XIII)

<http://aztransmac2.asu.edu/cgi-bin/WebObjects/MCCCD.woa/wa/freeForm2?id=107533>

Grade Calculations & Scale

Each assignment/quiz/test is worth a specific number of points. The number of points is listed both in the module and under the syllabus.

Final grades will be determined by the percentage of points earned compared to the number of points possible. See table below for correlation.

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0% - 59% = F

Course Outline

All course content, assignments, quizzes/tests can be found in CANVAS. When in the CANVAS course, please refer to the modules link found on the left-side. Due dates for each assignment can be located there or in the Syllabus link (scroll down the page).

Learning Outcomes

Learn to design, create and use spreadsheets with Microsoft Excel 2016, including features such as charts, PivotTables, and statistical analyses.

General Education Abilities

EMCC recognizes seven general education areas that our courses address. Targeting these abilities will not only advance students' academic success, but help them to be more productive in their careers. Each semester, one of these abilities is targeted for campus-wide assessment.

- Communication
- Composition/Writing
- Quantitative Reasoning
- Critical Inquiry
- Information Literacy
- Technological Literacy
- Social, Civic and Global Responsibility

For more information, visit [EMCC's General Education Abilities site](#).

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Last updated:8/18 /17

Participation Policy

Timely completion of the required assignments is extremely important to your success. We recommend that you plan on working a minimum of three hours per credit hour, per week on homework assignments to ensure your success in this course.

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester. This means accessing the course in Canvas at least once per week and submitting the assignments that are due that week.

All work must be submitted electronically before the deadline.

Failing to submit assignments in the "Getting Started" module before August 23, 2017 will cause you to be withdrawn from the class.

Non-participation (which means absence of an assignment submission or a quiz) for more than 7 days at any point may cause you to be withdrawn from the class. Failing to submit 4 or more assignments by the required due date during the course will result in a failing grade and/or withdrawal.

Assessment: Assignment Policy & Turnaround Time

- Assignments are posted in Canvas under each Module and they are also posted under the Syllabus link.
- All assignments must be submitted online via each Assignment link and students should follow the exact instructions.
- **The assignments must be submitted on or before the due date.**
- This is a hands-on, practice heavy course! The lack of practice will yield the lack of understanding. **Remember: Late assignments will not be accepted.** Failure to complete and/or submit any assignment on time will result in a "0" for that assignment. There are no exceptions.
- All work must be submitted electronically as instructed on or before the due date. Failing to submit/complete all of the activities in the "Getting Started" module by **midnight on August 23rd, 2017** will result in you being **withdrawn** from the course. Failing to submit 4 or more assignments by the required due date during the course semester will result in a withdrawal from the course. If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record.

***No extensions are granted in online courses.**

- Your instructor will endeavor to respond to your emails during business hours Monday-Friday, within 48 hours of receipt. Email received from Friday-Sunday will be responded to on Monday of the following week.
- Assignments feedback will be given no later than 72 hours after the *due date*.

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Technology Policy

Students who take online courses need reasonable computer competence and good study, Internet, and reading comprehension skills to be successful. Skills specific to individual courses may also be required; for example, proficiency with a word processing package may be needed for an online English course.

Please visit **Is Your Computer Ready for E-Learning?**

<http://www.estrellamountain.edu/academics/distance-learning/orientation> for complete list of requirements.

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Canvas, software, etc. must be directed to the Information Commons in Estrella Hall: 623-935-8150. A 24/7 Maricopa Canvas help desk is also available at [My .Maricopa.edu](http://My.Maricopa.edu).

It is the student's responsibility to be proficient in using Canvas, its required processes, and Microsoft programs to be successful in an online/hybrid learning environment. Students need to be proactive in ensuring they are skilled in Canvas' processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through My.Maricopa.edu. All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. Every student must check their Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. You can expect an answer within 2 business days.

Canvas Notifications Policy

Canvas Notification Preferences allow you to select how and when to be notified (via email, text message, twitter or Facebook) when there's an announcement or a message sent from within Canvas. Students will be notified whenever there is a change in a change in a due date, an updated assignment, or a message sent from within Canvas.

Canvas supports notification through email, SMS text message, twitter, and Facebook. Canvas. You can choose to receive notification alerts immediately, daily, weekly, or never.

Please follow these steps:

- Click the **Setting** tab on the top of orange bar.
- Click **Notifications** locates on the left side of navigation
- Review/update all the notification
- Click **Save Preferences**

You can also visit this tutorial for [Notification Preferences](#).

Netiquette & Respect for Others

"Netiquette" is network etiquette, the do's and don'ts of online communication. Students are required to follow good netiquette when communicating in the discussion boards and virtual office hours.

Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The following page link provides links to both summary and detail information about [Netiquette](#). If you add a picture or graphic to your Canvas profile, make sure the image is suitable for the learning environment.

Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Students are responsible for familiarizing themselves with [EMCC's Students Rights and Responsibilities](#).

Academic misconduct includes but is not limited to misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the [Student Handbook](#), Section 2.3.11.

Students must personally type every keystroke of every lesson submitted in their name. The course expectations acknowledgments activity provides specifics regarding this requirement.

Disability Policy

If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or drc@estrellamountain.edu.

To ensure equal access, all required course materials provided in web links are expected to meet AA Standard of Compliance with the Web Content Accessibility Guidelines (WCAG) 2.0. All internal and external course links should be evaluated by the WAVE Web Accessibility Evaluation Tool. Course materials are expected to be in compliance, or an alternative option provided upon a student's request. Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology.

Information for Pregnant or Parenting Students: If you are a pregnant or parenting student you are protected under Title IX regarding classroom accommodations. Please request please contact the Disability Resource Center (KOM B-125) at 623.935.8863 or 623.935.8928 VP or drc@estrellamountain.edu.

Sexual Harassment

Sexual harassment is any unwelcome, verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters learning conditions and creates a hostile environment or reasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any educational program or activity.

Maricopa County Community College District's (MCCCD) Preventing Sexual Harassment and Sexual Violence course is now available to all students. Please check for your self-enrollment link in your Message Center within your Online Student Center via My.Maricopa.edu.

Students should report any discrimination and/or harassment they experience and/or observe to the Vice President of Student Affairs/Title IX Coordinator, Dr. Patricia Cardenas-Adame, located in Estrella Hall room 221, [623-935-8812](tel:623-935-8812).

Updated 2/8/2016

Public Safety

The EMCC Public Safety Department provides assistance and security for people on campus, protection of district and personal property, traffic control, visitor assistance, operation of a lost and found function, loss prevention and loss reporting, identification of safety hazards, training and orientation of employees and students. The Public Safety building is located at the North-end of Parking Lot A and can be reached at (623) 935-8915. For more information visit: <https://www.estrellamountain.edu/mems>

Student Resources

EMCC Student Food Pantry: Free food available for current EMCC students. Located in the Student Union, Monday-Thursday: 8:00AM-6:30PM, Friday 8:00AM-4:30PM, Closed on weekends. Donations are always welcome! More information can be found at: <https://www.estrellamountain.edu/students/student-life/emcc-student-food-pantry>

Counseling Division: Personal counseling is available through EMCC's Counseling Division to address issues in order for you to be successful in your academics. They can assist you with time management, stress management, anxiety, and balancing the demands of work, school and family, including issues related to financial, food and home insecurities. Crisis counseling is also available. If you are on campus come to the Komatke B building and check in with the front desk or call. To schedule an appointment, please walk in or call (623) 935-8909. More information can also be found at: <https://www.estrellamountain.edu/students/counseling>

EMCC Peer Mentoring: Walk in Peer Mentoring is available for students. Peer Mentors can help you with campus resources, coping strategies, academic success, and the development of strong life skills. Phone: (623) 935-8380, In Person: Komatke Hall B128. More information can be found at: <https://www.estrellamountain.edu/students/peer-mentoring>

Academic Support & College Resources

We care about your success! In addition to meeting with your instructor, EMCC students may use the FREE Academic Success Center/Tutoring services located in Estrella Hall South, first floor, to reinforce and supplement classroom instruction. Free of charge on-campus and online tutoring services are available for most courses offered at EMCC.

<http://www.estrellamountain.edu/students/tutoring>

How to get the most from your tutoring sessions:

- The sooner and the more often you come to tutoring, the better.
- Come prepared. Bring your class notes, textbook, and assignment instructions to your tutoring sessions. Look over the readings, try problems, and/or attempt an essay rough draft. If you can, bring a list of specific questions to tutoring.

Additional resources that may be beneficial to your success in this class are:

- [Disability Resources and Services](#)
- [Academic Success Center](#) – (Tutoring & Writing Center)
- [Computer Commons](#)
- [Library](#)
- [Veterans Services](#)
- [Lactation Room](#)
- [Student Academic Achievement Committee \(SAAC\)](#)
- [Counseling](#)
- [General Education Matrix](#)

Academic Calendars

- [EMCC Academic Calendar](#)
- [Maricopa Academic Calendar](#)

Disclaimer/Caveat

This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.