



Course Information

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|-------------------------|-------------------|
| Semester & Year: | Spring 2025 |
| Course Title: | Excel Spreadsheet |
| Course Prefix & Number: | CIS114DE |
| Section Number: | 29362 |
| Credit Hours: | 3 |
| Start Date: | January 13, 2025 |
| End Date: | March 7, 2025 |

Course Format

The course format for this course is Online.

Instructor Information

Instructor: Julie Craig
Email: julie.craig@scottsdalecc.edu

Online Live Learning is optional for questions on course material.

Online Live Learning link: <https://cislab.scottsdalecc.edu/rooms/cae-adl-q4e-y52/join>

Online Live Learning Date/time: Tuesdays: 5:00pm – 7:00pm

Course Description

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.

Prerequisites

None

Course Competencies

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)

Texts and Course Materials

Special Note: Students will purchase their course materials the first week of class through Canvas course.

NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2021
COMPREHENSIVEWITH MINDTAP/SAM

Required Technologies:

- Microsoft Office Excel 2021 or higher
- Windows 10
- Google Chrome
- MindTap/SAM
- Canvas
- Webcam for Exams
- Students can download Office 365 for free here:
<https://www.maricopa.edu/students/technical-support/microsoft-365>

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Big Blue Button

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Microsoft Office Excel Desktop Version 2021 or higher
- Mindtap/SAM

Exam Proctoring Tool

Respondus LockDown Browser

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications, and many common functions on a computer while an assessment is active. Some of the exams in this course require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the [Student Resources](#) page provided. For your reference, read the [System Requirements for LockDown Browser](#) and [LockDown Browser Terms of Use](#).

Please note that Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Late Work Policy

Assignments are due by 11:59 pm on the assigned due date in Canvas. Late assignments will be accepted within 48 hours of the original deadline. A 10% deduction in points will be applied per day for a total of two (2) days (maximum 20% deduction) to assignments submitted late. Assignments submitted more than 48 hours late will receive a score of zero (0). **The following assignments will not be accepted late:**

- Extra credit assignments
- Midterm
- Discussion Questions
- Final Exam (Students will use Respondus Lockdown. If the final exam is not taken, it is an automatic 0 in course)

- Capstone Projects

Discussion Questions

Discussion question topics will focus on related concepts as they apply to real world practices in digital graphics as well as broaden your knowledge about the digital graphics industry and related trends. There are no “right or wrong” answers to these discussion questions. I am only seeking your thoughts and ask that you contribute in a public forum.

Participation

Active participation by all students in online and hybrid courses provides an opportunity to learn from each other, to network with each other, and to gain support (help beyond what the instructor can provide). Connections with your peers will help you to be more successful in an online environment. You will have the opportunity to share your experiences with others and to learn from and about others in a virtual environment. For these reasons, participation is expected in this course and will affect your final grade. Adhere to the following list of best practices for active participation to earn maximum points:

- Participation is defined as contributing at least three (3) substantive messages
 - One (1) initial posting to the original question
 - Two (2) reply to postings to peers
- Respond to other student questions or comments. Responses to the instructor only will not result in participation points.
- Spell and grammar check postings to avoid a loss in points.
- Students who post only on the due date (one day only for all three required postings) will lose participation points.
- **Read the discussion boards daily.** Checking the boards daily will help to generate dialog over the course of a week so that you can reflect and participate substantially.

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make

predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Grading Standards & Practices

| Letter Grade | Points Range |
|---------------------|---------------------|
| A | 90 – 100% |
| B | 80 – 89% |
| C | 70 – 79% |
| D | 60 – 69% |
| F | 0 – 59% |

Assignments

| Assignment Name | Points | Percent of Grade |
|--|---------------|-------------------------|
| Weekly Modules Trainings, Discussion Questions, Quizzes, and Lab Assignments | 750 | 75% |
| Midterm | 100 | 10% |
| Final (Must be completed to pass the course). | 150 | 15% |
| TOTAL: | 100 | 100% |

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College’s mission to provide challenging and supportive learning experiences and the US Department of Education’s requirement for regular and

substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled student support hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person, recorded, and/or text-based lectures.
- Engaging in weekly discussions about course content within discussion boards in Canvas or other discussion-based tools.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitoring your academic progress and communicating concerns, as needed.

Response Time

Students can expect a response time of 24 to 48 hours (about 2 days) for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments to be graded within 7 days of the assignment's due date.

Academic Conduct

In addition to the general college Academic Honesty policy stated in the Canvas course under the Course and College Policies section, the following additional policies apply to this course:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the College or other sanctions as specified in the Scottsdale Community College Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities. Specific examples of academic misconduct relating to this course include:

- Copying another student's work and turning it in as one's own.
- Submitting another student's file as your own.

- Working jointly on an assignment, with each student turning in a copy of the joint product, creating the impression that each student completed the work independently.

Each student must complete his/her own work on his/her own computer with his/her own data files. If you are caught turning in another student's work, **both students will receive a zero and may be withdrawn for academic misconduct from the class with a grade of 'Y'. Cheating on an exam will result in immediate withdrawal for academic misconduct from the course with a grade of 'Y.'**

CIS Study Lab

We urge CIS students to utilize the **CIS Study Lab**. This lab is used for hands-on classwork and is staffed with CIS instructors. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor-assigned times and locations is posted in your Canvas course.

CIS Study Lab link: <https://cislab.scottsdalecc.edu/rooms/hxc-ynz-ugb-v2m/join>

CIS Study Lab Schedule: <https://cisatcc.com/CISStudyLabSchedule.pdf>

Online Live Learning (OLL)

Online Live Learning (OLL) is live teaching or tutoring that occurs weekly in your Canvas classroom. This live session will give students an opportunity to learn from their online professor as well as receive individualized and group tutoring. All tutoring sessions will not be recorded. Online Live Learning (OLL) is optional attendance and not required for the course.

Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdraw polices apply to this course:

- Students must participate in this online course within the **first three (3) days** of the start date, or they will be withdrawn.
- Students who do not participate **for one (1) week during the course** will be withdrawn for attendance. Participation is defined as follows:
 - Submitting homework on or before due dates
 - Participating in discussions/critiques over the course of a due date
 - Completing exams/quizzes on or before due dates
 - Just logging into the Canvas course does **NOT** count as participation

- **The official date to request a withdrawal from your instructor in this course is: February 28, 2025.**

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated courses will require additional time per week.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application,

site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Sex Discrimination and Sex-Based Harassment. MCCCCD requires all employees, including faculty, to notify the Title IX Coordinator of any reports/complaints they receive regarding sex discrimination, sex-based harassment, and retaliation that occur on property and activities controlled by MCCCCD. Examples of sex discrimination: sexual orientation, gender identity and pregnancy and parenting discrimination. Examples of sex-based harassment: quid pro quo, hostile environment, sexual assault, dating violence, domestic violence, stalking, sexual misconduct. **Please know that your instructor is required to share any reports made to them.** If you would like to report your complaint to someone without it being reported to the Title IX Coordinator, you may contact the MCCCCD Ombuds at <https://district.maricopa.edu/ombuds-services>.

Pregnancy & Parenting: MCCCCD also requires all MCCCCD employees, including faculty, who become aware of a student's pregnancy or related condition to provide the student with the Title IX Coordinator's (TIXC) contact information and communicate that the TIXC can help take specific actions to prevent discrimination and ensure equal access to MCCCCD's education program and activity.

Additional information on Sex Discrimination and Sex-Based Harassment, is located at: <https://district.maricopa.edu/consumer-information/title-ix>

Additional information on Pregnancy and Parenting rights and protections is located here: <https://district.maricopa.edu/consumer-information/title-ix/working-pregnant-and-parenting-students>

To report sex discrimination, sex-based discrimination or request adjustments for pregnancy or related conditions: <https://district.maricopa.edu/consumer-information/title-ix>

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.