

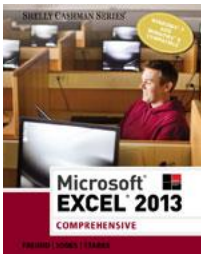


**Comprehensive Spreadsheet
Techniques
CIST 2128
COURSE SYLLABUS
Hybrid
Fall Semester 2015**

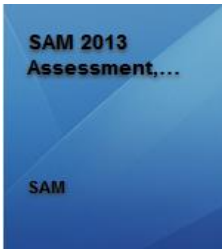
Semester: FALL 2015 201612
Course Title: Comprehensive Spreadsheet Techniques
Course Number: CIST 2128
Credit Hours/ Minutes: 3 / 3750
Class Location: Building 6, Room 6204
Class Meets: Mon & Wed 10:00 -11:15 (60%)
Tues & Thurs Online (40%) / 15 wks
CRN: 20060

Instructor: Mr. Jamie Powers
Office Hours: 2:00 – 4:30 Monday - Thursday
Office Location: Building 6 Room 6204
Email Address: jpowers@southeasterntech.edu.
Phone: 478-289-2221

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.



Microsoft® Excel® 2013: Comprehensive, 1st Edition
Steven M. Freund University of Central Florida
Mali Jones
Joy L. Starks Indiana University, Purdue University at Indianapolis
ISBN-10: 1285168437
ISBN-13: 9781285168432
888 Pages Paperback
Previous Editions: 2011, 2008, 2004
© 2014 | Published



Also Need: (If taken a SAM course previously, contact instructor for your **keycode. No need to purchase**).

SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2
©2014 Published
You can purchase from the STC bookstore
stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS KEYs HAVE TO BE BRAND NEW, USED KEYs WILL NOT WORK**

REQUIRED SUPPLIES & SOFTWARE: one **USB Flash Drive**, Microsoft Excel 2013, Internet connection, **Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox (recommended) or Google Chrome. IDS can be used for Office 2013; however, recommend you purchase a 180 day (6mth) full evaluation version from the STC Bookstore for \$35.00 due to variety of home internet connections.**

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students

are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

MAJOR COURSE COMPETENCIES/OUTLINE: Format Data, Modify Formulas, Present Data Visually, Troubleshoot and support Application Software.

PREREQUISITE(S): NONE

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Hybrid): Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. **Assignments will be saved via the Remote Lab Information Delivery System (CITRIX – IDS), Angel, and SAM.**

Students are responsible for policies and procedures included in the STC Catalog and Student Handbook. **Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Assignments will be submitted via the Remote Lab Information Delivery System (CITRIX – IDS) or emailed to the instructor, Angel, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take Angel/SAM Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. **Note: If student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the**

lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students

link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
SAM Projects	30%	A: 90-100	Excellent	
SAM Productive Project Exams	30%	B: 80-89	Good	
SAM Productive Training Exams	30%	C: 70-79	Satisfactor	
Angel Discussion Boards	10%	D: 60-69*	y	
Total	100%	F: 0-59*	Poor	
* Grade of D or below results in student repeating the class				Failing

Discussion Board Project/Problems Grading Rubric					
Performance	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25%	<ul style="list-style-type: none"> •No grammatical or spelling errors 	<ul style="list-style-type: none"> •Grammatical and Spelling errors are few and cause no comprehension problems 	<ul style="list-style-type: none"> •Grammatical and spelling errors cause the reader to reread many parts of the post 	<ul style="list-style-type: none"> •Grammatical and spelling errors are frequent making post confusing to read and comprehend 	<ul style="list-style-type: none"> •Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend
Points	25	22.5	17.5	12.5	0
Posts & Word Count 25%	<ul style="list-style-type: none"> •Posts early to allow time to read and reply to 4 posts •125-150 words in main thread 	<ul style="list-style-type: none"> •Posts early to allow others time to read and reply to 3 posts •80-124 words in main thread 	<ul style="list-style-type: none"> •Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •26-79 words in main thread 	<ul style="list-style-type: none"> •Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •0-26 words in main thread 	<ul style="list-style-type: none"> •No posted response to the main thread
Points	25	22.5	17.5	12.5	0
Scope of Solution NO COPYING AND PASTING FROM WEBSITES If any information comes from a website it must be cited as a resource 25%	<ul style="list-style-type: none"> •Content provides a through frame of reference for comprehending the solution •An original solution is provided •Numerous resources listed 	<ul style="list-style-type: none"> •Content provides appropriate factual data but is not original or complete to solve problem or topic •Resources listed 	<ul style="list-style-type: none"> •Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution •Few resources listed 	<ul style="list-style-type: none"> •Content is not a realistic solution to the problem or topic •Only 1 resource listed 	<ul style="list-style-type: none"> •Content fails to offer a conscientious solution to selected problem or topic •No resources listed
Points	25	22.5	17.5	12.5	0
Explanation 25%	<ul style="list-style-type: none"> •All steps are covered •Questions are answered correctly 	<ul style="list-style-type: none"> •Most steps are covered and answered correctly 	<ul style="list-style-type: none"> •Most steps are covered but not answered correctly 	<ul style="list-style-type: none"> •Less than half of the steps are covered and answered correctly 	<ul style="list-style-type: none"> •No steps are covered or answered
Points	25	22.5	17.5	12.5	0

**CIST2128- COMPREHENSIVE SPREADSHEET TECHNIQUES
FALL SEMESTER 2015 LESSON PLAN
***TENTATIVE – SUBJECT TO CHANGE**

Date	Chap / Lesson	Content	Assignments/Tests	Competency Area
Week 1				
Monday Aug 17- Mon Aug 24		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage	Orientation Assignments: <ul style="list-style-type: none"> • Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email. • Login to ANGEL: <ul style="list-style-type: none"> ○ Complete Personal Introduction on Angel ○ Complete STC Acknowledgement, Student Information & Policy Packet on Angel ○ Review ANGEL, IDS, and Discussion Board coverage Create a CIST2128 folder on your P: DRIVE on IDS. See Page OFF20. 	1,2, 3 a,b,c
	1	Chapter 1: Creating a Worksheet and an Embedded Chart	<ul style="list-style-type: none"> • Chapter 1 Work (Bob Gleamin Budget) Pages EX2-53.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. • Complete Discussion Board Topic #1 	
		<p style="color: red; font-weight: bold;">Please do not create your SAM user account, your instructor will do this and notify you. You should also have a SAM keycode to enter once you are able to enter your SAM login. ***If you have previously used SAM for COMP1000 at STC, you do not have to purchase another keycode. Contact instructor for your new keycode and login instructions.</p>	<ul style="list-style-type: none"> • Chap 1 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. • Chapter 1 Excel Project Exam on SAM. 	
			<ul style="list-style-type: none"> • Chapter 1 Excel Training on SAM • Chapter 1 Excel Training Exam on SAM. 	
Week 1 assignments due by 11:55 PM, Aug. 24				
Week 2				
Tues. Aug 25- Mon Aug 31	2	Chapter 2: Formulas, Functions, and Formatting	<ul style="list-style-type: none"> • Chapter 2 Work (HyperMass Online Storage Report) Pages EX66-121.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. • Chap 2 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. • Chapter 2 Excel Project Exam on SAM. • Chapter 2 Excel Training on SAM • Chapter 2 Excel Training Exam on SAM. 	1,2 a,b,c
Week 2 assignments due by 11:55 PM, Aug 31				

Week 3

Tues Sept 1 – Mon Sept 7	3	Chapter 3: What-If Analysis, Charting, and Working with Large Worksheets	<ul style="list-style-type: none"> Chapter 3 Work (FroYoToGo Financial Projection & 3-D Pie Chart) Pages EX138-203.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. Complete Discussion Board Topic #2 	1,2,3 a,b,c
			<ul style="list-style-type: none"> Chap 3 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. Chapter 3 Excel Project Exam on SAM. 	
			<ul style="list-style-type: none"> Chapter 3 Excel Training on SAM Chapter 3 Excel Training Exam on SAM. 	

Week 3 assignments due by 11:55 PM, Sept 8

Week 4

Sept 7	H	HOLIDAY		
Tues. Sept 8- Mon Sept 14	4	Chapter 4: Financial Functions	<ul style="list-style-type: none"> Chapter 4 Work (FCU At Home Financial Tools) Pages EX226-280.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	2,3 a,b,c
			<ul style="list-style-type: none"> Chap 4 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. DUE 	
			<ul style="list-style-type: none"> Chapter 4 Excel Project Exam on SAM. 	
			<ul style="list-style-type: none"> Chapter 4 Excel Training on SAM Chapter 4 Excel Training Exam on SAM. 	

Week 4 assignments due by 11:55 PM, Sept 14

Week 5

Tues Sept 15- Mon Sept 21	5	Chapter 5: Creating, Sorting, and Querying a Table	<ul style="list-style-type: none"> Chapter 5 Work (Williams Franchise Holdings Consolidated) Pages EX298-346.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. Complete Discussion Board Topic #3 	1,2 a,b,c
			<ul style="list-style-type: none"> Chap 5 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
			<ul style="list-style-type: none"> Chapter 5 Excel Project Exam on SAM. 	
			<ul style="list-style-type: none"> Chapter 5 Excel Training on SAM Chapter 5 Excel Training Exam on SAM. 	

Week 5 assignments due by 11:55 PM, Sept 21

Week 6

Tues Sept 22- Mon Sept 28	6	Chapter 6: Working with Multiple Worksheets and Workbooks	<ul style="list-style-type: none"> Chapter 6 Work (Coastal Realty Agent Commission Table and Coastal Realty Agent Commission Table with Subtotals) Pages EX362-410.PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	1,2 a,b,c
			<ul style="list-style-type: none"> Chap 6 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
			<ul style="list-style-type: none"> Chapter 6 Excel Project Exam on SAM. 	
			<ul style="list-style-type: none"> Chapter 6 Excel Training on SAM Chapter 6 Excel Training Exam on SAM. 	

Week 6 assignments due by 11:55 PM, Sept 28

Weeks 7 & 8				
Tues Sept 29 – Mon Oct. 5	7	Chapter 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screen Shots	<ul style="list-style-type: none"> Chapter 7 Work (Clear Pools Sales Analysis.xlsx, Clear Pools Sales Analysis.xlsx) Pages EX. 426-477. PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	2,3 a,b,c
			<ul style="list-style-type: none"> Complete Discussion Board Topic #4 	
			<ul style="list-style-type: none"> Chap 7 Excel Project on SAM (Lab 7-1a Natalee's Organic Consolidated, Online, In-Store, Mail, Chart) SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
Oct 6-12	8		<ul style="list-style-type: none"> Chapter 7 Excel Training on SAM 	
			<ul style="list-style-type: none"> Chapter 7 Excel Training Exam on SAM. 	
Weeks 7 & 8 assignments due by 11:55 PM, Oct. 12				
Week 9 & 10				
Tues. Oct 13 – Mon 19	9	Chapter 8: Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers SEMESTER MIDTERM OCT 12	<ul style="list-style-type: none"> Chapter 8 Work (On Your Feet Sneakers Sales Analysis) Pages EX. 490-542. PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	3 a,b,c
			<ul style="list-style-type: none"> Chap 8 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
Oct 20- 26	10		<ul style="list-style-type: none"> Chapter 8 Excel Training on SAM 	
			<ul style="list-style-type: none"> Chapter 8 Excel Training Exam on SAM. 	
Week 9 & 10 assignments due by 11:55 PM, Oct. 26				
Week 11 & 12				
Tues. Oct 27- Mon Nov 2	11	Chapter 9: Formula Auditing, Data Validation, and Complex Problem Solving	<ul style="list-style-type: none"> Chapter 9 Work (On Display Packaging Analysis, On Display Packaging Analysis Distribute.xlsx, On Display Packaging Analysis Distribute.xls) Pages EX. 554-611. PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	2,4 a,b,c
			<ul style="list-style-type: none"> Complete Discussion Board Topic #5 	
			<ul style="list-style-type: none"> Chap 9 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
Nov 3 – 9	12		<ul style="list-style-type: none"> Chapter 9 Excel Training on SAM 	
			Prepare for Exam	
			<ul style="list-style-type: none"> Chapter 9 Excel Training Exam on SAM. 	
Weeks 11 & 12 assignments due by 11:55 PM, Nov 9				

Week 13 & 14				
Tues. Nov 10 – Mon 16	13	Chapter 10: Using Macros and Visual Basic for Applications (VBA) with Excel	<ul style="list-style-type: none"> Chapter 10 Work (Waterfront Studio Artists, Waterfront Studio Artists.xlsm, Waterfront Studio Mailing List.xlsm) Pages EX. 626-687. PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	4 a,b,c
			<ul style="list-style-type: none"> Chap 10 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
Nov 17 – 24	14			
			<ul style="list-style-type: none"> Chapter 10 Excel Training on SAM 	
			<ul style="list-style-type: none"> Chapter 10 Excel Training Exam on SAM. 	
Weeks 13 & 14 assignments due by 11:55 PM, Nov 24				
THANKSGIVING HOLIDAYS NOVEMBER 25 & 26				
Week 15				
Mon Nov 30 - 3	11	Chapter 11: Collaboration Features for Workbooks	<ul style="list-style-type: none"> Chapter 11 Work (Snowbound Vacation Rentals Analysis.xlsx, Snowbound Vacation Rentals Analysis2.xlsx, Snowbound Vacation Carnivals Merged.xlsx, Snowbound Vacation Carnivals Complete.xlsx, Snowbound Vacation Carnivals Complete.xls, Snowbound Vacation Carnivals Complete.pdf) Pages EX. 706-751. PLACE IN IDS – P: DRIVE – CIST2128 folder. DO NOT PRINT OR EMAIL. 	4 a,b,c
			<ul style="list-style-type: none"> Chap 11 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. 	
			<ul style="list-style-type: none"> Chapter 11 Excel Training on SAM 	
		NO FINAL EXAM FOR THIS COURSE	<ul style="list-style-type: none"> Chapter 11 Excel Training Exam on SAM. 	
Week 15 assignments due by 11:55 PM, December 3 at NOON				

CIST 2128 Course Competencies:

- 1) **Format Data**
- 2) **Modify Formulas**
- 3) **Present Data Visually**
- 4) **Troubleshoot & Support Application Software**

General Education Core Competencies:

- a) **The ability to utilize standard written English.**
- b) **The ability to solve practical mathematical problems.**
- c) **The ability to read, analyze, and interpret information.**

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.