Introduction to Spreadsheets (ITSW 1304)

Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: None.

Course Description
Instruction in the concepts, procedures, and application of electronic spreadsheets.

Required Textbook and Materials
Illustrated Microsoft® Office 365® & Excel 2019 Comprehensive , 1st Edition, By Lynn Wermers, Cengage

ISBN 13: 978-0-357-02570-3

Course Objectives
Upon completion of this course, the student will be able to:
1. Use Microsoft Office 365 Excel.
2. Learn Excel from beginner to advanced features.

Course Outline

A. Introduction
    1. Introduction of faculty and students
    2. Review Syllabus/Addendum
    3. Review Class Policies
    4. Review Group Project Assignment
B. Module 1 – Getting Started with Excel
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
C. Module 2 – Formatting a Worksheet
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
D. Module 3 – Analyzing Data Using Formulas
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
E. Module 4 – Working with Charts
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
    4. **Modules 1-4 SAM Capstone Project**
F. Module 5 – Working with Tables
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam

G. Module 6 – Managing Workbook Data
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
H. Module 7 – Working with Images and Integrating with Other Programs
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
I. Module 8 – Analyzing Data with PivotTables
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
    4. **Modules 5-8 SAM Capstone Project**

J. Module 9 – Automating Worksheet Task
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
K. Module 10 – Advanced Worksheet Management
    1. SAM Textbook Project
    2. SAM Training
    3. SAM Exam
L. Module 11 – Advanced Formulas and Functions

ITSW 1304
Course Syllabus

     1. SAM Textbook Project
     2. SAM Training
     3. SAM Exam
    M. Module 12 – Performing What-If
      Analysis
     1. SAM Textbook Project
     2. SAM Training
     3. SAM Exam
     **4. Modules 9-12 SAM Capstone
       Project**

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

    Daily   50%
    Exams   25%
    Capstone Projects   25%

Course Policies

1. You must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will **not** be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

Important Dates to Remember

- Sept 5 – Campus Closed – Labor Day
- Sept 7 – Last day to drop class and receive a refund.
- Sept 19 – Last day to pay tuition to avoid drop for non-payment (after 5 pm)
- Sept 23 – Last day for students to drop classes or withdraw from Fall classes WITHOUT academic penalty.
- Oct 28 – Last day for students to drop classes or withdraw WITH academic penalty.
- Nov 24-25 - Thanksgiving Break – Campus Closed
- Dec 3 – Last day of class time for Fall Semester.
- Dec 5-8 Final Exams

Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at: http://www.blackboard.com/student-resources.aspx . A functional broadband internet connection, such as DSL, cable, or Wi-Fi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)839-2018. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu)

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office.

Starfish

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.