

ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated by the Academic Senate Secretary On Canary Color Paper)

Proposal # 23-44	Title: CAPP 156 to be CAT VII Gen Ed
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(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

All proposals MUST have their originating college faculty body (Arts, Sciences & Education; Health Sciences; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the committee will provide written rationale to the originator, via the Academic Senate.* The originator may request that the item be forwarded to the next body for consideration. Upon completion of subcommittee action, the proposal will be returned to the Academic Senate Secretary for consideration at the next Academic Senate meeting.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration within 10 working days. If the Academic Senate disapproves the proposal, the Academic Senate will provide written rationale to the originator. * The originator may request that the item be forwarded to the Full Faculty for consideration, utilizing procedures set forth in the Senate Bylaws.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. If approved, the proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

Subcommittee and Academic Senate college representatives will notify their respective colleges of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>

Documentation and forms for the curriculum process are also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>

*** If a proposal is disapproved, it is returned to the Dean of the submitting college who then notifies the originator.**

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
Received by Senate Secretary	1/25/2024	Tracking form initiated	<small>DocuSigned by:</small> Brittany Garden	1/25/2024	Sent to Gen Ed Committee		1/25/2024	
General Education Committee (if applicable)	2/6/2024	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Gwen Hart	2/6/2024				
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	2/25/2024	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<small>DocuSigned by:</small> Valerie Guyant	2/25/2024				
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4/3/24				
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4.9.2024				
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

Request for Inclusion in the General Education Core

Add to Category	Gen Ed Category	Area Description	Credits Required
	Category I	Communication	6
	Category II	Mathematics	3
	Category III	Natural Sciences with lab	6
	Category IV	Social Sciences/History	6
	Category V	Cultural Diversity	3
	Category VI	Fine Arts/Humanities	6
X	Category VII	Technology	3

Course submitted for consideration:

College	Subject	Number	Title	Credits
COTS	CAPP	156	MS Excel	3

Catalog Description:

Application of MS Excel spreadsheet software and Excel’s impact on business practices in many industries and scenarios will be investigated. The basics of MS Excel are covered including formatting of sheets, cells, entering data, creating formulas and multiple sheet access. Some advanced MS Excel capabilities will be explored including utilizing tables, pivot tables, goal seeking, solver, list management, template/model creation, and graphic presentation. (NO PREREQUISITES)

Provide a detailed explanation; show evidence, and rationale meeting 80% of the objectives as directly related to the appropriate category I through IX for the proposed course inclusion.

<ol style="list-style-type: none"> 1. Explain the impact of technology on society and conversely, how society impacts technology in a historical, present and future sense. 2. Understand technology’s role in problem solving and communication. 3. Discuss the ethical, legal and social concerns stemming from advances in technology. 4. Demonstrate an ability to use technology within a discipline. 5. Demonstrate an introductory level of technological literacy. 	<ol style="list-style-type: none"> 1. Explain the history of Spreadsheet utilization in society and how it has evolved, including the requirement for spreadsheet proficiency by employees in many industries. 2. Utilize EXCEL to solve problems in multiple disciplines using a variety of methodologies. Create excel documents that include data visualization for better communication of data analysis. 3. --- 4. Utilize Excel in multiple disciplines including Business, Data Analytics, Statistics and Science. 5. Demonstrate proficiency at spreadsheet construction and utilization.
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Print Name		Print Name	
Submitter	Jay Howland	Chair/Dean:	
Signature	<i>Jay Howland</i>	Signature (indicates "college" level approval)	
		Date:	

Course Information

Course: CAPP 156 -- MS Excel

Required Materials:

- Access to a computer with Excel 2019 or newer.
 - This can be found in any windows computer lab on campus
 - You can download and install MS Office as an MSUN Student. See MSUN.EDU.
- Textbook:

Instructor Information:

Jay Howland, CCP	Professor of Computer Information System
Email Address:	howland@msun.edu
Office Location	Brockmann 210N
Office Phone	(406) 265-4186
Office Hours	by appointment and posted on my door!

How to Contact the Instructor

There are three ways to contact the instructor. Please contact me if you have questions and/or need additional assistance.

- Email: (PREFERRED) Please e-mail me using the e-mail tool contained within BrightSpace: howland@msun.edu. You may expect me to reply to email questions within two business days. Please put the Course Number and a brief description of the purpose in the Email Subject Line.
- Telephone: You may also contact me by telephone, (406) 265-4186.
- Office Visit: Please schedule a time to meet!

Course Description

Application of MS Excel spreadsheet software and Excel's Impact on business practices in many industries and scenarios will be investigated. The basics of MS Excel are covered including formatting of sheets, cells, entering data, creating formulas and multiple sheet access, tables, printing, and formulas. Some advanced MS Excel capabilities will be explored including pivot tables, list management, template/model creation, and graphic presentation.

Course Goals and Objectives

This course is intended to give students a solid foundation in spreadsheets and the functions and formulas which will enable them to solve problems.

By passing this class the student will be able to:

- Explain the history of Spreadsheet utilization in society and how it has evolved, including the requirement for spreadsheet proficiency by employees in many industries.
- Utilize Excel in multiple disciplines including Business, Data Analytics, and Science.
- Demonstrate proficiency at spreadsheet construction and utilization.
- Present graphical representations of data.
- Structure and present spreadsheets that are user friendly.
- Utilize EXCEL to solve problems in multiple disciplines using a variety of methodologies.
- Create excel documents that include data visualization for better communication of data analysis

Some of the Topics Covered

- Historical use and impact of Excel on various industries
- Formulas, Functions, Data
- Referencing cell addresses
- Relationships created with cell referencing
- If/else logic
- Graphing data
- Organizing and presenting data
- Importing/exporting data
- Pivot Tables

Grade Scale is as follows

Grade	Percent
A	100 – 95%
A-	94 – 90%
B+	89 – 87%
B	86 – 83%
B-	82 – 80%
C+	79 – 77%
C	76 – 73%
C-	72 – 70%
D+	69 – 67%
D	66 – 63%
D-	62 – 60%
F	59% and below

NOTE: Changes to the Syllabus may be deemed necessary by the instructor due to unanticipated circumstances and events.

Communication and Netiquette – Courtesy Code

All members of this class are expected to follow rules of common courtesy in all classroom discussions, e-mail messages, and other correspondence. You are expected to communicate in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience. If I deem any of them to be inappropriate or offensive, including swearing and sexual connotations, I will discuss the situation with the Dean of the College of Technical Sciences. Appropriate action will be taken.

Students with Special Needs

Diversity and Disability Statement: Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If you anticipate issues related to the format or requirements of this course, please contact Disability Services in Student Central, Cowan Hall to discuss a range of options to removing barriers in the course, including accommodations.

Academic Misconduct

Section 600 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions or facilitating others' misconduct. Possible sanctions for academic misconduct range from an oral reprimand to expulsion from the university. In this course, the minimum sanction imposed for willful acts of misconduct is a lower or failing grade on the particular assignment or test.

Course and Behavioral Standards:

- be well prepared for discussions;
- submit required assignments in a timely manner;
- take exams when scheduled;
- act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
- make and keep appointments when necessary to meet with the instructor.

Collaboration on Assignments

Unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

All assignments will be given a point value and calculated in the final grade.