



CIST2128 Comprehensive Spreadsheet Techniques

COURSE SYLLABUS

Online

Fall Semester 2017 (FY201812)

COURSE INFORMATION

Credit Hours/Minutes: **3/3750**

Class Location: **GVTC/Blackboard**

Class Meets: **Via Internet for 15 weeks**

CRN: **20161**

Preferred Method of Contact: **STC Email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. Jamie Powers**

Office Location: **Building 2 Room 2106**

Office Hours: **2:00 – 4:30 Monday – Thursday**

Email Address: jpowers@southeasterntech.edu

Phone: **478-289-2221**

Fax Number: **478-289-2276**

Tutoring Hours (if applicable): **Made by appointment with instructor**

REQUIRED TEXT

Shelly Cashman Series® Microsoft® Office 365 & Excel 2016: Comprehensive, 1st Edition, Steven M. Freund; Joy L. Starks; Eric Schmieder, ISBN-10: 1-305-87072-7, ISBN-13: 978-1-305-87072-7, **LOOSELEAF ISBN 978-1-337-25105-1** in STC BOOKSTORE,

Also Need: (If taken a SAM 2016 course previously, contact instructor for your keycode. No need to purchase).

SAM 365/2016 Assessment, Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2

You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS KEYS HAS TO BE BRAND NEW, USED KEYS WILL NOT WORK**



REQUIRED SUPPLIES & SOFTWARE

One **USB Flash Drive**, Microsoft Excel 2016, Internet connection, **Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox (recommended) or Google Chrome.** **Students can download Word 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE).** **Students will be saving assignments to the SAM application. Students can also use the Remote Lab for Word 2016 and save to their shared drive or save to the Office 365 One Drive.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard 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 take an online 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:

1. Format Data
2. Modify Formulas
3. Present Data Visually
4. 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 (ONLINE)

Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all Module work, project assignments, discussion boards and tests on the dates specified on the attached calendar. Assignments will be saved via the One Drive, Remote Lab, Blackboard, and SAM.

DISCUSSION BOARD TOPICS

Discussions 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.**

EMAILS

Preferred method of communication should be through student MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: CIST2128 Powers

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For Fall semester, that day will be August 16, 2017.) The student must formally withdraw from classes in order to receive the no harm-no foul benefit.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight 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.
Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.

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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College’s requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia’s technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, October 24, 2017, 3:00 PM, Bldg 2 Room 2106 and Vidalia Campus, October 25, 2017, 3:00 PM, Med Tech Bldg Room 818.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...)

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:

1. 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.

2. 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia 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.

GRADING POLICY

Assessment/Assignment	Percentage
SAM Projects	20%
SAM Project Exams	25%
SAM Training Exams	25%
Proctored Exam	20%
Blackboard Discussion Board	10%

GRADING SCALE

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

Grade of D or below results in student repeating the class

DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary.

The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Discussion Board Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	<ul style="list-style-type: none"> No grammatical or spelling errors (25 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points)
Posts & Word Count 25.00%	<ul style="list-style-type: none"> Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread (25 points) 	<ul style="list-style-type: none"> Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread (22.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread (17.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread (12.5 points) 	<ul style="list-style-type: none"> Publishes no posts or replies (0 points)
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource. 25.00%	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed (25 points) 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) 	<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 (17.5 points) 	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points)
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) 	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) 	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points)

CIST 2128 Comprehensive Spreadsheet Techniques

Fall Semester 2017 Lesson Plan (FY 201812)

Date	Module	Content: SUBJECT TO CHANGE	Assignments/Tests	Competency
Mon Aug 14		<p>Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage</p> <p>BLACKBOARD, IDS, EMAIL, BANNERWEB Tutoring Session held. See Announcements on Blackboard.</p> <p>YOU DO NOT HAVE TO PRINT or EMAIL any items to the instructor. Ignore this in the reading</p> <p>***Due to login username changes for SAM 2016, all students will need a new SAM keycode for the first SAM course using a keycode. You will not have to purchase another later.***</p>	<p>Orientation Assignments:</p> <p>Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email.</p> <p>Login to BLACKBOARD by 08/14 11:55 PM</p> <p>Complete Personal Introduction on Blackboard Complete STC Acknowledgement, Student Information & Policy Packet on Blackboard Complete by 08/14 11:55 PM</p> <p>To SAVE all your Chapter/Module book work. Login to your One Drive from the Office365 portal. Create a CIST2128 folder on your OneDrive. See Pages OFF28-38. Share your CIST2128 with your instructor.</p> <p>Start working thru Word Module book work. For the purpose of this course – Chapters are called MODULES. You will read and step through all red steps of the book to learn materials. You can use the SAM Project Textbook for Chapters 1-3. You will then complete a Training and Training Exams, and create Project & Project Exams in SAM.</p>	
Week 1 Aug 15 - 21	1	<p>Module 1: Creating a Worksheet and a Chart</p> <p>Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode to</u> enter once you are able to enter your SAM login.</p>	<ul style="list-style-type: none"> • Module 1 Work (Linda Fox Budget) using EX Mod 1 Project Textbook in SAM • Complete Discussion Board Topic #1 <p>All SAM items should be saved to your Office 365 OneDrive CIST2128 Folder. Once complete, submit each file back to the SAM for grading. You do not have to print or email results.</p> <ul style="list-style-type: none"> • EX Mod 1 Project on SAM • EX Mod 1 Project Exam on SAM. • EX Mod 1 Training on SAM • EX Mod 1 Training Exam on SAM. <p>Week 1 assignments due by 11:55 PM, Aug. 21</p>	1,2, 3 a,b,c
Week 2 Aug 22-28	2	<p>Module 2: Formulas, Functions, and Formatting</p>	<ul style="list-style-type: none"> • Module 2 Work (Olivia’s Art Supply Salary Report) using EX Mod 2 Project Textbook in SAM • EX Mod 2 Project on SAM • EX Mod 2 Project Exam on SAM. • EX Mod 2 Training on SAM • EX Mod 2 Training Exam on SAM. <p>Week 2 assignments due by 11:55 PM, Aug 28</p>	1,2 a,b,c

Date	Module	Content: SUBJECT TO CHANGE	Assignments/Tests	Competency
Week 3 Aug 29- Sept 4 (Holiday)	3	Module 3: Working with Large Worksheets, Charting, and What-If Analysis	<ul style="list-style-type: none"> • Module 3 Work (Kaitlyn’s Ice Cream Shoppe Financial Projection & Expense Chart) using WD Mod 3 Project Textbook in SAM • Complete Discussion Board Topic #2 • EX Mod 3 Project on SAM • EX Mod 3 Project Exam on SAM. • EX Mod 3 Training on SAM • EX Mod 3 Training Exam on SAM. <p>Week 3 assignments due by 11:55 PM, Sept 4</p>	1,2,3 a,b,c
Week 4 Sept 5-11	4	Module 4: Financial Functions, Data Tables, and Amortization Schedules	<ul style="list-style-type: none"> • Module 4 Work (NCU Mortgage Payment Calculator). • EX Mod 4 Project on SAM • EX Mod 4 Project Exam on SAM. • EX Mod 4 Training on SAM • EX Mod 4 Training Exam on SAM. <p>Week 4 assignments due by 11:55 PM, Sept 11</p>	2,3 a,b,c
Week 5 Sept 12-18	5	Module 5: Working with Multiple Worksheets and Workbooks YOU WILL NEED THE DATA FILES FOR THIS CHAPTER.	<ul style="list-style-type: none"> • Module 5 Work (Concert Venues Consolidated, Durat Theater Projected Expenses, Truman House Projected Expenses, Stage Xanadu Projected Expenses, 2018 Consolidated Expenses). • Complete Discussion Board Topic #3 • EX Mod 5 Project on SAM • EX Mod 5 Project Exam on SAM. • EX Mod 5 Training on SAM • EX Mod 5 Training Exam on SAM. <p>Week 5 assignments due by 11:55 PM, Sept 18</p>	1,2 a,b,c
Week 6 Sept 19-25	6	Module 6: Creating, Sorting, and Querying a Table YOU WILL NEED THE DATA FILES FOR THIS CHAPTER.	<ul style="list-style-type: none"> • Module 6 Work (Coffee Craft Daily Service Table, Coffee Craft Daily Service with Treemap). • EX Mod 6 Project on SAM • EX Mod 6 Project Exam on SAM. • EX Mod 6 Training on SAM • EX Mod 6 Training Exam on SAM. <p>Week 6 assignments due by 11:55 PM, Sept 25</p>	1,2 a,b,c
Week 7 Sept 25 – Oct 2	7	Module 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screenshots YOU WILL NEED THE DATA FILES FOR THIS CHAPTER.	<ul style="list-style-type: none"> • Module 7 Work (HSS Sales Analysis Template, HSS Sales Analysis,) • Complete Discussion Board Topic #4 • EX Mod 7 Project on SAM • EX Mod 7 Project Exam on SAM 	2,3 a,b,c
Week 8 Oct 3-9			<ul style="list-style-type: none"> • EX Mod 7 Training on SAM • EX Mod 7 Training Exam on SAM. <p>Weeks 7 & 8 assignments due by 11:55 PM, Oct. 9</p>	2,3 a,b,c

Date	Module	Content: SUBJECT TO CHANGE	Assignments/Tests	Competency
Week 9 Oct 10 – 16	8	Module 8: Working with Trendlines, PivotTables, PivotChart, and Slicers SEMESTER MIDTERM OCT 11 YOU WILL NEED THE DATA FILES FOR THIS CHAPTER.	<ul style="list-style-type: none"> • Module 8 Work (LinkMe ISP Sales Analysis) • EX Mod 8 Project on SAM • EX Mod 8 Project Exam on SAM 	3 a,b,c
Week 10 Oct 17-23			<ul style="list-style-type: none"> • EX Mod 8 Training on SAM • EX Mod 8 Training Exam on SAM Week 9 & 10 assignments due by 11:55 PM, Oct. 23	3 a,b,c
Week 11 Oct 24-30	9	Module 9: Formula Auditing, Data Validation, and Complex Problem Solving YOU WILL NEED THE DATA FILES FOR THIS CHAPTER. 65% Point of Semester Oct 24	<ul style="list-style-type: none"> • (PROCTORED Project Exam) Covers Modules 4 – 7 on SAM at STC. See Syllabi for info • Module 9 Work (Life Coach Services Analysis). • Complete Discussion Board Topic #5 • EX Mod 9 Project on SAM • EX Mod 9 Project Exam on SAM 	2,4 a,b,c
Week 12 Oct 31 – Nov 6			<ul style="list-style-type: none"> • EX Mod 9 Training on SAM • EX Mod 9 Training Exam on SAM. Weeks 11 & 12 assignments due by 11:55 PM, Nov 6	2,4 a,b,c
Week 13 Nov 7 – 13	10	Module 10: Data Analysis with Power Tools and Creating Macros YOU WILL NEED THE DATA FILES FOR THIS CHAPTER.	<ul style="list-style-type: none"> • Module 10 Work (SC Demographics for Client.xlsx, County Income in South Carolina.mp4, SC Demographics for Client.xlsm) • EX Mod 10 Project on SAM • EX Mod 10 Project Exam on SAM 	4 a,b,c
Week 14 Nov 14 – 21		Holidays 22nd and 23rd	<ul style="list-style-type: none"> • EX Mod 10 Training on SAM • EX Mod 10 Training Exam on SAM. Weeks 13 & 14 assignments due by 11:55 PM, Nov 21	4 a,b,c
Week 15 Nov 27 – 30	11	Module 11: User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel. YOU WILL NEED THE DATA FILES FOR THIS CHAPTER. For step 3 pg 648. You must save to OneDrive. You will need to open a classmate's file to complete steps 3 – 7. You can ask instructor if needed done quickly. NO FINAL EXAM FOR THIS COURSE	<ul style="list-style-type: none"> • Module 11 Work (GPC Sales Analysis.xlsx, GPC Events Merged, GPC Sales Analysis Changed, GPC Events Merged.xls, GPS Sales Distribute) • EX Mod 11 Project on SAM • EX Mod 11 Project Exam on SAM • EX Mod 11 Training on SAM • EX Mod 11 Training Exam on SAM. Week 15 assignments due by 11:55 PM, THURSDAY November 30th at NOON	4 a,b,c

Competency Areas:

1. Format Data
2. Modify Formulas
3. Present Data Visually
4. Troubleshoot and Support Application Software

General Core Educational 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.