



## **BAAS 326 Exploring Spreadsheets**

COURSE SYLLABUS: Spring 2020

### **INSTRUCTOR INFORMATION**

Instructor: Tina Lancaster

Office Location: Library, 2<sup>nd</sup> Floor, Office 228

Office Hours: Online, Monday-Saturday, 10 a.m.- 8 p.m.

Phone: 903-669-6221 (my cell, use it only in emergencies)

University Email Address: [tina.lancaster@tamuc.edu](mailto: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. You will enter MyLab via D2L/Brightspace.

#### **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**

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, however, there will be instances where that edition won't have all the tools you'll need. I will, however, work with you on this.

You need access to a Windows PC, as Mac's are not supported in this course.

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## 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** (Should be measurable; observable; use action verbs)

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

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

The eCourse is offered via Pearson Higher Ed. All homework is submitted to the MyLab environment.

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 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 other videos, use Course Materials to find them.

## Instructional Methods

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

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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 10:59 PM 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. The system will enter your capstone and quiz grades in the official gradebook in D2L for your review. Your homework is all due on Saturday 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.

## 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

## Assessments

**Capstone Exercises are 60% of your grade. Quizzes make up 10%, and the MidTerm and Final are 30%. You will have 3 tries at each to get the highest grade**

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**possible. Your student introductions and Academic Honesty Policy gives you 1 Bonus point each. No other extra work or Bonus points are available.**

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **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**

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. Other support options can be found here:

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<https://community.brightspace.com/support/s/contactsupport>

## **Interaction with Instructor Statement**

I strongly prefer email as the standard form of communication in this class. Please keep phone calls to a minimum. I expect your emails to be professionally prepared. For 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-Saturday, 10-8. 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**

I do not grade for attendance in this course, but you are strongly urged to work on it every day. I do not take late work. The capstone activities and quizzes will be closed on Sunday nights at 10:59 P.M.

### **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>

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **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>

### **Students with Disabilities-- ADA Statement**

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.

## **COURSE OUTLINE CALENDAR**

<b>Assignment</b>	<b>Comments</b>	<b>Due Date</b>	<b>Points</b>
Read Syllabus	D2L	01/18/2020	
Submit Academic Honesty Policy	D2L	01/18/2020	
Student Introduction	D2L	01/18/2020	5
Review Student Resources	eCourse	01/18/2020	
Read Chapter 1, all parts	eCourse, eText	01/18/2020	
Excel Chapter 1 Capstone Exercise	eCourse	01/25/2020	100
Excel Chapter 1 Quiz	eCourse	01/25/2020	100

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Excel Chapter 2 Capstone Exercise	eCourse	02/01/2020	100
Excel Chapter 2 Quiz	eCourse	02/01/2020	100
Excel Chapter 3 Capstone Exercise	eCourse	02/08/2020	100
Excel Chapter 3 Quiz	eCourse	02/08/2020	100
Excel Chapter 4 Capstone Exercise	eCourse	02/15/2020	100
Excel Chapter 4 Quiz	eCourse	02/15/2020	100
Mid Term Chapters 1-4	eCourse	02/29/2020	100
Excel Chapter 5 Capstone Exercise	eCourse	03/07/2020	100
Excel Chapter 5 Quiz	eCourse	03/07/2020	100
Excel Chapter 6 Capstone Exercise	eCourse	03/14/2020	100
Excel Chapter 6 Quiz	eCourse	03/14/2020	100
Excel Chapter 7 Capstone Exercise	eCourse	03/21/2020	100
Excel Chapter 7 Quiz	eCourse	03/21/2020	100
Excel Chapter 8 Capstone Exercise	eCourse	03/28/2020	100
Excel Chapter 8 Quiz	eCourse	03/28/2020	100
Excel Chapter 9 Capstone Exercise	eCourse	04/04/2020	100
Excel Chapter 9 Quiz	eCourse	04/04/2020	100
Excel Chapter 10 Capstone Exercise	eCourse	04/18/2020	100
Excel Chapter 10 Quiz	eCourse	04/18/2020	100
Excel Chapter 11 Capstone Exercise	eCourse	04/25/2020	100
Excel Chapter 11 Quiz	eCourse	04/25/2020	100
Excel Chapter 12 Capstone	eCourse	05/02/2020	100
Excel Chapter 12 Quiz	eCourse	05/02/2020	100

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Excel Capstone Exercise Chapters 5-12 Final Exam	eCourse	05/06/2020	100
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