McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO SPREADSHEETS

ITSW - 1304 - 87

JAN D. ROBERTSON

NOTE: This is a 16-week course.

Course Description:
Introduces the concepts, procedures and importance of electronic spreadsheets. Students will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features and generate charts, graphs and reports. Semester Hours 3 (2 lec/2 lab)

Prerequisites and/or Corequisites:
None

Course Notes and Instructor Recommendations:
Notes: Exams must be taken in the MCC Testing Center or other preapproved remote location (proctored computer lab), which the student must set up and approved by the end of week one. All exams are timed. The student must have access to Excel 2016 software plus have a textbook by the end of week one. (Student may use the CIS lab if he/she does not have the software required.) Contact the instructor via email after registering and let her know what email address you plan to use for the course (jrobertson@mclennan.edu). Students must log on to Brightspace as of the first day of the semester and read/work through the orientation in the first announcement.

Recommendations: The instructor recommends anyone contemplating taking this course online have a working knowledge of using email, the Internet, and Windows. In addition, the student should be self-disciplined and self-motivated and be able to read and interpret directions easily from the textbook as well as on Brightspace.

Instructor Information:
Instructor Name: Jan D. Robertson
MCC E-mail: jrobertson@mclennan.edu
Office Phone Number: 254-299-8218
Office Location: HPN building, Room 118
Office/Teacher Conference Hours: Posted next to office door
Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:
Title: New Perspectives on Microsoft Office 365 Excel 2016 Intermediate
Author: Parsons, Oja, Carey, and Desjardins
Edition: First
Publisher: Course Technology
ISBN-13: 9781305880412

1 flash drive (at least 4 gigabytes)

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace**
(**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:
Students will learn content by reading the textbook and completing assigned modules and case problems, watching video demonstrations from Brightspace, and reading Extra Help with Excel available on Brightspace.

Course Objectives and/or Competencies:

A. Course Objectives: This course provides the student with hands-on experience using the basic concepts of spreadsheet application software. Students will be provided time to work on lab assignments in class, but most of the assignments will be completed outside the classroom in the CIS computer lab.

B. Course Competencies: Upon successful completion of the course, the student will be able to:

1. Launch Windows from a network prompt.
2. Understand the nature and functions of an electronic spreadsheet program.
3. Be conversant with basic concepts and terminology.
4. Create, revise, print, and save worksheets.
5. Develop a model using formulas and functions.
6. Work with relational and logical operators and functions.
7. Create and perform a vertical and horizontal table look-up.
8. Combine and extract worksheet files.
9. Print a spreadsheet using Headers, Footers, and Borders.
10. Construct charts from spreadsheet data.
11. Develop, create, and execute Macros.
12. Embed and Link other applications, such as word processing documents, databases, or artwork into an Electronic Spreadsheet file.
13. Complete individual assignments on schedule, and collaborate on exercises in small groups.
14. Allocate time to meet scheduled deadlines of lab assignments.
15. Assume responsibility for any additional materials required.
16. Collaborate during labs to provide and receive hands-on assistance with assignments.
17. Share ideas in a friendly lab environment.
18. Acquire information from textbooks, from instructor's presentations, collaborative learning with other students, and from hands-on lab assignments
19. Analyze labs for the correct solution.
20. Utilize microcomputers for hands-on assignments.
21. Acquire an understanding of the functions of a spreadsheet system.
22. Explore and apply the functions of a spreadsheet system..
23. Acquire information on configurations of systems and hardware and software specifications and how to select technology to apply to a specific task.
24. Perform spreadsheet functions on a microcomputer system.

Foundation Competencies:

1. Understand written descriptions of the assignments.
2. Utilize on-line help systems for reference materials.

3. Determine the calculations required for the solutions to spreadsheet problems.
4. Participate in class discussions and collaborate to assist each other during labs.
5. Receive verbal instructions on planning, creating, testing, and formatting spreadsheets.
6. Evaluate the assigned case problems and determine a solution.
7. Select tools appropriate to the task, and identify and correct errors.
8. Interpret and evaluate computer output and check their results.
9. Complete assignments by due dates.
10. Check solutions to verify the correctness of their assignment.
11. Collaborate during class to provide and receive hands-on assistance with assignments.
12. Accountable for academic integrity.

Course Outline or Schedule:

Introduction to Spreadsheets Tentative Calendar for Spring 2020--Any changes, if needed, will be posted on Brightspace in an Announcement
Week 1: Confirmation statement and Orientation Quiz
Week 2: Windows review/Windows 10 Quiz
Week 3: Mod 1
Week 4: Mod 2
Week 5: Mod 3
Week 6: Mod 4
Week 7: EXAM 1
Week 8: Mod 5

Week 9: Mod 6
Week 10: Mod 7
Week 11: Mod 8
Week 12: EXAM 2
Week 13: Mod 10
Week 14: Mod 11
Week 15: Mod 12
Week 16: Final Exam

Course Grading Information:

Case Problems = 20% (Case Problems and Modules)
Discussions =5%
Unit Exam 1 = 25% (Hands-on)
Unit Exam 2 = 25% (Hands-on)
Final Exam = 25% (Hands-On)

The final grade will be computed based on the following: 90-100% = A; 80-89 = B; 70-79 = C; 60-69 = D; below 60 = F (Grades will not be rounded.)

Exams consist of hands-on directions. Case problems and modules: ten points per error; twenty points per step missing (up to two steps). If more than two steps are missing, the assignment receives no credit. Reinforcement labs: five points per error/omitted step. No make ups for assignments or exams without proof of emergency.

Late Work, Attendance, and Make Up Work Policies:

If a student misses an exam (according to the testing schedule) and has proof of emergency for missing that test date, the make-up test MUST be taken within two days of the original testing

period for that unit. It is the student's responsibility to contact the instructor concerning a makeup. If the student misses a unit exam for some other reason or miss the make-up time frame, the final exam score will be counted twice. If the student misses a second unit exam and do NOT have written proof of emergency, a zero will be recorded for the missed unit exam.

Work must be submitted by the dates listed on the Assignments page. Late work will not be accepted without proof of emergency. Ten points is deducted for each error; twenty points, per skipped step.

Students will be counted "present" based on turning in work and taking tests on time according to the tentative schedule (Assignments page). (This constitutes "participation" as mentioned in MCC's (Complete) Current Attendance Policy below.) One missed due date is the equivalent of 3 hours of class missed. Absence from 25 percent of due dates will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. If the student's 25 percent absences are reached after the official drop date (last day for student initiated drop), the instructor may assign a W, if the student is passing. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online decorum that includes respect for other students and the instructor via email, discussion board or personal appearance, prompt and regular attendance via meeting due dates/due times, and an attitude that seeks to take full advantage of the education opportunity.

*** Click Here for the MCC Academic Integrity Statement**

(**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

Instructor's Academic Integrity Statement:

Be honest! Do your own work, and be prepared for exams. Anyone caught completing/submitting work for someone else or anyone submitting work completed on his/her behalf by someone else will receive a "0" for that assignment. Anyone giving or receiving assistance on exams will receive an automatic "F" for this course.

*** Click Here for the MCC Attendance/Absences Policy**
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

*** Click Here for more information about Title IX**
(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*