



College of Science and Engineering  
Department of Applied Science

## **BAAS 326 Technology Techniques and Solutions** Syllabus – Spring 2017

**Course Title: Technology Techniques and Solutions**

**Instructor: Mrs. Tina Lancaster**

**Office Hours: By appointment**

**E-mail: [Tina.Lancaster@tamuc.edu](mailto:Tina.Lancaster@tamuc.edu)**

**Required Materials: You can purchase your access code and eText through the bookstore or at MyITLab.com for instant access, recommended.**

**To purchase for instant access and to register with Pearson, view this video:**

**<https://www.youtube.com/watch?v=DScR0IZqUSU&index=1&list=PL9D77SR A6m1vVqvzoIZUZMh04gAz9GRMi>**

**Student Course Access Code: MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2016. Purchase this at MYITLab.com. The course ID for this class is lancaster29267**

**MyITLab with Pearson eText--Access Card--for Exploring Microsoft Office 2016**

by Poatsy & Mulbery & Krebs & Hog

© 2017 | ISBN-10: 0134455878 | Access Card Package; 1000 pages | Status: 25-Apr-2016 AS

**You will also need Microsoft Office 2016, home and student edition works, or you can use Microsoft Office 365.**

- **THIS IS REQUIRED and you are urged to order ASAP.**
-

- 
- You **CAN** START simulation activities within the eCourse without this, so **DO NOT** wait to get started.

### **Course Description:**

The purpose of this course is to prepare students to creatively use industry standard software. More than an introduction to these tools, this course will delve deeper into the more intermediate skills necessary for today's managers. Students will not only focus on using the basics of the software, but will also develop products using the software. This course also prepares the student to take the Microsoft Office Specialist Exam in Excel 2016.

### **Learning Outcomes**

- Demonstrate Advanced Skills of Microsoft Excel
- Demonstrate the ability to use technology tools to accurately analyze data

**Microsoft Specialist Certification in Excel 2016.** There will be a link for purchasing exam vouchers within the course syllabus. The exam will NOT be given through the University; however, this course's purpose is to prepare you for it.

The eCourse is offered via Pearson Higher Ed. I have prepared the course for you, but after the first week, we will not be working in eCollege, but rather from the eCourse site.

- Go to <http://www.myitlab.com>.
- Register and create a Login.
- The course ID to use is: lancaster29267
- Purchase your access code which includes the eText.

Once you're enrolled in the course and enter it, you'll see a Student Getting Started screen. PLEASE go through all of this! The eCourse is nicely set up, but it will be foreign to you and you'll need the help in this document. Be sure and do this because we'll be moving through the material quickly! Once you have gone through and read the Getting Started Guide, return to the home screen and Set Up MyITLab. If you have problems with the site go to:

<https://support.pearson.com/getsupport>

**After you do the Academic Honesty Policy and Student Introduction in eCollege, you should enter your ecourse from myitlab.com. USE THE ASSIGNMENT**

---

**CALENDAR in the Pearson MYITLab. Otherwise you're going to get bogged down and overwhelmed. If you need videos, use Course Materials to find them.**

You will find the data files you need in the **Notes to Student Data** files. It will take you to a separate website where you can download all the files at once, or just the ones you need at the time. **IMPORTANT:** When you save your documents that will be uploaded for grading, be SURE to use the filename given in the instructions.

Throughout the course, you are given many activities, all of which are graded, but don't count toward your course grade. You are encouraged to go through all activities and ALL Student Resources. There are videos, practice, simulations, and readings, etc. All there to assist you. This is not Excel at the beginner level; you are preparing for the Microsoft Office Specialist Exam. You will need to use all the resources at your disposal.

**IMPORTANT** You cannot successfully complete this course unless you work on it EVERYDAY. There are a large number of activities, videos, simulations, etc. to help you learn the material and they will all be necessary for you to complete the assignments. So DO NOT wait until the due dates to start. It will be difficult for you to finish the assignments only on the due date. Work on everything every day.

The course assignments and due dates are listed below.

- Pay attention to the due dates, which are also found on the assignment calendar of your course, as I don't take late work; Capstone Exercises will CLOSE at midnight on the due date and will not be opened again for ANY reason. The same is true of Quizzes. You will find your average score in the gradebook for ALL activities. The custom view of the gradebook shows you the quiz grades and the capstone activities grades, but doesn't give you an average, therefore, I'll be manually entering those grades in the gradebook in eCollege for your review. Be patient. I have to do this manually.
  - Within each chapter are Grader Activities that will be automatically graded when submitted; the only ones of these that will be counted toward your grade are the Capstone and Quizzes. You may submit the Capstone Exercises and quizzes up to 3 times to achieve the highest score possible.
  - The other exercises are assigned within the eCourse and you are encouraged to go through each of the Simulation and Grader Activities.
  - You may submit all activities 3 times to get the highest score possible. They remain open for you to review throughout the course.
-

- The system will provide you with detailed feedback and a grade on each of these activities, but they do not count toward your final grade. However, you cannot be successful in this course without doing them.

| <b>Assignment</b>  | <b>Comments</b> | <b>Due Date</b> | <b>Points</b> |
|--|-----------------|-----------------|---------------|
| Read Syllabus  | eCollege        | 01/22/2017      |               |
| Submit Academic Honesty Policy                                 | eCollege        | 01/22/2017      | 50            |
| Student Introduction   | eCollege        | 01/22/2017      | 50            |
| Review Student Resources, Office Fundamentals, including video | eCourse         | 01/22/2017      |               |
| Read Chapter 1, all parts                                      | eCourse, eText  | 01/22/2017      |               |
| Excel Chapter 1 Capstone Exercise                              | eCourse         | 02/05/2017      | 100           |
| Excel Chapter 1 Quiz   | eCourse         | 02/05/2017      | 100           |
| Excel Chapter 2 Capstone Exercise                              | eCourse         | 02/12/2017      | 100           |
| Excel Chapter 2 Quiz   | eCourse         | 02/12/2017      | 100           |
| Excel Chapter 3 Capstone Exercise                              | eCourse         | 02/19/2017      | 100           |
| Excel Chapter 3 Quiz   | eCourse         | 02/19/2017      | 100           |
| Excel Chapter 4 Capstone Exercise                              | eCourse         | 02/26/2017      | 100           |
| Excel Chapter 4 Quiz   | eCourse         | 02/26/2017      | 100           |
| Excel Chapter 5 Capstone Exercise                              | eCourse         | 03/05/2017      | 100           |
| Excel Chapter 5 Quiz   | eCourse         | 03/05/2017      | 100           |
| Excel Chapter 6 Capstone Exercise                              | eCourse         | 03/12/2017      | 100           |
| Excel Chapter 6 Quiz   | eCourse         | 03/12/2017      | 100           |
| Excel Chapter 7 Capstone Exercise                              | eCourse         | 03/19/2017      | 100           |
| Excel Chapter 7 Quiz   | eCourse         | 03/19/2017      | 100           |

|   |         |            |     |
|---|---------|------------|-----|
| Excel Chapter 8<br>Capstone Exercise        | eCourse | 03/26/2017 | 100 |
| Excel Chapter 8<br>Quiz                     | eCourse | 03/26/2017 | 100 |
| Excel Chapter 9<br>Capstone Exercise        | eCourse | 04/02/2017 | 100 |
| Excel Chapter 9<br>Quiz                     | eCourse | 04/02/2017 | 100 |
| Excel Chapter 10<br>Capstone Exercise       | eCourse | 04/09/2017 | 100 |
| Excel Chapter 10<br>Quiz                    | eCourse | 04/09/2017 | 100 |
| Excel Chapter 11<br>Capstone Exercise       | eCourse | 04/16/2017 | 100 |
| Excel Chapter 11<br>Quiz                    | eCourse | 04/16/2017 | 100 |
| Excel Chapter 12<br>Capstone                | eCourse | 04/23/2017 | 100 |
| Excel Chapter 12<br>Quiz                    | eCourse | 04/23/2017 | 100 |
| Excel Capstone<br>Exercise Chapters<br>1-4  | eCourse | 04/30/2017 | 100 |
| Excel Capstone<br>Exercise Chapters<br>5-12 | eCourse | 05/07/2017 | 100 |

**Course Final Grade Scale:**

|     |               |                   |
|-----|---------------|-------------------|
| A = | 90-100%       | Outstanding Work  |
| B = | 89-80%        | Good Work         |
| C = | 79-70%        | Acceptable Work   |
| D = | 69-60%        | Needs Improvement |
| F = | 59% and below | Unacceptable Work |

**Communicating with your Instructor:** Since this is an online course, communication will be conducted via e-mail. eCollege or the Pearson eCourse has a built in e-mail - all e-mail correspondence will be through eCollege or the Pearson eCourse. All e-mail messages must contain student name as the last line in the message.

For an appropriate e-mail format example, see below:

Example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc,

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is required between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

**Civility Requirement:** "By enrolling in this course for academic credit, you agree to adhere to the Regulations and Procedures published in the TAMU-C STUDENT GUIDEBOOK:

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx> "

**Assignment Submissions:** Assignments are to be uploaded within the eCourse and NOT within eCollege. Your assignments and quizzes are automatically graded within the eCourse. Every Monday, I will move your grades to eCollege so you can tell what your actual average is.

**Assignments and the quizzes will NOT be accepted after the posted due date.**

Your best strategy is to plan for due dates and submit assignments early. On all assignments in this course, you can have 3 submissions, with the highest score automatically counted.

Papers will NOT be accepted through fax or as e-mail attachments. REMEMBER, the instructor does not grade late or incorrectly submitted assignments. BE SURE your name is on the document you submit. Assignments are discarded that do not have the student's name clearly posted.

All work submitted will be graded for writing as well as content. This includes papers, as well as discussion posts. Spelling, punctuation, and grammatical errors will have a negative impact on your assignment grades. If you need assistance with writing, please use the resources of the online writing lab at TAMU-C found here:

<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>

Or visit the Writing Center in the Hall of Languages room 103. Phone 903-886-5280.

The Gradebook in the eCourse will give you detailed information about your assignment grades. I will post your grades in the Gradebook of eCollege at the end of the semester. Use the eCourse gradebook for your current feedback.

**Attendance Policy:**

No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Writing assignments must be delivered prior to the established deadline when “excused absences” interfere with the course calendar. Late work receives a grade of zero. Students may submit work before the due dates; however, assignment grades will be posted after the assignment due date. Since late assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals. I expect that your completed assignments will always reflect your best effort.

It is the student’s responsibility to:

- Stay active in the course by logging into the course on a regular daily basis.
- Always read every course announcement at the top of the course. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the eCollege system.
- Learn to proficiently use the Pearson eCourse platform. There is a getting started guide on the first page of your course. Go through ALL of it.
- Be able to proficiently use Microsoft Office and a computer operating system (Microsoft Windows or Apple).
- Be able to save documents created to Microsoft Office 2016.
- Have one reliable and one backup reliable Internet connection.
- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time in which to complete the assignment. To be successful, you will need to read assignment instructions many times.
- Ask questions about assignments via e-mail well before the due date. Submit all assignments before or on the due date. I can usually tell when an assignment is submitted as a last minute effort.
- Submit assignments in the appropriate format and to the appropriate Dropbox.
- Read the instructor’s individual grade comments in the Gradebook attached to each assignment.
- Ask questions that are not answered in the course syllabus, individual assignment details, or posted to course announcements.
- Always submit your best effort.

## Technical Requirements

- This course will use eCollege Course Tools, and the Pearson eCourse. To check your system requirements for the Pearson eCourse go here: <http://www.pearsonmylabandmastering.com/northamerica/system-requirements/>
- To fully participate in this online course, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or higher. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You may need a:
  - sound card, which is generally integrated into your computer and allows it to play sound. If your computer is capable of playing sound, you have a sound card.
  - microphone
  - speakers or headphones.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader
  - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2016 or a standalone copy of Excel 2016. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Excel is the standard spreadsheet software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.
- For additional information about system requirements, please see: <https://secure.ecollege.com/tamuc/index.learn?action=technical>

As this course is conducted totally online, students will be expected to have access to a reliable computer that is connected to the Internet. Also, backup reliable access to the required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology resources. For those students in doubt about the necessary technology, refer to the following website:



<http://online.tamuc.org/index.learn?action=technical>

No extra time will be granted to complete assignments due to the lack of an Internet connection.

**Password Protection:**

Only students with assigned passwords may access this course using the eCollege course management system. Giving your campus wide identification number and pin number to others will result in class and university dismissal.

**Student Requirements:**

1. Students requesting accommodations for disabilities must work through the Academic Support Committee the first week of each new semester.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce  
Gee Library, Room 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

2. "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment".

(See Student's Guide Book –

<http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf> )

3. Student Appeal of Course Grade: The online printable form for: Student Appeal of Course Grade along with TAMU-C Procedure 13.99.99.R0.05 is located here:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/13.99.99.R0.05StudentAppealOfInstructorEvaluation.pdf>

**A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran**

**status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.**

### **Academic Integrity:**

If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you must do your own work. My personal policy, which will guide this course, is this: I trust you to behave honestly and ethically in all circumstances until you prove otherwise. Please ask me if you have questions about what is proper and what is not.

### **Intellectual Ownership:**

When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions:

1. What is plagiarism?
2. How is plagiarism avoided?

Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" work. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided:

<http://www.plagiarism.org/>

To avoid plagiarism an individual must give credit wherever he or she uses:

- another individual's idea, opinion, or theory
- facts, statistics, graphs, and drawings that are not common knowledge
- quotations of another individual's spoken or written words
- paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Acts of plagiarism will result in writing assignments and projects being assigned a grade of zero for the first offense. Upon the second offense, student will be referred to the Dean of Student Services and will receive a grade of 'F' for the course with possible removal from the program and university. TAMU-C has purchased a license for TurnItIn.com which checks for plagiarism. All submitted course requirements may be submitted to this service. If the report generated notes that your work is plagiarized, you will receive an 'F' for that course requirement and course.

The research papers in this class will be automatically submitted to the plagiarism checker called "Turn It In." A similarity index above 25% will be an automatic 0.

**Academic Honesty Policy:**

Please take the time to read and ask questions at the beginning of the semester as this policy and procedures are strictly followed.

Academic Honesty Policy

Texas A&M University-Commerce  
College of Science & Engineering

Statement of Ethical and Professional Conduct:

The College of Science, Engineering, & Agriculture at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

1. Illegal activity: Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.
2. Dishonest Conduct: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
3. Cheating: The unauthorized use of another's work and reporting it as your own.
4. Plagiarism: Using someone else's ideas and not giving proper credit.
5. Collusion: Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff and students will always be afforded due process and review as appropriate.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open

carrying of handguns is prohibited on all A&M-Commerce campuses.  
Report violations to the University Police Department at 903-886-5868 or  
9-1-1.