

Syllabus

Course Information

- Semester and Year: Fall 2026
- Course Title: Excel Spreadsheet
- Course Prefix and Number: CIS114DE
- Section Number: 18296
- Credit Hours: 3
- Start Date: 8/24/2026
- End Date: 10/16/2026
- Class Format: Online
- Online Live Learning (Optional): Wednesdays from 5:00pm – 6:00pm

Instructor Information

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

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 and/or Corequisites

- No prerequisites or corequisites required

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 in the first week of class through Canvas course.

NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2021 COMPREHENSIVE WITH 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>

[Visit the SCC Bookstore](#)

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.

Proctored Final Exam

The final examination will comprise 75 multiple-choice questions and will be administered under closed-book and closed-note conditions. Students will have a 48-hour period, from **Wednesday, October 14, 2026 – Thursday, October 15, 2026**, to complete the assessment. Access to the exam will require the Respondus LockDown Browser with monitor. Students are expected to adhere to all academic integrity standards; collaboration, use of unauthorized resources, or any form of misconduct is strictly prohibited.

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

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'.**

Withdrawal Policy

In addition to the general college Withdraw policy, the following additional withdraw policies 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 on this course is: Friday, October 9, 2026.**

In addition to the general college withdrawal policy, the following additional withdrawal policies 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 **two (2) weeks consecutively (or for one (1) week consecutively during an 8-week 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
- Failure to complete the **CIS114DE Policy Acknowledgement assignment with 100% mastery** within the required timeframe.

The official date to request a withdrawal

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.

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course’s details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course. The [SCC Help Desk](#) provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

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.

- YouTube
- Web Casting

Student Assignment Tools

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

- Microsoft Office Excel
- Mindtap/SAM

Exam Proctoring Tools

Respondus LockDown Browser and Respondus LockDown Browser with Monitor

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](#).

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

Grading Standards and Practices

Grade Scale

Table 1 Course Grading Scale

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

Assignments

Table 2 List of Assignments

Assignment Name	Points	Percent of Grade
Weekly Module Trainings, Discussion Questions, Quizzes, and Lab Assignments	75	75%
Midterm	100	10%
Final (Must be completed to pass the course)	150	15%
TOTAL:	1,000	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 office 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, forums in MOER, or other discussion-based tools.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email, MOER messaging, or the Canvas inbox.
- Regularly posting announcements about the course content and activities.

- Monitor your academic progress and communicate concerns, as needed.

Response Time

Students can expect a response time of **24-48 hours** for the instructor to respond to messages sent via the Canvas Learning Management System or @maricopa.edu email. Students can expect assignments to be graded within **one week** of the assignment's due date.

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 centers' hours and procedures.

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. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

CIS Study Lab

We urge CIS students to utilize the CIS Study Lab in CM 446. Any SCC student currently enrolled in a CIS course may use this lab. A detailed lab schedule with instructor assigned times is posted in your CANVAS course.

The CIS Study Lab will host both in-person and virtual tutoring hours. Please check the current schedule for times and locations.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact [Disability Resources and Services](#) (DRS) at your college.

Contact with [DRS](#) should be made as soon as possible to ensure academic needs are met in a reasonable time. Additional information can be found in the [Non-Discrimination Statement](#) and [MCCCD Non-Discrimination Policies](#).

[Addressing Incidents of Title IX Sexual Harassment](#)

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.