



## BAAS 326 Exploring Spreadsheets

COURSE SYLLABUS: Fall 2018

### INSTRUCTOR INFORMATION

**Instructor:** Tina Lancaster

**Office Location:** AG/IT 233C

**Office Hours:** Online; available 10-8

**Office Phone:** 903-669-6221 (this is my cell phone; use it sparingly. I prefer email)

**Office Fax:**

**University Email Address:** tina.lancaster@tamuc.edu

**Preferred Form of Communication:** Email

**Communication Response Time:** 4-12 hours

### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings

**Required Materials:** You will need access to MyITLab for the course and eText. 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=PL9D77SRA6m1vVqyzolZUZMh04gAz9GRMi>

**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 **lancaster83139**.

**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**

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The above includes the Pearson eText for your course, but if you want a hard copy here's that ISBN. There is an option for a print copy within your course.  
Text Book ISBN-13: 9780134455884

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

## 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 (not required).

### **Student Learning Outcomes at the completion of this course, the student will:**

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

## COURSE REQUIREMENTS

### Instructional Methods

The eCourse is offered via Pearson Higher Ed. I have prepared the course for you, but after the first week, we will only need D2L on a limited basis. All homework is submitted to MyITLab.com.

- Go to <http://www.myitlab.com>.
- Register and create a Login.
- The course ID to use is: **lancaster83139**
- Purchase your access code which includes the eText.

The course is structured around an eText. There are many activities which you can use to prepare you for the Capstone exercises and the weekly quizzes. These are the only activities that count in this course. The rest of the Course materials are for your use to practice. I advise you to use them. Within D2L, there are videos each week that will help you with the Capstone exercises. Don't forget to look there!

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

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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>. The University helpdesk cannot help you with this site.

After you do the Academic Honesty Policy and Student Introduction in D2L, 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.

## Student Responsibilities or Tips for Success in the Course

**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.

- Pay attention to the due dates, which are also found on the assignment calendar of your D2L, as I don't take late work; Capstone Exercises will close at midnight on the due date and will not be opened again. The same is true of Quizzes. You will find your average score in the gradebook for ALL activities. I'll be manually entering your capstone and quiz grades in the gradebook in D2L for your review. Be patient. I have to do this manually, but it will usually be done on Mondays as your homework is all due on Sunday nights at **10:59 P.M. NOTE TIME.**
- 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.
- 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
- You may submit all activities 3 times to get the highest score possible. They remain open for you to review throughout the course.

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## Assignments and Due Dates

Assignment	Comments	Due Date	Points
Read Syllabus	D2L	09/02/2018	
Submit Academic Honesty Policy	D2L	09/02/2018	50
Student Introduction	D2L	09/02/2018	50
Review Student Resources, Office Fundamentals, including video	eCourse	09/02/2018	
Read Chapter 1, all parts	eCourse, eText	09/02/2018	
Excel Chapter 1 Capstone Exercise	eCourse	09/09/2018	100
Excel Chapter 1 Quiz	eCourse	09/09/2018	100
Excel Chapter 2 Capstone Exercise	eCourse	09/16/2018	100
Excel Chapter 2 Quiz	eCourse	09/16/2018	100
Excel Chapter 3 Capstone Exercise	eCourse	09/23/2018	100
Excel Chapter 3 Quiz	eCourse	09/23/2018	100
Excel Chapter 4 Capstone Exercise	eCourse	09/30/2018	100
Excel Chapter 4 Quiz	eCourse	09/30/2018	100
Excel Chapter 5 Capstone Exercise	eCourse	10/07/2018	100
Excel Chapter 5 Quiz	eCourse	10/07/2018	100
Excel Chapter 6 Capstone Exercise	eCourse	10/14/2018	100
Excel Chapter 6 Quiz	eCourse	10/14/2018	100
Excel Chapter 7 Capstone Exercise	eCourse	10/21/2018	100
Excel Chapter 7 Quiz	eCourse	10/21/2018	100
Excel Chapter 8 Capstone Exercise	eCourse	10/28/2018	100

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Excel Chapter 8 Quiz	eCourse	10/28/2018	100
Excel Chapter 9 Capstone Exercise	eCourse	11/04/2018	100
Excel Chapter 9 Quiz	eCourse	11/04/2018	100
Excel Chapter 10 Capstone Exercise	eCourse	11/11/2018	100
Excel Chapter 10 Quiz	eCourse	11/11/2018	100
Excel Chapter 11 Capstone Exercise	eCourse	11/18/2018	100
Excel Chapter 11 Quiz	eCourse	11/18/2018	100
Excel Chapter 12 Capstone	eCourse	11/25/2018	100
Excel Chapter 12 Quiz	eCourse	11/25/2018	100
Excel Capstone Exercise Chapters 1-4	eCourse	12/02/2018	100
Excel Capstone Exercise Chapters 5-12	eCourse	12/09/2018	100

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

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# TECHNOLOGY REQUIREMENTS

## Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

## Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A

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Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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 must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

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- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

### **Minimal Technical Skills**

- You must have taken the D2L tutorial located here:
- You should be able to use a Web browser.
- This course will use DL2 Course Tools, and the Pearson eCourse. To check your system requirements for the Pearson eCourse go here: <http://www.pearsonmylabandmastering.com/northamerica/system-requirements/>
- 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>
- 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. You cannot use Open Office.
- For additional information about system requirements, please see: <https://secure.DL2.com/tamuc/index.learn?action=technical>

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## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

### Brightspace Support

**Need Help?**

**Student Support**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.



### System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

## Interaction with Instructor Statement

**Communicating with your Instructor:** Since this is an online course, communication will be conducted via e-mail. D2L or the Pearson eCourse has a built in e-mail - all e-mail correspondence will be through D2L 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:

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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 4-12 hours Monday-Friday. Because your homework is due on Sundays, I will answer emails on Saturday at the same rate of return; however, don't wait until the due date to do your homework! My contact time on Sunday's will be spotty. 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.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

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. 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.
- Check your student email. I communicate with you once a week, usually on Mondays, via email.

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- Learn to proficiently use the D2L 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 folder within the Pearson eCourse.
- 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.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)  
<http://www.albion.com/netiquette/corerules.html>

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## **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### **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 of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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## **Nondiscrimination Notice**

Texas A&M University-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.

## **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

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