



**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

**COURSE DESCRIPTION**

Instructions 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 365/2021 Excel;
2. Learn Excel from beginner to intermediate features;
3. Define spreadsheet terminology and concepts
4. Create formulas and functions;
5. Use formatting features;
6. Generate charts, graphs, and reports.

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Sharon Carson  
Email: sbcarson@lit.edu  
Office Phone: 409-245-8715  
Office Location: TC 228  
Office Hours: Monday, Wednesday 8:00 am – Noon  
Tuesday, Thursday 8:00 am – 2:00 pm  
Friday 8:00 am – 9:30 am

**REQUIRED TEXTBOOK AND MATERIALS**

1. ***Microsoft Office 365 In Practice 2021 Edition by Nordell, Stewart, Easton, Graves***
2. ***ISBN 13: 8220132908278***
3. **Microsoft Excel installed on your computer.**
4. ***The e-book is included with online purchase of access code.***

**PARTICIPATION POLICY**

**There is an expected participation on your part to be in this online course.**

In practical terms, that means:

- Logging in regularly (daily or several times a week).
- Understanding course instructions

- Reading course materials
- Reading ALL announcements. It is how the instructor communicates with you.
- Submitting assignments and quizzes on time.

Blackboard can log things like:

- **Time spent** in the course.
- **Number of clicks** or page views.
- **Assignment submissions.**

## 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.

**February 4** – Last day to drop and receive a refund

**February 20** – Last day to drop without academic penalty (will receive a “Q”)

**April 13** - Last day to drop with academic penalty (this means you could receive a “Q” or “F”) or withdraw.

## 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

Chapter	Simulation & Chapter Exam (Due Date)	Guided and Independent Assignments (Due Date)	Chapter Title
Chapter 1	1/29/26	2/5/26	Creating and Editing Workbooks
Chapter 2	2/12/26	2/19/26	Working with Formulas and Functions
Chapter 3	2/26/26	3/5/26	Creating and Editing Charts
<b>Exam 1-3</b>	<b>3/19/26</b>		<b>Exam for Chapters 1-3</b>
Chapter 4	3/26/26	4/2/26	Formatting, Organizing, and Getting Data
Chapter 5	4/9/26	4/16/26	Consolidating and Linking Data and Inserting Objects
Chapter 6	4/23/26	4/30/26	Exploring the Function Library
<b>Exam 4-6</b>	<b>5/7/26</b>		<b>Exam for Chapters 4-6</b>

## COURSE EVALUATION

**Final grades will be calculated according to the following criteria:**

- **Assignments (6 Chapter/ 6 Guided) ..... 36%**
  - **Homework (6 Independent)..... 24%**
  - **Tests (6 Multiple Choice)..... 20%**
  - **Unit Exams (2 Exams)..... 20%**
- 100%**

## 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

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the [LIT Online Experience](#) page. A functional broadband internet connection, such as DSL, cable, or Wi-Fi is necessary to maximize the use of online technology and resources. YOU MUST HAVE MICROSOFT EXCEL ON YOUR COMPUTER.

## 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](mailto: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](http://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 48 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. Notice when the assignment is **Due**, after the **END** Date it will no longer be available.
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.