

Course Information

Distance Learning Course: CTS 130.71 Spreadsheet

Course format: Internet

Textbook: Benchmark Excel 2013 Levels 1&2 text w/data files CD and SNAP 2013 --ISBN: 9780763854003

Course Prerequisites/ Corequisites: CIS 110, CIS 111, or OST 137

Instructor Information	
Name	Donna Smith
Office phone number	336-599-1181, ext. 2196
E-mail address	Donna.smith@piedmontcc.edu
Office location	L128
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	TBD
Discussion Forums	TBD
Projects	TBD
Tests/Exams	TBD
Quizzes	TBD
Journal Entries	0
Writing Assignments	0
Other	SNAP assignments

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	6-8
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	
Number of times a student will need to travel to campus	

Additional attendance requirements: Student is expected to stay current with assignments.

Policy on make-up exams and/or late assignments for this course: Due dates are posted. Students are allowed three(0) days after the due date to submit any assignments. After the three days, a grade of zero(0) is issued.

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	Yes, SNAP
Is additional software required?	Yes, Microsoft Office 2013

Additional comments: Students should contact instructor if they are having problems with assignments. Students should send file with the error included in the file along with a detailed explanation of their problem. This will allow me to help you better.