



# ESTRELLA MOUNTAIN COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## CIS214DE: Excel Spreadsheet: Level II (Online) 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

**CIS214DE:** Excel Spreadsheet: Level II (Online)  
3 credits

**Section:** 12197

**Term:** Fall 2019

**Prerequisites:** A grade of C or better in CIS114DE, or permission of Instructor

**Instructor:** Dr. Michele Mosco

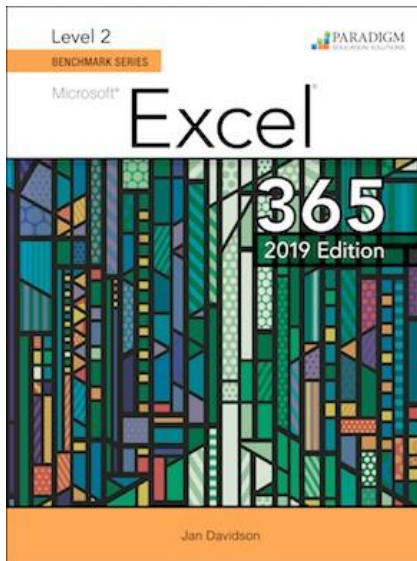
[Michele.mosco@estrellamountain.edu](mailto:Michele.mosco@estrellamountain.edu)

**Support Hours:** virtual by appointment

**Meeting Dates/Times:** online

### Required Course Materials, Supplies and Technologies

#### Materials required for Course:



**Please see the Getting Started information in Canvas prior to purchasing the textbook.**

**Title:** *Level 2 Benchmark Microsoft Excel 365 2019 Edition*

**Authors:** Rutkosky, Roggenkamp, and Rutkosky

#### Software required for course:

**Microsoft Excel 2019**

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

*This course may provide links to external resources, such as Cirrus by Paradigm Education Solutions. These resources were not created or maintained by Estrella Mountain Community College (EMCC), any affiliates of the Maricopa County Community College District or the instructor. This content was deemed to be an appropriate learning tool at the time it was linked. Please note that the author, publisher and/or conveyer or these resources may have changed the content unbeknownst to EMCC and their staff. Questions regarding these resources should be directed to the instructor via Canvas e-mail. Thank you.*

## Course Description & Competencies

Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized.

Course Competencies:

1. Format Excel worksheets using advanced formatting techniques. (I)
2. Create and edit templates and workbooks. (II)
2. Use advanced built-in functions. (III)
3. Create and edit lists. (IV)
4. Use Excel's analysis tools. (V)
5. Hide, display and customize toolbars. (VI)
6. Use Excel's macros and Visual Basic for applications. (VII)
7. Demonstrate how to share and change properties of workgroups. (VIII)
9. Import data from Web pages into Excel. (IX)
8. Export data from Excel into Web pages. (IX)

Curriculum URL: <http://www.dist.maricopa.edu/academic/curric/>

## Learning Outcomes

Learn advanced skills for the design, creation, and use of spreadsheets with Microsoft Excel 2019, including features such as charts, PivotTables, and statistical analyses.

## Assessment: Assignment Policy & Turnaround Time

Participation in an online course is defined as consistent engagement with course activities throughout the entire semester.

Timely completion of the required assignments is extremely important to your success. **No credit will be given for late work.**

**EMCC recommends 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. This is a 3-credit class, so you would need to spend 9 hours PER WEEK working on the assignments.**

All work must be submitted electronically from the Assignments area, posted on the appropriate discussion tool, or posted via Cirrus (the online platform) as directed before the deadline. Failing to submit assignments in the "Getting Started" module before the deadline will cause you to be withdrawn from the class. Non-participation 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.

## Grade Calculations & Scale

### Grading Scale

Letter grades for assignments, examinations, and the course will be determined using the following scale:

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
0% - 59%	=	F

If you find that 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.**

## Course Outline

A complete list of all assignments and due dates is maintained in Canvas under the “Syllabus” link

## Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through [My.Maricopa.edu](https://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 two business days.

Please visit [Gmail at Maricopa](#) to learn how to set your Gmail.

## 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.

## General College and District Syllabus Information, Guidelines, and Policies

Please visit the CTL’s website for [General College and District Syllabus Information, Guidelines, and Policies](#).