

Introduction to Spreadsheets

ITSW 1304 2A1



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Sharon Carson

Email: sbcarson@lit.edu

Office Phone: 409-245-8715

Office Location: TC 228

Office Hours: Monday & Wednesday 7:30 a.m. – 2:00 p.m.
Tuesday & Thursday 7:30 a.m. – 9:00 a.m. & 11:00 a.m. – 2:00 p.m.
Friday 7:30 a.m. – 11:30 a.m.

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

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 Excel.
2. Learn Excel from beginner to advanced features.

REQUIRED TEXTBOOK AND MATERIALS

1. ***Illustrated Microsoft® Office 365® & Excel 2019 Comprehensive , 1st Edition, By Lynn Wermers, Cengage***
2. ***ISBN 13: 978-0-357-02570-3***
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.

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

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Module 1 – Getting Started with Excel	1/19/2023	1/27/2023
Week 2	Module 2 – Formatting a Worksheet	1/26/2023	2/3/2023
Week 3	Module 3 – Analyzing Data Using Formulas	2/2/2023	2/10/2023
Week 4	Module 4 – Working with Charts	2/9/2023	2/17/2023
Week 5	Modules 1-4 Sam Capstone Project		2/24/2023
Week 6	Module 5 – Working with Tables	2/23/2023	3/3/2023
Week 7	Module 6 – Managing Workbook Data	3/2/2023	3/10/2023
Week 8	Spring Break	No assignments	No assignments due
Week 9	Module 7 – Working with Images and Integrating with Other Programs	3/9/2023	3/24/2023
Week 10	Module 8 – Analyzing Data with PivotTables	3/23/2023	3/31/2023
Week 11	Modules 5-8 Sam Capstone Project		4/7/2023
Week 12	Module 9 – Automating Worksheet Task	4/6/2023	4/14/2023
Week 13	Module 10 – Advanced Worksheet Management	4/13/2023	4/21/2023
Week 14	Module 11 – Advanced Formulas and Functions	4/20/2023	4/28/2023
Week 15	Module 12 – Performing What-If Analysis	4/27/2023	5/5/2023
Week 16	Modules 9-12 Sam Capstone Project		5/8/2023

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Daily work (24 assignments) 50%
- Exams (12 Exams) 25%
- Capstone Projects (3 Projects) 25%

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.

ADDITIONAL COURSE POLICIES/INFORMATION

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.