Course Number: ITSW 1304.P70

Course Title: Introduction to Spreadsheets

Course Description: Instruction in the concepts, procedures, and importance of electronic spreadsheets. Lab required.

Course Credit Hours: 3
  Lecture Hours: 2
  Lab Hours: 2

Prerequisite: BCIS 1305 or COSC 1300 or consent of Instructor or Department Chair.

Student Learning Outcomes: Upon successful completion of this course, the student should be able to:

1. Demonstrate competency in describing key terms and concepts of a spreadsheet software. (Scans: F1, F2, F3, F5, F10, C11, C15)
2. Demonstrate competency designing and creating a worksheet using spreadsheet software. (Scans: F1, F3, F6, F8, F9, F10, F11, C11, C12, C13, C14, C15, C17, C19)
3. Demonstrate competency working with formulas and functions. (Scans: F1, F3, F8, F10, F11, C14, C15)
4. Demonstrate competency creating charts and graphics using spreadsheet software. (Scans: F1, F3, F6, F9, F10, F11, C12, C13, C14, C15, C16, C18, C19)
5. Demonstrate competency working with lists using spreadsheet software. (Scans: F1, F6, F7, F8, F9, F10, F11, C11, C12, C14, C15, C16, C18, C19)
6. Demonstrate competency working with advanced functions of spreadsheet software which may include; working with multiple worksheets, using Solver for complex problems, importing data into excel, and creating pivot tables. (Scans: F1, F6, F7, F8, F9, F10, F11, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20)

Secretary’s Commission on the Acquisition of Necessary Skills (SCANS)- SCANS skills are a group of foundational skills and workplace competencies that the Secretary’s Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin’s workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and
competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw.

Collin College Academic Policies: See the current Collin Student Handbook.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

INSTRUCTOR INFORMATION

Instructor’s name: W. Sue Furnas
Office Number: H119C Preston Ridge Campus
Office Hours: Tuesday: 10:00 am – 11:30 am (PRC in H119C)
Sunday: 10:00 am – 11:30 am (PRC in H119C)

Online Office Hours:
Wednesday 10:00 am – 12:00 pm
Thursday 5:00 pm – 6:00 pm

Phone Number: 469-365-1802(office), BCS Office: 972-377-1731
Email: sfurnas@collin.edu (e-mail is best method of contact)

Class Information:
Section Number: P70
Meeting Times: Thursday, 6:00 pm – 9:50 pm
Meeting Location: H123

Minimum Technology Requirement:

- Computer capable of running Windows XP or higher or other comparable modern Operating System that is compatible with Blackboard Learn 9.x and Microsoft Excel 2010.
- Stable Internet connection required. High-speed connection is recommended.
- Internet Browser that is compatible with Blackboard Learn 9.x. More information available on browser setup available through Blackboard Help.
- Browser Plug-ins or add-ons for Adobe Acrobat, Flash, and Java.
- Access to computer system and browser permissions to disable all pop-up blockers.
- Working Collin College e-mail account (Cougarmail)
Minimum Student Skills:

- Use web browser to locate specific URL
- Use search engine to locate web resources
- Use computer or web-based e-mail program to receive and send e-mail
- Download or upload a file.
- Zip and unzip a file.

Netiquette Expectations: In addition to the rules and policies necessary to create a framework of academic integrity and excellence, there are also recommended guidelines of behavior that cultivate an environment of academic dialogue and goodwill. In addition to the material in the Collin Student Handbook regarding academic ethics, I also request that you read Section 6.1 in the handbook titled Academic Etiquette and the College Experience. I will expect you to be mindful of these guidelines during the semester.

- Online communication in this course is expected to be courteous and professional.
- Please do not use ALL CAPS (this indicates yelling), all lower case (difficult to read), or texting abbreviations when posting or e-mailing.
- No flames or personal attacks will be tolerated in either discussion or mail messages. Instigating or participating in disruptive behavior in the course will be reported to the Dean of Students. If you have a problem with a fellow student’s posts or e-mails, please contact your instructor.

Course Resources: The following textbook is required for this course.

**GO! With Microsoft® Excel 2010 Comprehensive**
Gaskin | Vargas | Marks


Or

**GO! With Microsoft® Excel 2010 Comprehensive w/videos**
Gaskin | Vargas | Marks

ISBN: 9780132743792

(either version will work)

The 2010 version is available at our bookstore if you would like to purchase it there. I know some of my students are not in the college area so you will need to purchase the books on
the internet. Please get your books as soon as possible so you will not get behind in the course. You will use the textbook to complete the assignments. Double check the ISBN numbers on the book that you purchase to make sure you have the correct book.
Supplies: Microsoft Excel 2010. This class is PC based, if you are using a Mac, Office 2008 & 2011 will work for most labs EXCEPT MS Access and you may be missing some features in the MS PowerPoint lab. The textbook is written for a PC so you could possibly encounter problems if you are working with a Mac. Once again this course is designed for using a PC. If you are using a Mac you are responsible for making arrangements to use a Windows based computer for the Access lab. In addition, if you do not have Microsoft Office 2010 you may use the computers at any of the Collin College’s campuses.

Attendance Policy: Attendance will count as 10% of your final grade. Roll will be taken at each class meeting.

Method of Evaluation:

<table>
<thead>
<tr>
<th>Grade Weight</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Assignments (labs and projects)</td>
<td>40%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Business Running Cases 1-3</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>59% or less</td>
<td>F</td>
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Rounding used on total. If greater or equal to .5, rounded up, if less than .5 then rounded down.
**Course Requirements:** This course is a traditional classroom structure. Blackboard will be used as our virtual classroom and all assignments, activities and exams are completed and turned in online.

- **Assignments:** All labs and projects have a set due date and are expected on that date. Labs and projects will be accepted one week past the due date with a 25 point penalty.
- **Quizzes:** Quizzes will be available for a set period of time and once begun must be completed within a set time-limit. All quizzes and exams must be completed online in Blackboard. **No makeup exams will be given.**
- **Business Running Cases:** There are three Business Running Cases to complete. They will be averaged together and will count as 20% of your grade.

**Instructor Feedback and Response Times:** Blackboard will be used as our virtual classroom and all assignments, activities and exams are completed and submitted online.

- Assignment feedback and grades are posted in Blackboard. Activity and assignment feedback and grades will normally be available within 1 – 2 days of submission.
- Attendance is setup for automatic grading and will be graded on submission.
- Exams that are setup for automatic grading will be graded on submission.
- E-mail or mail message response should be within 24 hours during the week (Monday-Friday) during the semesters. Longer response time may occur over the weekends.
- You **must** use the Mail function inside the Blackboard course site to correspond with me for course-related matters. If a problem with blackboard prevents you from using Blackboard or the Blackboard Mail function, the email address shown with my contact information can be used. If I should need to contact you under similar conditions, I will use your Cougar Mail address provided by the college.

**Withdrawal Policy:**

Students are advised to withdraw from the course if they have not completed the required work by the “Last Day to Withdraw.” Students who do not complete all of the required work by the end of the course will receive a letter grade based on the work completed. Note that the professor cannot withdraw you from class. You must complete a drop form with Admissions and Records to formally withdraw. **The last day to withdraw from the Fall 2013 semester is October 18, 2013. All students officially enrolled after March 18th will receive a letter grade based on the grading scale above.**
ACADEMIC ETHICS:

If I suspect that a student has violated any of the ethical policies regarding coursework, as described in the section titled Course Requirements earlier in this Syllabus, your name will be turned over to the office of the Dean of Students for adjudication. In addition to any disciplinary actions you might face from the Dean of Students (see Section 75.1 Authorized Disciplinary Penalties in the Collin Student Handbook for a list), I will assess my own penalties for confirmed violations. These penalties may range from a score of 0 on the assignment to a summary grade of F in the course.

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one’s own work material that is not one’s own.

Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else’s work for assignments as if it were one’s own; or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are required to delay posting a grade for the academic work in question until the Dean of Student’s Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Student’s Office. The student may also receive an academic penalty.
penalty in the course where the scholastic dishonesty took place. The professor will
determine the appropriate academic penalty.

See the current Collin Student Handbook for additional information.

ALL WORK MUST BE YOUR OWN. The assignments must not be completed as a group
project. Each student is responsible for doing their own work. You must not work with or
obtain assistance from any other student, past or present – whether a friend, a spouse, a
sibling, or a stranger – regarding assignments for this course. Whether through sharing,
splitting up the work or through any other means of communication. Doing so will be
grounds for a significant penalty as described below.

If scholastic dishonesty is detected on any of the lab assignments, quizzes or projects all
parties involved will be denied points for that lab and the student(s) will only receive half
of their earned lab points for all of the lab assignments. The incident will be reported to
the Dean of Students for any further action as may be deemed appropriate.

You are responsible for knowing, understanding, and adhering to the policies regarding
academic ethics and scholastic dishonesty described in the above passages from your
Student Handbook.
**Tentative Course Calendar:** May be subject to change! See Blackboard virtual classroom for most current schedule.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Orientation and Blackboard Introduction</th>
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| Week 2 | Chapter 1 - Creating a Worksheet and Charting Data  
|        | Chapter 1 Quiz |
| Week 3 | Chapter 2 - Using Functions, Creating Tables, and Managing Large Workbooks  
|        | Chapter 2 Quiz |
| Week 4 | Chapter 3 - Analyzing Data with Pie Charts, Line Charts, & What-If Analysis Tools  
|        | Chapter 3 Quiz |
| Week 5 | Business Running Case 1: Excel (Chapters 1-3) |
| Week 6 | Chapter 4 - Use Financial and Lookup Functions, Define Names, and Validate Data  
|        | Chapter 4 Quiz |
| Week 7 | Chapter 5 - Managing Large Workbooks and Using Advanced Sorting and Filtering  
|        | Chapter 5 Quiz |
| Week 8 | Chapter 5 – Managing Large Workbooks and Using Advanced Sorting and Filtering  
|        | Chapter 5 Quiz |
| Week 9 | Chapter 6 – Creating Charts, Diagrams and Templates  
|        | Chapter 6 Quiz |
| Week 10 | Business Running Case 2: Excel (Chapters 4-6) |
| Week 11 | Chapter 7 - Creating Pivot Table and Pivot Chart Reports and Auditing Worksheets  
|        | Chapter 7 Quiz |
| Week 12 | Chapter 8 - Using the Data Analysis, Solver, and Scenario Features  
<p>|        | Chapter 8 Quiz |</p>
<table>
<thead>
<tr>
<th>Week 13</th>
<th>Chapter 9 Using Macros and Visual Basic for Applications</th>
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<tr>
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<td>Chapter 9 Quiz</td>
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<tr>
<td>Week 14</td>
<td>Thanksgiving Holiday – Class will not meet</td>
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<tr>
<td>Week 15</td>
<td>Business Running Case 3: Excel (Chapters 7-9)</td>
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<tr>
<td>Week 16</td>
<td>Chapter 10 - External Data, Database Functions, and Side-by-Side Tables</td>
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<td></td>
<td>Chapter 10 Quiz</td>
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