

ARIZONA WESTERN COLLEGE
SYLLABUS

CIS 121 SPREADSHEET

Credit Hours: 3 Lec 2 Lab 2

PREREQUISITE: None

COURSE DESCRIPTION

This course is designed to assist the student in developing a working knowledge of spreadsheet application software package. It will cover the elementary tasks of entering and exiting the spreadsheet software; creating, modifying, saving, printing, and erasing spreadsheets; creating and using formulae and functions; copying, moving, specifying and erasing ranges; and, formatting techniques. Intermediate functions will include manipulating larger spreadsheets and creating analytical graphs and databases. The advanced functions will require students to successfully utilize the software to solve business related problems using macros and macro menus.

1. COURSE GOAL

The purpose of the course is to aid students in developing a working knowledge of spreadsheet software.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 define the purpose of a productivity software package along with its capabilities and limitations.
- 2.2 define data organization and representation.
- 2.3 define system configurations.
- 2.4 display a specific understanding of spreadsheets, including concepts and terminology.
- 2.5 demonstrate an advanced working knowledge of how a specific computer productivity package.

3. METHODS OF INSTRUCTION

- 3.1 Lectures
- 3.2 Lab creations and exercises
- 3.3 Discussions
- 3.4 Individualized instruction
- 3.5 Feedback on labs, assignments, and exams

4. LEARNING ACTIVITIES

- 4.1 Take notes during lectures
- 4.2 Participate in class and group exercises
- 4.3 Complete lab assignments
- 4.4 Review incorrect answers to questions on quizzes and exams
- 4.5 Take part in class discussions
- 4.6 Read assigned chapters and do software application exercises
- 4.7 Analyze feedback and apply to future learning situations
- 4.8 Ask questions if concepts are not understood

5. EVALUATION

- 5.1 Exams
- 5.2 Assigned projects and lab assignments
- 5.3 Quizzes

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course will be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course