

Advanced Spreadsheets

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. For this course, Weatherford College maintains lab hours open to all students. Each semester, departmental faculty members and tutors post hours in these labs when they are available to assist students.

Required Textbooks

Benchmark Series: Microsoft 2016 Level 2 Author: Nita Rutkosky, Denise Seguin, and Audrey Rutkosky
Roggerkamp Publisher: Paradigm Year: 2016

Evaluation Standards

Final

- 20% of final grade: Assignments
- 20% of final grade: Quizzes
- 20% of final grade: Semester Project
- 30% of final grade: Exams
- 10% of final grade: Attendance

Final grades will be calculated by the following scale:

A: 90% and above
B: 80 to 89%
C: 70 to 79%
D: 60 to 69%
F: less than 60%

Instructional Methods

Chapter Quizzes:

- Quizzes will be activated for two weeks prior to the week they are due and become inactive after the due date/time
- Answers are automatically submitted
- Quizzes are open-book
- Print a copy before you submit it to keep for study guides for the midterm and final exams

Semester Project:

The semester project consists of hands-on work creating worksheets for a small business, using the newest version of Microsoft Excel.

Assignments:

Assignments consist of review questions for each chapter. These are due as specified in the assignment section of each week's material. Assignments are considered late after the due date. Assignments will be accepted late with a deduction of 10 points per week. Grades and feedback from the instructor are posted each week on the assignment itself.

Exams:

The exams (Mid-Term Exam and Final Exam) MUST be taken in person and will be closed-book. Material on these exams will have questions covering all chapters covered. Check the course schedule for the scheduled date and time of the two exams. If you are unable to come at the scheduled time, make prior arrangements with the instructor.

Attendance Policy:

Attendance will be documented by regular completion of weekly assignments and quizzes.

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350 *Office Location:* Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity

Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Program Learning Outcomes

Information Systems Certificate/A.A.S.

- Students will gain proficiency in the use of computer system hardware and software.
- Students will gain knowledge and skills for entry-level information technology positions in business and industry.
- Students will gain knowledge in application programs, basic computer programming, basic networking, and an introduction to computer hardware.

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills and Personal Qualities.

WORKPLACE COMPETENCIES – Effective workers can productively use:

- Resources – They know how to allocate (C1) time
- Information – They can (C5) acquire and evaluate data, (C6) organize, and maintain files, and (C8) use computers to process information.
- Interpersonal Skills – They can work on (C9) teams, and (C14) work well with people from culturally diverse backgrounds.
- Systems – They (C15) understand social, organizational, and technological systems; (C16) they can monitor and correct performance; and (17) they can design or improve systems.
- Technology – They can (C18) select equipment and tools, (C19) apply technology to specific tasks, and (C20) maintain and troubleshoot equipment.

FOUNDATION SKILLS – Competent workers in the high-performance workplace need:

- Basic Skills – (F1) reading, (F2) writing, (F3) arithmetic and (F4) mathematics, (F5) listening
- Thinking Skills – (F8) to make decisions, (F9) to solve problems, (F10) to visualize, (F11) the ability to learn, and (F12) to reason.
- Personal Qualities – (F13) individual responsibility, (F14) self-esteem, (F15) sociability, (F16) self-management, and (F17) integrity

Lab Fee

\$24