

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
 Attach a syllabus, except if dropping a course.

SUBMITTED BY:

Department	Accounting and Information Systems	College/School	School of Management
Prepared by	Amber Lammers	Phone	Ext. 4622
Email Contact	allammers@alaska.edu	Faculty Contact	Kevin Berry Kberry9@alaska.edu

1. COURSE IDENTIFICATION: As the course now exists.

Dept	AIS	Course #	224	No. of Credits	1
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COURSE TITLE	Advanced MS Excel
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2. ACTION DESIRED: Check the changes to be made to the existing course.

Change Course	<input checked="" type="checkbox"/>	If Change, indicate below what is changing.	Drop Course	<input type="checkbox"/>
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NUMBER	<input checked="" type="checkbox"/>	TITLE	<input type="checkbox"/>	DESCRIPTION	<input type="checkbox"/>
PREREQUISITES*	<input checked="" type="checkbox"/>			FREQUENCY OF OFFERING	<input type="checkbox"/>

*Prerequisites will be required before a student is allowed to enroll in the course.

CREDITS (including credit distribution)	<input type="checkbox"/>	COURSE CLASSIFICATION	<input type="checkbox"/>
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ADD A STACKED LEVEL (400/600)	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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Include syllabi.

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

ADD NEW CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="checkbox"/>	Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
STOP EXISTING CROSS-LISTING	<input type="checkbox"/>	Dept. & No.	<input type="checkbox"/>	Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.
OTHER (specify)	<input type="checkbox"/>			

3. COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council and the appropriate Faculty Senate curriculum committee. Furthermore, **any core course compressed to less than six weeks must be approved by the Core Review Committee.**

COURSE FORMAT: (check all that apply)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6 weeks to full semester
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OTHER FORMAT (specify all that apply)	
Mode of delivery (specify lecture, field trips, labs, etc.)	Lecture, lab

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach separate sheet.)

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES*, check which core requirements it could be used to fulfill:

O = Oral Intensive, W = Writing Intensive, X = Baccalaureate Core
 *Format 6 also submitted *Format 7 submitted

4.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES NO

5. **COURSE REPEATABILITY:**

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

6. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (Underline new wording ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

PS F450 Comparative ~~Aberiginal~~ Indigenous Rights and Policies (s)
 3 Credits
 Offered As Demand Warrants
~~Case-study~~ Comparative approach in assessing ~~Aberiginal~~ to analyzing Indigenous rights and policies in different nation-state systems. ~~Seven Aberiginal situations~~ Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

AIS F224 Advanced MS Excel
 1 Credit

Offered As Demand Warrants

Advanced features of the Microsoft Excel spreadsheet program. Includes spreadsheet design and layout, customized graphics, customized reports using database features, optimization/statistical techniques and programming with the Excel macro language. Student is assumed to have basic proficiency with Microsoft Excel.

Prerequisites: AIS F101 or permission of instructor.

Lecture + Lab + Other: 1 + 0 + 0

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

~~AIS F224~~ 324 **Advanced MS Excel**
 1 Credit

Offered As Demand Warrants

Advanced features of the Microsoft Excel spreadsheet program. Includes spreadsheet design and layout, customized graphics, customized reports using database features, optimization/statistical

techniques and programming with the Excel macro language. Student is assumed to have basic proficiency with Microsoft Excel.

Prerequisites: AIS F101 and ACCT 262 or permission of instructor.

Lecture + Lab + Other: 1 + 0 + 0

8. **GRADING SYSTEM:** Specify only one.

LETTER: PASS/FAIL:

9. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

This should have very little impact as the only thing being changed is the division rating of the course

10. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No Yes No noticeable changes will occur

11. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

This change should affect no one outside of SOM and even then it will be a very minor change.

12. **POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

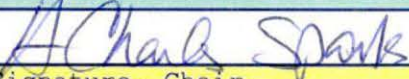
This will ensure students are getting a better grasp on the MS Excel platform moving forward in their Accounting degree.


13. **JUSTIFICATION FOR ACTION REQUESTED**


The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

This course will be better suited as an upper-division course as the content in the course is equal to the upper-division requirement. It contains a higher level of effort and performance on the student than the corresponding 200-level courses. We also added ACCT 262 as a prerequisite as the content will use content covered in ACCT 262. This addition of new content from ACCT 262 also pushes the requirement for AIS 224 to be a 300-level course.

APPROVALS: (Forms with missing signatures will be returned. Additional signature blocks may be added as necessary.)

	Date	11/10/16
Signature, Chair, Program/Department of:	Accounting and Information Systems	

	Date	11/10/16
Signature, Chair, College/School Curriculum Council for:	School of Management	

	Date	11/11/16
Signature, Dean, College/School of:	School of Management	

Offerings above the level of approved programs must be approved in advance by the Provost (e.g., non-graduate level program offering of a 600-level course):

	Date	
Signature of Provost (if applicable)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

	Date	
Signature, Chair Faculty Senate Review Committee:	<input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC <input type="checkbox"/> Core Review <input type="checkbox"/> SADAC	

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking; add more blocks as necessary.)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

Note: If removing a cross-listing, you may attach copy of email or memo to indicate mutual agreement of this action by the affected department(s).

If degree programs are affected, a Format 5 program change form must also be submitted.

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

Course textbook title, author, edition/publisher.
 Supplementary readings (indicate whether required or recommended) and
 any supplies required.

4. Course description:

Content of the course and how it fits into the broader curriculum;
 Expected proficiencies required to undertake the course, if applicable.
 Inclusion of catalog description is *strongly* recommended, and
 Description in syllabus must be consistent with catalog course description.

5. Course Goals (general), and (see #6)

6. Student Learning Outcomes (more specific)

7. Instructional methods:

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Instructor:	Ruth Prato
Office Phone:	907-474-5136
Email:	arprato@alaska.edu
Prerequisite:	Prerequisite: Sophomore standing or higher; placement, concurrent enrollment, or completion of AIS 101 Effective Personal Computer Use and ACCT 262 Managerial Accounting.
Class Time	Tuesday and Thursday, 9:45am - 11:15am
Class Meets in	111 Bunnell Building
Credits	3 Credits
Office	219A Bunnell Building
Office Hours	Tuesday 2:00pm to 3:00pm Wednesday 10:00 to 2:00pm Thursday 2:00pm to 3:00pm

Text:

Excel University: Microsoft Excel Training for CPAs and Accounting Professionals, volumes 1, 2 & 3, Jeff Lenning

Course Description:

Advanced features of the Microsoft Excel spreadsheet program. Includes spreadsheet design and layout, customized graphics, customized reports using database features. Student is assumed to have basic proficiency with Microsoft Excel.

Course Goals and Student Learning Outcomes:

After completion of this course, students have a better understanding of how to use Microsoft Excel in their future roles as Accountants and CPA professionals. All of the skills learned in this class will specifically help prepare students in these fields for the real-life demands of their careers.

Specifically, upon completion of this course, students will be able to:

- Use Named References
- Create and manage data validation tables
- Demonstrate conditional formatting
- Use selected short cuts and Nested Functions
- Demonstrate the setup of a properly organized workbook, including error checking
- Prepare a Look-Up table using MATCH, INDEX, VALUE and TEXT functions
- Trap errors with IFERROR function
- Demonstrate the use of DATE and TEXT functions
- Create and manage a PIVOT table



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Course Policies:

Class Format: The format of this course is lecture and computer exercises. You are expected to read the text and complete all of the assigned homework, take quizzes, complete midterm exams and a final exam.

Expectation of Student Effort:

You should expect to spend 9 - 12 hours per week on this class. You are expected to complete the weekly assignments by their due dates. **Late assignments will not be accepted.**

Technology Requirements:

You will need a computer with internet connection, capable of running a current web browser as of the date of the first day of this class, and specifically accessing and using UA Google apps, Blackboard, Microsoft Excel and YouTube Videos. In addition, you are expected to maintain a working backup plan to be implemented in the event of a computer malfunction or an interruption of normal Internet service during the course.

Quizzes:

Quizzes will comprise 15% of your final grade. You can find the chapter quizzes under the assignments tab in Blackboard. Your overall quiz grade will consist of your 10 (out of 12) highest quiz grades. You have 2 attempts to complete the quiz by the due date. You may use the quizzes to study after the due date without affecting your grade. **Late quizzes will not be accepted.**

Homework Assignments:

It is extremely important that you complete all assigned reading and homework. Most of the material is cumulative, and consistent daily preparation is imperative for you to understand and master the material that currently is being covered.

Homework makes up 15% of your total grade in this class. Your overall homework grade will consist of your 10 (out of 12) highest homework grades. You have an *unlimited* number of attempts to complete the homework by the due date. **Late homework will not be accepted.**

Examinations:

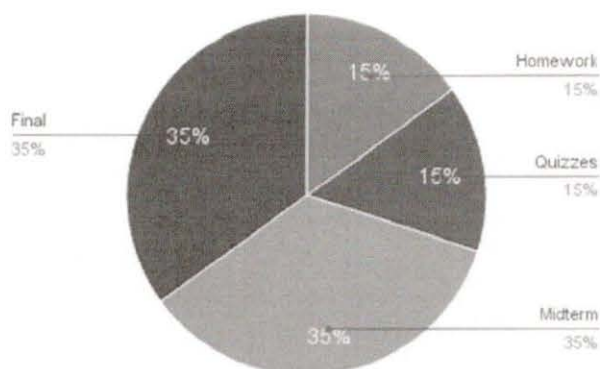
There will be 1 mid-term exam and one final comprehensive exam. Your exam grades will make up 70% of your total grade in the class. **Late exams will not be accepted.**



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Grading Policy



Grading Policy: Your final grade is comprised of the following items and weighted as indicated below: The Grade scale is as follows:

Grades scored between	97% and	100%	will equal an	A+
Grades scored between	93% but less than	97%	will equal an	A
Grades scored between	90% but less than	93%	will equal an	A-
Grades scored between	87% but less than	90%	will equal a	B+
Grades scored between	83% but less than	87%	will equal a	B
Grades scored between	80% but less than	83%	will equal a	B-
Grades scored between	77% but less than	80%	will equal a	C+
Grades scored between	70% but less than	77%	will equal a	C
Grades scored between	67% but less than	70%	will equal a	D+
Grades scored between	63% but less than	67%	will equal a	D
Grades scored between	60% but less than	63%	will equal a	D-
Grades scored between	0% but less than	60%	will equal an	F

Blackboard (Bb): Please note that grades listed on Blackboard are unofficial grades, subject to change and/or adjustment. Official grades are posted to UAOnline. That being said, please check your Bb grade often and talk to me about any questions or concerns you have as they arise.



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Study Tips:

1. Read the textbook, not just because you feel obligated to do so because you paid so much money for it. Instead, read the textbook to really understand and learn the language of business.
2. Make sure that you understand the basic concepts presented in each section before continuing on to the next topic. The next topic assumes that you've not only understood but also mastered the previous section. If you don't understand or can't figure it out, I assure you that you are not the only one with the question. Ask your classmates by posting your question on the discussion board. If they can't help you, send me an email explaining clearly and succinctly where you are having problems.
3. Seek to understand "how" and "why" a problem works the way it does. If you only focus on the answer, you'll only be able to solve problems that are structured exactly like the one you solved. However, if you strive to look beyond the answer, you'll be able to solve any problem in whatever format it is presented.
4. Spend time practicing problems. Your focus should be to practice the process of solving the problems, not just getting the answer. Practice, practice and practice again.
5. Study with your classmates every now and again. It helps to see how others tackle the same problem. If one of your classmates doesn't understand, try to explain it to them. Teach them what you've learned. By teaching them you affirm what you have learned and you identify areas where you are weak and need extra practice.
6. Study smart. First, don't wait until the last minute to cram. It's just too much material to really learn quickly. Second, you need time to rest and recover, too. Even though you may not be actively studying accounting while you take a rest, your brain is still processing what you learned. Third, during your study sessions, take hourly breaks. Accounting can be intense and you get caught up trying to figure it all out. Every 45 minutes, stand up, walk around a little, get a drink of water and a snack before tackling your problems again.
7. Be present when you're studying. Find a place that has good lighting, comfortable seating, and the right temperature. Set aside any distracting devices and let your friends know that you're serious about what you're doing and that you won't be socializing if they stop by.

Nothing will work unless you do, Maya Angelou



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Conduct Expectations:

Professional conduct is built upon the idea of mutual respect. I expect that we will all model the highest standards of respect and consideration for one another and for our learning process. Please make sure that:

- all of your communications with me and with your classmates exhibits professionalism, courtesy and respect.
- your questions and discussions are constructive and collegial
- you help your classmates whenever possible
- you check your spelling and grammar before posting
- you read your message or post before pushing the "Send" button

Explanation of NB/I/W grades:

This course adheres to the UAF regarding the granting of NB Grades. The NB grade is for use only in situations in which the instructor has No Basis upon which to assign a grade. In general, the NB grade will not be granted.

We follow the University of Alaska Fairbanks Incomplete Grade Policy:

"The letter "I" (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, he/she has not been able to complete the course during the regular semester. Negligence or indifference are not acceptable reasons for an "I" grade."

Successful, timely completion of this course depends on committing yourself early and maintaining your effort. To this end, this course adheres to the following Procedures:

Academic Integrity:

As described by UAF, scholastic dishonesty constitutes a violation of the university rules and regulations and is punishable according to the procedures outlined by UAF. Scholastic dishonesty includes, but is not limited to, cheating on an exam, plagiarism, and collusion. Cheating includes providing answers to or taking answers from another student. Plagiarism includes use of another author's words or arguments without attribution. Collusion includes unauthorized collaboration with another person in preparing written work for fulfillment of any course requirement. Scholastic dishonesty is punishable by removal from the course and a grade of "F." For more information go to Student Code of Conduct. (<http://uaf.edu/usa/student-resources/conduct>)



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Support Services:

UAF eLearning Student Services helps students with registration and course schedules, provides information about lessons and student records, assists with the examination process, and answers general questions. Our Academic Advisor can help students communicate with instructors, locate helpful resources, and maximize their distance learning experience. Contact the UAF eLearning Student Services staff at 907. 479.3444 or toll free 1.800.277.8060 or contact staff directly – for directory listing see: <http://elearning.uaf.edu/contact>

UAF Help Desk:

Go to <http://www.alaska.edu/oit/> to see about current network outages and news.

Reach the Help Desk at:

- e-mail at helpdesk@alaska.edu
- fax: 907.450.8312
- phone: 450.8300 (in the Fairbanks area) or 1.800.478.8226 (outside of Fairbanks)

Disability Services:

The School of Management is committed to work with the **UAF Office of Disability Services** to provide reasonable accommodation to students with disabilities.

If you believe you are eligible, please visit their web site (<http://www.uaf.edu/disability/>) or contact a student affairs staff person at your local campus. You can also contact Disability Services on the Fairbanks campus by phone, 907.474.5655, or by e-mail (uaf-disabilityservices@alaska.edu).

TITLE IX PROTECTION

University of Alaska Board of Regents have clearly stated in Board of Regents Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident.

Your choices for reporting include:

1. You may access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043;
2. You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-6600;
3. You may file a criminal complaint by contacting the University Police Department at 474-7721.



Advanced MS Excel

AIS 324 Syllabus, Fall 2016

Dates for withdrawals:

In accordance with University policies

Class Schedule

Week	Dates		Study	Due
1	8/28/16	9/3/16	Named References and selected shortcuts	Homework and quiz due on 9/4/16
2	9/4/16	9/10/16	Tables	Homework and quiz due on 9/11/16
3	9/11/16	9/17/16	Data Validation	Homework and quiz due on 9/18/16
4	9/18/16	9/24/16	Conditional Formatting	Homework and quiz due on 9/25/16
5	9/25/16	10/1/16	Worksheet and Workbook Organization	Homework and quiz due on 10/2/16
6	10/2/16	10/8/16	Nested Functions	Homework and quiz due on 10/9/16
7	10/9/16	10/15/16	Selection Groups and Remove Duplicates	Homework and quiz due on 10/16/16
8	10/16/16	10/22/16	Midterm 1 Review and Midterm 1	Homework and quiz due on 10/23/16
9	10/23/16	10/29/16	Look-Up function	Homework and quiz due on 10/30/16
10	10/30/16	12/5/16	Look-Up with MATCH, INDEX, VALUE and TEXT functions	Homework and quiz due on 11/6/16
11	11/6/16	11/12/16	DATE and TEXT functions	Homework and quiz due on 11/13/16
12	11/13/16	11/19/16	Concatenation and SUMIFS with CONCATENATE	Homework and quiz due on 11/20/16
13	11/20/16	11/26/16	Multicolumn comparisons with COUNTIF and ISERROR Function	Homework and quiz due on 11/27/16
14	11/27/16	12/3/16	PIVOT Table, row, value, column and filter fields	Homework and quiz due on 12/4/16
15	12/4/16	12/10/16	PIVOT Table Report layout and design	Homework and quiz due on 12/11/16
16	12/11/16	12/16/16	Comprehensive Final Exam	Thursday, December 15 at 10am

Note:

The instructor reserves the right to make changes in the syllabus and class schedule. All changes will be announced in class and it is the student's responsibility to learn of these changes.