

**South Plains College**  
**Common Course Syllabus: ITSW 1304**  
**Semester: Summer One 2022**  
**Revised 06/03/2022**

**Department:** Computer Information Systems  
**Discipline:** Technical Education Division and Arts and Sciences Division  
**Course Number:** ITSW 1304  
**Course Title:** Introduction to Spreadsheets

**Instructor Contact Information:**

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Meet Online: <https://calendly.com/ms-spc>  
Office Hours: See Calendly link above.

**Course Sections:**

|   |
|---|
| <p><b>Section:</b><br/>ITSW1304.151<br/><b>Format:</b> Online<br/><b>Lecture:</b> Online<br/><b>Lab:</b> Online</p> |
|---|

**Course Description:** Instruction in the concepts, procedures, and application of electronic spreadsheets. Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports. This course will specifically focus on the skills required to obtain the Microsoft Office Excel certification at the specialist level.

**Prerequisite:** None

**Credit:** 3 **Lecture:** 2 **Lab:** 4

**Textbook:** MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019 Publisher's ISBN: 9780135402467

(Additional information below)

**TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

**What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** tfewell@texasbook.com / **Phone:** 806-716-2399

**Email:** agamble@texasbook.com / **Phone:** 806-716-4610

**Supplies:**

- Microsoft Office 365 Education or Office 2019 (Free through SPC, see Blackboard)
- Reliable Internet Connection
- Computer with Windows OS (Recommended) or Mac OS (Not a Chromebook)
- You may not be able to complete all of the assigned projects with Mac OS. Windows OS is highly suggested.
- Office 365/2019 for Mac OS may not adequately prepare the student for the MOS certification. SPC Lab computers or the VMWare Horizon Client is recommended (See Blackboard for installation instructions).
- Google Chrome or Mozilla Firefox

**Student Learning Outcomes:** Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports. For more detailed information please see the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) – Skills Measured posted in Blackboard.

**Course Evaluation:** Students will be evaluated by assignments, projects, and exams.

| <b>Category</b>  | <b>Percentage</b> |
|--|-------------------|
| Simulations/Grader Projects<br>(All Content in Learning Modules)   | 40%               |
| MOS Practice Exams in MyLabIT and GMetrix  | 20%               |
| MOS Certification Exam<br><b>(Pass/Fail)</b>   | 40%               |
| <p><b>* Student must schedule and take MO-200 before end of course to pass</b></p> <p><b>*Pass/Fail means if you pass the MOS (MO-200) certification exam the student will receive 100% credit, if not you receive 0% credit</b></p> |                   |

**Attendance Policy:** Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn

from the course when absences become excessive as defined in the course syllabus.

Class attendance, even online, is extremely important to meet the objectives of this course. A student is responsible for initiating his or her own withdrawal if that becomes necessary.

When enrolled in an online course, students must login to Blackboard/MyLab IT four times per week. One week of non-participation in an online course may also result in an administrative drop. If a student is administratively withdrawn from the class by the professor, the grade appearing on the transcript will be an 'X'.

See the General Catalog Attendance Policy for additional information.

**COVID-19:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at [mdedens@southplainscollege.edu](mailto:mdedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to

comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment.
4. Entering an office or building to obtain unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's work.
9. Taking pictures of a test, test answers, or someone else's paper.

**Drop Policy:** You may be dropped with an X or F for any of the following reasons:

1. Attendance
  - . You do not follow the guidelines of the attendance policy listed above.
2. Participation, completion of homework, exams, and team project
  - . You have missed several homework assignments.
  - a. You have missed two or more exams.
3. Academic Integrity
  - . Cheating, plagiarism, or sharing your work with others as listed above.

**Student-Owned Computer Equipment:** Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure their computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to ensure their computer system is in working order, free of malware, and sufficient to complete the assigned coursework. Computer or system malfunction or failure is not an excuse for late coursework. The instructor is not liable for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, they can contact the SPC student helpdesk.

### **SPC Help Desk**

Telephone Number: Help Desk at (806) 716-2600

E-mail: [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)

Location: Library Lobby - Levelland

Normal Hours: Monday - Friday: 8:00 a.m. - 4:00 p.m.

**SPC Tutors:** Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/taughtoredtutoring.php>

**Tutor.com:** You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

- Monday-Thursday 8:00 p.m. – 8:00 a.m.
- Weekends starting Fridays at 6:00 p.m. through Monday mornings at 8:00 a.m.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct

that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Disability Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange



accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page

at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**Note:** The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

### **IMPORTANT INFORMATION BELOW**

**Communication:** This is an online class and all communication for this class will be conducted through SPC email. All students will be required to check their SPC student email accounts regularly for course updates and announcements. All replies to emails will be sent to the student's SPC email address. Please include your name, course name, and section number in all email communication.

**Additional Textbook Information:** The required MyLab IT access code with the Exploring 2019 etext, which is completely online (no physical book) can be purchased online through Pearson or at the SPC bookstore. If using the TexBook program, the access code is automatically charged to your student account as part of your registration.

**Reading Assignments:** Mandatory, assigned reading is a requirement for this course. Without reading the book and going through the voluntary tutorials, you may fall behind and become lost as we move through the



semester. Going through the book, following the tutorials, and doing the simulations will greatly help you pass the grader projects and exams.

**Assignments:** Assignments will be available through MyLab IT via VitalSource. The course calendar outlining due dates and availability times is available in Blackboard. There may also be homework assignments and projects assigned periodically throughout the semester. **No late work is accepted!** You are expected to complete all homework assignments within the due dates indicated. Missing homework assignments may result in an administrative drop.

**It is important for you to start your homework early in the week. Do not wait until the night it is due to report problems. If you report problems the night of an assignment, the instructor is not obligated to re-open those for you.** Start your homework early in the week and complete it with time to spare!

Grader project assignments and the exams require Office 2019 or Office 365 installation on the computer. You cannot use the online Office applications to complete these assignments. These assignments can be completed on Windows 8 or 10 machines or on a Mac with Office 2019/365 installed.

In this course, I highly discourage using a Mac to do the projects. The MOS exam will be administered on a Windows operating system and the Office programs may look different. Grader projects and exams cannot be completed on a Chromebook.

Mac users may run into several compatibility issues or problems with the instructions. I suggest all Mac and Chrome users utilize the free VMWare Horizon Client to complete grader project assignments. Instructions for installation and use of this tool can be found in Blackboard. The Technology Center, Lubbock Center, Plainview Center, and Reese Campus all have open computer labs available for student use.

**Practice Exams:** Practice exams will be given using the MyLab IT courseware and GMetrix software. Practice exams will be open for several days and no make-up exams will be given.

**MOS Exam:** Students will be required to schedule and take the MO-200 exam before the end of the course. This is a certification exam and will be registered in the gradebook as pass/fail. This means, if you pass you get full credit for the MOS Exam (100%), if you fail the certification exam you get no credit (0%). One retake will be offered. This exam is 40% of the final grade.

The MOS exam must be taken in-person at South Plains College. The instructor will post times and locations (Levelland and/or Lubbock locations) for students to sign up for the MOS exam toward the end of the semester.

**Gradebook:** Grades will be available in Blackboard. MyLab IT syncs grades with Blackboard periodically throughout the day. Please be aware that it may be several hours before your completed assignments show up in the Blackboard gradebook.

**Counseling:** If at any point in the semester you find yourself having trouble with stress or feel depressed please stop in and see a counselor. Counseling services are available at all campuses. The number for the counseling office is 806-716-2366. Below is a link to SPC's personal counseling services.

<https://www.southplainscollege.edu/health/mentalhealthresources.php>

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