



CREDIT

3 Semester Credit Hours (2 hours lecture, 2 hours lab)

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

There are no Prerequisite/Co-requisites for this course. It would be beneficial to have completed ITSW 1304.

COURSE DESCRIPTION

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

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Use Microsoft Office 365/2019 Excel.
2. Learn Excel from intermediate to advanced features.

INSTRUCTOR CONTACT INFORMATION

Instructor: Sharon Carson

Email: sbcarson@lit.edu

Office Phone: 409-245-8715

Office Location: TC 228

Office Hours: Monday & Wednesday: 8:30 am - 12:15 pm, Friday: 8:30 am – 11:30 am
Tuesday & Thursday: 11:00 am – 2:30 pm

REQUIRED TEXTBOOK AND MATERIALS

1. ***Microsoft Office 365 In Practice 2019 Edition by Nordell, Stewart, Easton, Graves***
2. ***ISBN 13: 978-1-260-81884-0***
3. **Microsoft Excel installed on your computer.**
4. ***The e-book is included with online purchase of access code.***

ATTENDANCE POLICY

There is not an attendance policy. However, starfish requires regular reports of lack of online presence and failing grades. Starfish will also automatically send emails after a prolonged time of not logging in to Bb.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

TOPIC	Simulation and Objective Test (Due Date)	Guided and Simulation Exam (Due Date)	
Chapter 7	1/31/2025	2/7/2025	Working with Templates and Co-Authoring
Chapter 8	2/14/2025	2/21/2025	Working with Macros
Chapter 9	2/28/2025	3/7/2025	Exploring Data Analysis and Maps
Chapter 10	3/28/2025	4/4/2025	Exploring Business Intelligence
Chapter 11	4/11/2025	4/25/2025	Customizing Excel & Using One Drive & Office Online
Lesson (Extra Credit)	5/2/2025		Lesson for Chapters 7-11
Final Exam	5/9/2025		Comprehensive Final Exam over Chapters 7-11

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- **Homework (5 Chapter/Simbook) 15%**
 - **Assignments (5 Guided Projects) 15%**
 - **Objective Tests (5 Multiple Choice) 15%**
 - **Exams (5 Exams) 40%**
 - **Final Exam (1 Exam) 15%**
- 100%**

1 Extra Credit opportunity can add as much as 5 points to your final grade. It is Due on May 2, Excel Lesson Chapters 7-11. It is located in the End of Semester Extra Credit folder.

GRADING SCALE

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of 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)-951-5708 or email specialpopulations@lit.edu. 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. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

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.

AI STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

ADDITIONAL COURSE POLICIES/INFORMATION

1. You should log onto Blackboard and access this course a minimum of two times per week.
2. Cheating of any kind will not be tolerated. All assignments are computer graded and will not accept integrity violations (files from other students).
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 any online discussions.
5. **If you need to contact the instructor, my LIT e-mail is sbcarson@lit.edu. Your e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. Be sure to include specific details and your section number, which chapter, assignment, and question you are working on. It is always extra helpful if you can include screenshots so I can see what you are referring to.**
6. ABSOLUTELY NO ASSIGNMENTS, EXAMS, PROJECTS OR TESTS WILL BE REOPENED. I strongly encourage you to complete all work well in advance of the Due Date so you don't miss anything. The entire course is available from day 1 for you to work as fast as you can. Once all the work is completed, you are through with the class.
7. Make sure all your grades are showing up in Blackboard. Please allow 24 hours before reporting any deficiencies.
8. Be sure to notice the Due Dates and End Dates for your course. In most cases the End Date is one week after the Due Date. That is when the assignment will no longer be available. (see item #6 above)
9. All dates are subject to change if it becomes necessary. Any changes will be documented in an Announcement and changed on the course website. No further assignments will be created. Everything is completely open from Day 1 for you to begin working.
10. It is not my practice to give Incompletes, except for extreme circumstances and you have successfully completed at least 90% of the course. Please see the chart below for important drop/withdrawal dates for this semester. This class is a Full-Term class.

IMPORTANT DATES TO KNOW (copied from Academic Calendar on the LIT webpage to be specific for this semester)

Lamar Institute of Technology		Spring 2025
Faculty Return		January 13
First Day for Intent to Graduate		January 21
First Day to Apply for Graduation		March 24
Last Day to Apply for Graduation		April 4
Commencement/Graduation		May 15
Convocation (Limited Services Available)		
Full Term		
Registration Begins		November 7
Online Registration Ends		January 17
First class day		January 21
Late Registration Ends		January 24
Last day for students for drop with refund/Census Day		February 5
Last day to pay tuition to avoid drop for non-payment		February 17
Last day to drop WITHOUT academic penalty		February 21
Last day to drop WITH academic penalty		April 9
Last class day		May 9
Final exams		May 10-14
Final Grades Due by Noon		May 15
1st 8-Week		
Registration Begins		November 7
Online Registration Ends		January 17
First class day		January 21
Late Registration Ends		January 24
Last day for students for drop with refund/Census Day		January 28
Last day to pay tuition to avoid drop for non-payment		January 28
Last day to drop WITHOUT academic penalty		February 4
Last day to drop WITH academic penalty		February 21
Last class day		March 21
Final Grades Due by Noon		March 24
1ste Start		
Registration Begins		November 7
Online Registration Ends		February 14
First class day		February 17
Late Registration Ends		February 21
Last day for students for drop with refund/Census Day		February 27
Last day to pay tuition to avoid drop for non-payment		February 27
Last day to drop WITHOUT academic penalty		March 5
Last day to drop WITH academic penalty		April 10
Last class day		May 9
Final Grades Due by Noon		May 15
2nd 8-Week		
Registration Begins		November 7
Online Registration Ends		March 21
First class day		March 24
Late Registration Ends		March 28
Last day for students for drop with refund/Census Day		March 31
Last day to pay tuition to avoid drop for non-payment		March 31
Last day to drop WITHOUT academic penalty		April 9
Last day to drop WITH academic penalty		April 25
Last class day		May 9
Final Grades Due by Noon		May 15
Holidays - No Classes - Campus Closed		
Martin Luther King Day (January 20)		
Spring Break (March 10 - 14)*		
Energy Conservation Day (March 12)		
Administrative Agency Holiday (March 13)		
Spring Break Day (March 14)		
Good Friday (April 18)*		

This is our term. Take notice of these important dates.

Let me know if you have any questions about what this means.

***Staff On Campus**