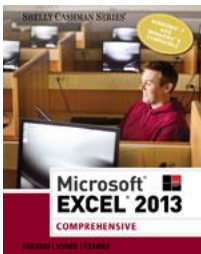




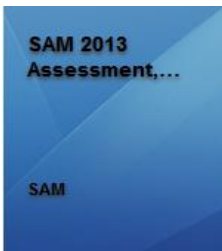
**Comprehensive Spreadsheet
Techniques
CIST 2128
COURSE SYLLABUS
Hybrid
Fall Semester 2016**

Semester: FALL 2016 201712
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: 20117

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
Preferred Method of Contact: Email address above



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



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keycode. No need to purchase).
SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2
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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.**

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.

STUDENT REQUIREMENTS (Hybrid): Students are expected to complete all tests and assignments by the due dates. Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** 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. Students are responsible for policies and procedures included in the *STC Catalog*.

CIST program students must earn a minimum grade of C in this course.

Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0.

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, Blackboard, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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 Blackboard/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 Blackboard, 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 y | |
| Blackboard Discussion Boards | 10% | D: 60-69* | Poor | |
| Total | 100% | F: 0-59* | Failing | |
| * Grade of D or below results in student repeating the class | | | | |

| 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 1 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 2016 LESSON PLAN
***TENTATIVE – SUBJECT TO CHANGE**

| Date | Chap / Lesson | Content | Assignments/Tests | Competency Area |
|--|---------------|---|---|-----------------|
| Week 1 | | | | |
| Monday Aug 15- Mon Aug 22 | | 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 BLACKBOARD: <ul style="list-style-type: none"> ○ Complete Personal Introduction on Blackboard ○ Complete STC Acknowledgement, Student Information & Policy Packet on Blackboard ○ Review BLACKBOARD, 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 | |
| | | 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. | <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. 22 | | | | |
| Week 2 | | | | |
| Tues. Aug 23- Mon Aug 29 | 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. | 1,2 a,b,c |
| | | | <ul style="list-style-type: none"> • Chap 2 Excel Project on SAM SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL. | |
| | | | <ul style="list-style-type: none"> • Chapter 2 Excel Project Exam on SAM. | |
| | | | <ul style="list-style-type: none"> • Chapter 2 Excel Training on SAM • Chapter 2 Excel Training Exam on SAM. | |
| Week 2 assignments due by 11:55 PM, Aug 29 | | | | |

Week 3

| | | | | |
|-----------------------------------|---|--|--|----------------|
| Tues Aug 30 – Mon Sept 5 | 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 6

Week 4

| | | | | |
|------------------------------------|----------|--------------------------------|--|--------------|
| Sept 5 | H | HOLIDAY | | |
| Tues. Sept 6- Mon Sept 12 | 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 12

Week 5

| | | | | |
|------------------------------------|---|--|--|--------------|
| Tues Sept 13- Mon Sept 19 | 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 19

Week 6

| | | | | |
|------------------------------------|---|---|---|--------------|
| Tues Sept 20- Mon Sept 26 | 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 26

| Weeks 7 & 8 | | | | |
|---|----|---|---|--------------|
| Tues Sept 27 – Mon Oct. 3 | 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. | |
| Tues Oct 4- Oct 10 | 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. 10 | | | | |
| Week 9 & 10 | | | | |
| Tues. Oct 11 – Mon 17 | 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 18- 24 | 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. 24 | | | | |
| Week 11 & 12 | | | | |
| Tues. Oct 25- Mon Oct 31 | 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. | |
| Tues Nov 1 – Mon Nov 7 | 12 | | <ul style="list-style-type: none"> Chapter 9 Excel Training on SAM | |
| | | | <ul style="list-style-type: none"> 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 7 | | | | |

| Week 13 & 14 | | | | |
|--|----|---|---|------------|
| Tues. Nov 8 – Mon 14 | 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 15 – 22 | 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 22 | | | | |
| THANKSGIVING HOLIDAYS NOVEMBER 23 & 24 | | | | |
| Week 15 | | | | |
| Mon Nov 28 – Thurs Dec 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 6 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.