

**CMPS 291-02**  
**ADVANCED TECHNIQUES USING SPREADSHEETS**  
**Fall 2023**

**CATALOG DESCRIPTION: CMPS291 ADVANCED TECHNIQUES USING SPREADSHEETS**

This course consists of using a software package to enhance the business finance concepts such as financial amortization schedules, trend lines, forecasting, and integrating other software packages.

Prerequisites: None

**Required Textbook:** Microsoft Office 365 Excel 2016 Comprehensive, Shelly Cashman Series  
 by Steven M. Freund.

**Credit Hours:**   3  

**Instructor:** Aliaa Salim  
**Office Location:** Henry Thurman Jr. Hall, Room E104  
**Office Phone:** 225-771-4873  
**Office Hours:** TR 2:00-3:20 PM  
**Email:** Aliaa.Salim@sus.edu

**Course Objectives:**

This course provides problem-oriented approach to using spreadsheet software. It provides a brief introduction to the Microsoft office suite in addition to learning advanced spreadsheet techniques such as functions, financial functions, pivot tables, and problem solving.

**Course Learning Outcomes:** Upon completing this course, students will be able to

1. demonstrate proficiency in word processing, presentations, and databases.
2. demonstrate proficiency in spreadsheet functions and financial functions.
3. demonstrate proficiency in to pivot tables, slicers, etc.
4. demonstrate proficiency in problem solving, including but not limited to goal seek, solver, etc.

**Student Objectives:**

Students learn to take a problem-oriented approach to questions addressed. The problem is viewed from different perspectives and methods used to solve this kind of question are made explicit. Students creatively frame their own questions and design strategies to address such questions. They are involved in analysis, feasibility studies, problem solving, and knowledge generation processes that characterize the broad area of study.

**Course Topics:**

This course will cover the following topics.

1. Introduction to Microsoft Word
2. Introduction to Microsoft PowerPoint
3. Introduction to Microsoft Access
4. Function

5. Financial Function
6. Pivot Tables, Slicers, etc.
7. Problem Solving, Goal Seek, Solver, etc.

**Course Weekly Content:** Please see the **Course Calendar** (in separate document).

**Required Readings:** As assigned by instructor.

**Teaching Methodology:** Discussion, lecture, required labs, visual aids, oral reports, independent study, computer assisted instruction and other methods as determined by the instructor.

**Other General Course Requirements:** Class participation, tests/quizzes, examinations, hands-on computer instruction, projects, reports, library assignments, research papers, attendance, and other requirements as determined by the instructor.

**General Information:**

- **Student Conduct in Class Policy**

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct in the Student Handbook.

- **Plagiarism/Cheating**

Plagiarism is defined as using and passing off as one's own ideas, data, or writings of another or presenting as one's own idea or product derived from an existing source.

Cheating is defined as obtaining information through fraud or deceit: either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Give unauthorized assistance to other students.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged (except for exams and lab assignments). Each person, however, must

develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not “work together” on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help, contact your instructor, not other classmates. Each student is **required** to bring their own textbook, USB drive, and course materials to class to do their work in class.

- **Makeup Tests/Assignments:**

Students are expected to take or submit assignments/tests on the date specified on the syllabus or as per the instructor’s request. The instructor reserves the right to deduct points for every day an assignment is late or **not to accept late work**. There is **no makeup for missed test**. **No one may begin to take the exam after the first person leaves from taking the test.**

**Grading Distribution:**

A student’s grade at the end of the semester will be determined by the following percentages. \*\*

- Exams (60%)  
All exams will be given in class only (face-to-face) and required a password for accessing the exam.
- Laboratory Assignments (40%)

**\*\* Please use this Grading Distribution to calculate your Final grade, do not use Moodle Final grade because it may not be the same as Grading Distribution calculation.**

**Grading Scale:**

Course grades at the end of the semester will be given based upon performance using the standard grading scale.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

**Electronic Devices:**

The use of cell phones and other electronic devices is not permitted during the exam period.

All stored electronics are required to be turned off or set on silent as to not disturb other testers. During testing, if a student's electronic device makes noise, or instructor sees students using it at any time, students may be dismissed, scores can be cancelled, and may face additional consequences.

**Moodle Access:**

Southern University and A&M College at Baton Rouge will used Moodle extensively in this course. Moodle is a learning management system designed to help teachers and students communicate effectively online. The course syllabus, course calendar, assignments and exams will be placed on Moodle. Students should check Moodle DAILY for all assignments submitted via Moodle. If the students have problems with the Moodle

Please call at (225) 771-5017.

- **Children in Class Policy**

Children are **not** allowed in the classroom under any circumstances.

- **Disabilities Policy**

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Student must notify the instructor at the beginning of the semester (first 2 weeks) of any accommodations needed for the course.

**Course Assessment:**

Course Objectives	Course Learning Outcomes	Means of Assessment	Criteria of Success	Relationship to ABET Outcomes
Objective 1: Students will be able to apply current computer literacy, computer current technologies to real world.	Students will use microcomputer and business concepts of software package (Word, PowerPoint, Excel and Access) to demonstrate for business applications.	Outcome Rubric	80% will be perform at all level in achieving Outcomes a, b and f	ABET: 1, 2 and 4
Objective 2: Students will be able to translate conceptual ideas into practical solutions by using word processing, spreadsheets, database, and presentations	Students will be able to identify ways in which the microcomputer applications may be used to solve problems in the business environment.	Outcome Rubric	80% will be perform at all level in achieving Outcomes a, b and f	ABET: 1, 2 and 4
Objective 3: Students will be able to use tools and techniques learning in the class for solving complex problems in the real world.	Students will be able to apply an exercise-oriented approach to learn by example and comfortably approach further independent study.	Outcome Rubric	80% will be perform at all level in achieving Outcomes a, b and f	ABET: 1, 2 and 4