



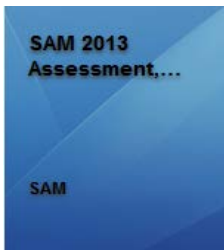
**Comprehensive Spreadsheet Techniques  
CIST 2128  
COURSE SYLLABUS  
ONLINE  
Summer Semester 2016  
\*\*\*TENTATIVE – SUBJECT TO CHANGE**

Semester: Summer 2016 201616  
Course Title: Comprehensive Spreadsheet Techniques  
Course Number: CIST 2128  
Credit Hours/ Minutes: 3 / 3750  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet / 9 wks  
CRN: 60112

**Instructor:** Ms. Stephanie Moye  
**Office Phone:** 912-538-3161  
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**Office Hours:** 2:00 – 4:30 Monday - Thursday  
**Office Location:** 813  
**Email:** [smoye@southeasterntech.edu](mailto:smoye@southeasterntech.edu)  
**Tutoring Hours:** By Appointment  
Preferred method of contact: [STC Owl Mail by email above](#)



**Microsoft® Excel® 2013: Comprehensive Enhanced, 1st Edition**  
Steven M. Freund University of Central Florida  
Mali Jones  
Joy L. Starks Indiana University, Purdue University at Indianapolis  
**ISBN-10: 978-1-305-50117-1**



**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](mailto: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 or Google Chrome (recommended). 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 **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 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.

**STUDENT REQUIREMENTS (Online):** Online courses require students 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

**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 are expected to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards, proctored exam, 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 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. Assignments will be submitted via the Blackboard course through a chapter dropbox, 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.**

**EMAILS:** All emails should be sent to me using **STC Owl 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 Moye**

**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.

**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.

**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.*

**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.*

**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 semester. (For **SUMMER semester, that day will be May 23, 2016.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

**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: Vidalia Campus, (06/28/16 at 2:00 pm, room 818) and Swainsboro Campus, (06/29/16 at 2:00 pm room 6204). Students must be on-time in order to take the exam.**

**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 midnight. 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](http://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	20%	A: 90-100	Excellent	
SAM Productive Project Exams	25%	B: 80-89	Good	
SAM Productive Training Exams	25%	C: 70-79	Satisfactory	
Proctored Exam	20%	D: 60-69*	Poor	
Blackboard Discussion Boards	10%	F: 0-59*	Failing	
Total	100%			
* Grade of D or below results in student repeating the class				

## Discussion Board Rubric

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

### **\*\*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.\*\*\***

**CIST2128 ONLINE- COMPREHENSIVE SPREADSHEET TECHNIQUES**  
**SUMMER SEMESTER B 2016 LESSON PLAN**  
**\*\*\*TENTATIVE – SUBJECT TO CHANGE**

Date	Chap / Lesson	Content	Assignments/Tests <b>THIS IS AN ONLINE COURSE.</b>	Competency Area
<b>Week 1</b>				
Wed - Mon May 18 – May 23	1	Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage <b>BLACKBOARD, IDS, EMAIL, BANNER Tutoring Session held Tuesday May 25 at 5:00 Vidalia &amp; at 4:00 pm in Swainsboro. See Announcements on Blackboard.</b> Chapter 1: Creating a Worksheet and an Embedded Chart  <b>Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode</u> to enter once you are able to enter your SAM login.</b>	<b>Orientation Assignments:</b> <ul style="list-style-type: none"> <li>• <b>Logon to STUDENT MAIL:</b> Send email to Instructor. Reply to any Instructor email.</li> <li>• <b>Login to BLACKBOARD:</b> <ul style="list-style-type: none"> <li>○ Complete Personal Introduction on Blackboard</li> <li>○ Complete STC Acknowledgement, Student Information &amp; Policy Packet on Blackboard</li> <li>○ Review BLACKBOARD, IDS, and Discussion Board coverage</li> </ul> </li> <li>• Chapter 1 Work (<b>Bob Gleamin Budget</b>) Pages EX2-53. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li>• <b>Complete Discussion Board Topic #1</b></li> </ul>	1,2, 3 a,b,c
		<b>***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.</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 1 Excel Training on SAM</b></li> <li>• <b>Chapter 1 Excel Training Exam on SAM.</b></li> <li>• <b>Chap 1 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li>• <b>Chapter 1 Excel Project Exam on SAM.</b></li> </ul>	
	2	Chapter 2: Formulas, Functions, and Formatting	<ul style="list-style-type: none"> <li>• Chapter 2 Work (<b>HyperMass Online Storage Report</b>) Pages EX66-121. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li>• <b>Chapter 2 Excel Training on SAM</b></li> <li>• <b>Chapter 2 Excel Training Exam on SAM.</b></li> <li>• <b>Chap 2 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li>• <b>Chapter 2 Excel Project Exam on SAM.</b></li> </ul>	1,2 a,b,c
<b>Week 1 assignments due by midnight, May23</b>				
<b>Week 2</b>				
Tues - Mon Mar 24 - 30	3	Chapter 3: What-If Analysis, Charting, and Working with Large Worksheets	<ul style="list-style-type: none"> <li>• Chapter 3 Work (<b>FroYoToGo Financial Projection &amp; 3-D Pie Chart</b>) Pages EX138-203. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li>• <b>Complete Discussion Board Topic #2</b></li> </ul>	1,2,3 a,b,c
			<ul style="list-style-type: none"> <li>• <b>Chapter 3 Excel Training on SAM</b></li> <li>• <b>Chapter 3 Excel Training Exam on SAM.</b></li> <li>• <b>Chap 3 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li>• <b>Chapter 3 Excel Project Exam on SAM.</b></li> </ul>	
	4	Chapter 4: Financial Functions	<ul style="list-style-type: none"> <li>• Chapter 4 Work (<b>FCU At Home Financial Tools</b>) Pages EX226-280. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> </ul>	
	<b>H</b>	<b>Holiday Monday May 30</b>	<ul style="list-style-type: none"> <li>• <b>Chapter 4 Excel Training on SAM</b></li> <li>• <b>Chapter 4 Excel Training Exam on SAM.</b></li> <li>• <b>Chap 4 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li>• <b>Chapter 4 Excel Project Exam on SAM.</b></li> </ul>	
<b>Week 2 assignments due by midnight, May 30</b>				

Week 3				
Tues – Mon May 31 – June 6	5	Chapter 5: Creating, Sorting, and Querying a Table	<ul style="list-style-type: none"> <li>Chapter 5 Work (<b>Williams Franchise Holdings Consolidated</b>) Pages EX298-346. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li><b>Complete Discussion Board Topic #3</b></li> </ul>	1,2 a,b,c
			<ul style="list-style-type: none"> <li><b>Chapter 5 Excel Training on SAM</b></li> <li><b>Chapter 5 Excel Training Exam on SAM.</b></li> <li><b>Chap 5 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li><b>Chapter 5 Excel Project Exam on SAM.</b></li> </ul>	
	6	Chapter 6: Working with Multiple Worksheets and Workbooks	<ul style="list-style-type: none"> <li>Chapter 6 Work (<b>Coastal Realty Agent Commission Table and Coastal Realty Agent Commission Table with Subtotals</b>) Pages EX362-410. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chapter 6 Excel Training on SAM</b></li> <li><b>Chapter 6 Excel Training Exam on SAM.</b></li> <li><b>Chap 6 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> <li><b>Chapter 6 Excel Project Exam on SAM.</b></li> </ul>	
<b>Week 3 assignments due by midnight, June 6</b>				
Week 4				
Mon – Mon June 7 -13	7	Chapter 7: Creating Templates, Importing Data, and Working with Smart Art, Images, and Screen Shots	<ul style="list-style-type: none"> <li>Chapter 7 Work (<b>Clear Pools Sales Analysis.xlsx, Clear Pools Sales Analysis.xlsx</b>), Pages EX. 426-477. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li><b>Complete Discussion Board Topic #4</b></li> </ul>	1,2,3 a,b,c
			<ul style="list-style-type: none"> <li><b>Chapter 7 Excel Training on SAM</b></li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chapter 7 Excel Training Exam on SAM.</b></li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chap 7 Excel Project on SAM (Lab 7-1a Natalee's Organic Consolidated, Online, In-Store, Mail, Chart)</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> </ul>	
<b>Week 4 assignments due by midnight, June 13</b>				
Week 5				
Tues – Mon June 14-20	8	Chapter 8: Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers	<ul style="list-style-type: none"> <li>Chapter 8 Work (<b>On Your Feet Sneakers Sales Analysis</b>) Pages EX. 490-542. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> </ul>	3 a,b,c
		<b>Schedule Proctor Exam date you have chosen with Instructor</b>	<ul style="list-style-type: none"> <li><b>Chapter 8 Excel Training on SAM</b></li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chapter 8 Excel Training Exam on SAM.</b></li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chap 8 Excel Project on SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> </ul>	
<b>Week 5 assignments due by midnight, June 20</b>				

Week 6				
Tues – Mon June 21 - 27	9	Chapter 9: Formula Auditing, Data Validation, and Complex Problem Solving <b>MIDTERM of the SEMESTER June 21</b>	<ul style="list-style-type: none"> <li>Chapter 9 Work (<b>On Display Packaging Analysis, On Display Packaging Analysis Distribute.xlsx, On Display Packaging Analysis Distribute.xls</b>) Pages EX. 554-611. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> <li><b>Complete Discussion Board Topic #5</b></li> </ul>	2,4 a,b,c
			<ul style="list-style-type: none"> <li>Chap 9 Excel Project on <b>SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> </ul>	
			<ul style="list-style-type: none"> <li>Chapter 9 Excel Training on <b>SAM</b></li> </ul>	
		June 27 <sup>th</sup> 65% point of semester	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Week 6 assignments due by midnight, June 27</b>				

Weeks 7				
Tues – Wed June 28 – 29			<ul style="list-style-type: none"> <li><b>Prepare for Proctored Exams</b></li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	
			<ul style="list-style-type: none"> <li><b>Chapter 9 PROCTORED Excel Training Exam on SAM. Tests are password protected to only take at STC campuses. See Syllabus information on Proctored Exam. Available on June 28<sup>th</sup> (Vidalia) or June 29<sup>th</sup> (Swainsboro) at 2:00 pm.</b></li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	
<b>Weeks 7 assignments due by midnight July 3</b>				

## SUMMER BREAK JULY 4 – JULY 7

Weeks 8				
Mon – Sun July 11 - 18	10	Chapter 10: Using Macros and Visual Basic for Applications (VBA) with Excel	<ul style="list-style-type: none"> <li>Chapter 10 Work (<b>Waterfront Studio Artists, Waterfront Studio Artists.xlsm, Waterfront Studio Mailing List.xlsm</b>) Pages EX. 626-687. Place in the folder CHAPTER WORK DROP BOX on BLACKBOARD. DO NOT PRINT OR EMAIL.</li> </ul>	4 a,b,c
			<ul style="list-style-type: none"> <li></li> </ul>	
			<ul style="list-style-type: none"> <li>Chapter 10 Excel Training on <b>SAM</b></li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	
<b>Weeks 8 assignments due by midnight July 18</b>				

Weeks 9				
July 18 -27-			<ul style="list-style-type: none"> <li>Chapter 10 Excel Training Exam on <b>SAM.</b></li> </ul>	4 a,b,c
			<ul style="list-style-type: none"> <li>Chap 10 Excel Project on <b>SAM</b> SUBMIT BACK TO THE SAM FOR GRADING. DO NOT PRINT OR EMAIL.</li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	
			<ul style="list-style-type: none"> <li></li> </ul>	
<b>Weeks 9 assignments due by NOON July 27</b>				

### 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.**