



To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

BAAS 326 Exploring Spreadsheets 01W
COURSE SYLLABUS: Spring 2022

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Location: Online
Office Hours: Monday-Saturday, 10 a.m. – 8 p.m.
Office Phone: 903-669-6221 (Text preferred)
University Email Address: Tina.Lancaster@tamuc.edu
Preferred Form of Communication: **Q&A Forum, email.**
Communication Response Time: Emails, 2-4 hours, Q & A Forum, 2-4 hours, Grades will be posted in D2L on Mondays following their due dates on Saturday at 10:59 P.M.

COURSE INFORMATION

Materials

Textbook(s) Required

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.**

MyLab IT for Office 2019: Exploring Series + Technology in Action 15th Edition

Author(s): Evans, Alan | Martin, Kendall | Poatsy, Mary
Textbook ISBN-13: 9780135702444

You will need Office 365 or an earlier version of Excel; at least Excel 2016

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. Students will have the opportunity to earn Microsoft Office badges in Excel. This course also prepares the student to take the Microsoft Office Specialist Exam (not required).

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

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

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

GRADING

A score of 90% or higher on your Mid-Term and Final are required for you to earn the two badges available in this course.

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

Item	Worth
Capstone Assessments and Mid-Level Exercises	60%
End of Chapter Quizzes	10%
Mid-Term Capstone Homework, Ch. 1-4	15%
Final Capstone Homework, Ch. 5-12	15%

Grading Scale

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

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.

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 on the [Brightspace Support Webpage](#).

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the

correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- **Course name and subject in the subject line**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

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 Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

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

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.

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.

The Counseling Center at A&M-Commerce, located in the Halliday building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding the Counseling Center's events and confidential services, please visit www.tamuc.edu/counsel.

COURSE OUTLINE / CALENDAR

Materials to Read or Review	Assignments	Due Date
Read the syllabus Respond to the student introductions and academic honesty policy Read Chapter 1	Chapter 1 Simulations Chapter 1 Hands-On Exercise Assessment OKOS Chapter 1 Mid-Level 1 Rentals Chapter 1 End of Chapter quiz	01/22/2022 10:59 P.M. 01/22/2022 10:59 P.M. 01/22/2022 10:59 P.M. 01/22/2022 10:59 P.M.
Read Chapter 2	Chapter 2 Simulations Chapter 2 Hands-On Exercise Assessment (Island Jewelers) Chapter 2 Mid-Level 2 Smartphones' Chapter 2 End of Chapter quiz	01/29/2022 10:59 P.M. 01/29/2022 10:59 P.M. 01/29/2022 10:59 P.M.
Read Chapter 3	Chapter 3 Simulations	02/05/2022 10:59 P.M.

Materials to Read or Review	Assignments	Due Date
	Chapter 3 Capstone Assessment Movies Chapter 3 End of Chapter quiz	02/05/2022 10:59 P.M. 02/05/2022 10:59 P.M.
Read Chapter 4	Chapter 4 Simulations Chapter 4 Capstone Assessment Auto Sales Chapter 4 End of Chapter quiz	02/12/2021 10:59 P.M. 02/12/2021 10:59 P.M. 02/12/2021 10:59 P.M.
Mid-Term Exam	Chapters 1-4 Capstone Assessment – Travel Capstone Critical Thinking Quiz	02/26/2022 10:59 P.M. 02/26/2022 10:59 P.M.
Read Chapter 5	Chapter 5 Simulations Chapter 5 Mid-Level 1 Real Estate Chapter 5 End of Chapter quiz	03/05/2022 10:59 P.M. 03/05/2022 10:59 P.M. 03/05/2022 10:59 P.M.
Read Chapter 6	Chapter 6 Simulations Chapter 6 Capstone Assessment Delta Paint Chapter 6 End of Chapter quiz	03/12/2022 10:59 P.M. 03/12/2022 10:59 P.M. 03/12/2022 10:59 P.M.
Spring Break		
Read Chapter 7	Chapter 7 Simulations Chapter 7 Capstone Real Estate Chapter 7 End of Chapter quiz	03/26/2022 10:59 P.M. 03/26/2022 10:59 P.M. 03/26/2022 10:59 P.M.
Read Chapter 9	Chapter 9 Simulations Chapter 9 Assessment Pizza Sales Chapter 9 End of Chapter quiz	04/02/2022 10:59 P.M. 04/02/2022 10:59 P.M. 04/02/2022 10:59 P.M.
Read Chapter 10	Chapter 10 Simulations Chapter 10 Capstone Assessment Movie Rentals Chapter 10 End of Chapter quiz	04/09/2022 10:59 P.M. 04/09/2022 10:59 P.M. 04/09/2022 10:59 P.M.

Materials to Read or Review	Assignments	Due Date
Read Chapter 11	Chapter 11 Simulations Chapter 11 Capstone Homework Donors Chapter 11 End of Chapter quiz	04/23/2022 10:59 P.M. 04/23/2022 10:59 P.M. 04/23/2022 10:59 P.M.
Read Chapter 12	Chapter 12 Simulations Chapter 1 Capstone Homework Travel Expenses Chapter 12 End of Chapter quiz	04/30/2022 10:59 P.M. 04/30/2022 10:59 P.M. 04/30/2022 10:59 P.M.
Final Exam	Chapters 5-12 Comprehensive Assessment Manufacturing Comprehensive Quiz	05/09/2022 10:59 P.M. 05/09/2022 10:59 P.M.