McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO SPREADSHEETS

ITSW – 1304 - 01

JAN D. ROBERTSON

NOTE: This is a 16-week Hyflex course.

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AN EQUAL OPPORTUNITY INSTITUTION   SP 2023

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: The student must have access to Excel 2019 or Office 365 software that includes Excel 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.) Students must use their MCC student email account for all email correspondence. (MCC policy). 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 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: Business & Technology building, Rm 107
Office/Teacher Conference Hours: Posted next to office door and under Staff Information on Brightspace
Other Instruction Information: B.S. and M.S. degrees

Required Text & Materials:
Title: New Perspectives on Microsoft Office 365 Excel 2019 Comprehensive
Author: Patrick Carey
Edition: 1st
Publisher: Course Technology
ISBN-13: 978-0-357-02576-5
1 flash drive (at least 4 gigabytes)

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

Methods of Teaching and Learning:
This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate, and participate in a professional manner.

Students will learn content by reading the textbook; participating in demonstrations or viewing topically relevant short videos on Brightspace; completing assigned modules, case problems, and review assignments; and reading Extra Help with Excel available on Brightspace. Additional methods may be used as opportunities present themselves.

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.   Show understanding of the nature and functions of an electronic spreadsheet program.
3.   Prove knowledge of basic concepts and terminology.
4.   Create, revise, print, and save worksheets.
5.   Develop a model using formulas and functions.
6.   Demonstrate knowledge and use of 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.   Demonstrate 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.   Interpret and apply 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 with labs.
5.   Apply 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 deadlines.
10.   Check solutions to verify the correctness of their assignment.
11.   Collaborate with instructor or other student to provide and receive assistance with assignments.
12.   Exhibit understanding of academic integrity.

Course Outline or Schedule:

Introduction to Spreadsheets Tentative Calendar for SP 2023--Any changes, if needed, will be posted on Brightspace in an Announcement, mentioned in class, and/or communicated via email.
Week 1 Tues, Jan 10: Orientation Thurs, Jan 12: Optional lab time to complete assigned tasks for the week (Confirmation statement, Orientation Quiz, and weekly discussion due Tues, Jan 17 by 6 a.m.)
Week 2 Tues, Jan 17: Windows review Thurs, Jan 19: Optional lab time to complete assigned tasks for the week (Windows 10 Quiz and weekly discussion due Tues, Jan 24 by 6 a.m.)

Week 3
Tues, Jan 24: Mod 1
Thurs, Jan 26: Optional lab time to complete assigned tasks for the week (Mod 1, cases 1 and 2, and weekly discussion due Tues, Jan 31 by 6 a.m.)

Week 4
Tues, Jan 31: Mod 2
Thurs, Feb 2: Optional lab time to complete assigned tasks for the week (Mod 2, cases 1 and 2, and weekly discussion due Tues, Feb 7 by 6 a.m.)

Week 5
Tues, Feb 7: Mod 3
Thurs, Feb 9: Optional lab time to complete assigned tasks for the week (Mod 3, case 1 **only**, and weekly discussion due Tues, Feb 14 by 6 a.m.)

Week 6
Tues, Feb 14: Mod 4
Thurs, Feb 16: Optional lab time to complete assigned tasks for the week (Mod 4, case 1 only, and weekly discussion due Tues, Feb 21 by 6 a.m.)

Week 7
Tues, Feb 21: Lab time for reinforcement labs
Thurs, Feb 23: Optional lab time to complete assigned tasks for the week (Reinforcement labs and weekly discussion due Tues, Feb 28 by 6 a.m.; Mid-Term Exam must be taken by 10 p.m. on Tues, Feb 28)

Week 8
Tues, Feb 28: Optional class time for completing Mid-Term Exam
Thurs, Mar 2: Anyone missing the original deadline for completing the Mid-Term Exam with a provable emergency may take a make-up exam in class today; other assigned tasks for the week may be completed in class today (weekly discussion must be completed by 6 a.m. Tues, Mar 14).

Week 9
Tues, Mar 14: Mod 5
Thurs, Mar 16: Optional lab time to complete assigned tasks for the week (Mod 5, case 1, and weekly discussion due Tues, Mar 21 by 6 a.m.)

Week 10
Tues, Mar 21: Mod 6
Thurs, Mar 23: Optional lab time to complete assigned tasks for the week (Mod 6, case 1 only, and weekly discussion due Tues, Mar 28 by 6 a.m.)

Week 11
Tues, Mar 28: Mod 7
Thurs, Mar 30: Optional lab time to complete assigned tasks for the week (Mod 7, case 1 only, and weekly discussion due Tues, Ap 4 by 6 a.m.)

Week 12
Tues, Ap 4: Mod 8
Thurs, Ap 6: Optional lab time to complete assigned tasks for the week (Mod 8, case 1 only, and weekly discussion due Tues, Ap 11 by 6 a.m.)

Week 13
Tues, Ap 11: Mod 9
Thurs, Ap 13: Optional lab time to complete assigned tasks for the week (Mod 9, case 1 only, and weekly discussion due Tues, Ap 18 by 6 a.m.)

Week 14
Tues, Ap 18: Mod 12
Thurs, Ap 20: Optional lab time to complete assigned tasks for the week (Mod 12, case 1 only, and weekly discussion due Tues, Ap 25 by 6 a.m.)

Week 15
Tues, Ap 25: Lab time for final reinforcement lab
Thurs, Ap 27: Optional lab time to complete assigned tasks for the week (Final Reinforcement lab and weekly discussion due Sun, Ap 30 by 6 a.m.; Final Exam must be completed by 10 p.m. on Tues, May 2)

Week 16
Tues, May 2: Final Exam may be taken in the CIS/OTC lab in BTB 103 during hours of operation (8 a.m.-7 p.m.) or on student's home computer by 10 p.m.

Course Grading Information:

Case Problems/Modules = 35%

Reinforcement labs = 5%

Discussions = 10%

Mid-Term Exam = 20%

Comprehensive Final Exam = 30%

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.)

Work will be graded and recorded within 24 hours of its deadline.

Exams consist of true/false and multiple-choice questions. 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 barring unforeseen extenuating circumstances.

Late Work, Attendance, and Make Up Work Policies:

Since this course is Hyflex, you have three options for attendance:

In Person: Come to class, as you would for any other class.

Zoom: Log into Zoom using the link provided in a Brightspace announcement.

Online: On your own time.

This course is being taught in the HyFlex format, meaning that you have a choice of completing it live on campus, live online via Zoom, or asynchronously (on your own) via Brightspace. You are urged to decide which format is "right" for you and stick to it, unless an emergency arises that requires an alternative method of participation. Regardless of how you participate, all students enrolled in the class will be submitting work through Brightspace and will have opportunities throughout the semester to interact with me and with your classmates.

If you attend class on campus, keep in mind that you will be seen on video by students participating live online via Zoom. If you are participating live online, keep in mind that your image might be projected onto a screen in the classroom. If you are participating live online, please keep your audio muted during class demonstrations until the professor asks for questions. Remember that any background sounds/noises/chatter will be heard in the classroom unless your audio is muted.

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 the mid-term exam for some other reason (barring extenuating circumstances), the final exam score will be counted twice. If the student misses the final exam, a zero will be recorded for the missed exam (barring extenuating circumstances known to the instructor at the time).

Work must be submitted by the dates listed on the Assignments page. Late work will not be accepted without proof of emergency barring unforeseen extenuating circumstances. Ten points is deducted for each error; twenty points, per skipped step. Work will be checked and grades posted within 24 hours of their deadline.

Students will be counted "present" based on turning in work and taking tests on time according to the tentative schedule on Brightspace. (This constitutes "participation" as mentioned in MCC's (Complete) Current Attendance Policy. Exception: international students will be counted present only by being physically present in the classroom.) One missed deadline (time and date) is the equivalent of 3 hours of class missed. Absence from 25 percent of deadlines before the official drop date 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 has not reached the six-drop limit). If a student reaches the 25 percent point after the official drop date, the student's grade will be averaged and reported as usual.

Student Behavioral Expectations or Conduct Policy:
Students are expected to maintain online decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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
(https://www.mclennan.edu/highlander-guide/policies.html)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Changing Student Name and/or Gender Choice:
Students who would like to update their preferred name should contact Admissions. Students update the preferred name field in Colleague (as well as other data). Within 2 hours, email addresses and other information is updated. The student will receive an automated email informing that student about the change. When Brightspace is updated again, the name gets updated. It takes about 24 hours for the change to happen. This happens automatically after Admissions updates information.

Contact with Instructor:
Feel free to contact your instructor whenever you need assistance via phone (254-299-8218) or via email (jrobertson@mclennan.edu). For quickest response use your MCC email account to contact your instructor during office hours. If emails are sent during "regular" business hours Monday-Friday, they will be returned within 24 hours of receipt, except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

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ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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

Title IX:
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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.