

US 397.01E Making Excel Work for Us
East Texas A&M University
Spring 2025
Course Syllabus

Instructor: Jacinta Dyck, Instructor
Classroom: Online
Scheduled: Wednesday 12:30-1:45
E-Mail: jacinta.dyck@tamuc.edu
Office: BA 307
Office Hours: By appointment. Zoom is always an option. I am on campus every day from 7:30-4. My normal classes are MWF 11-11:50 and TTr 12:30-1:45. I can make appointments any time before or after.

Zoom Logon Information:

<https://tamuc.zoom.us/j/2148022020?pwd=QVhhbnMyWVVETnVIQnAxSUEyazlzUT09>

Meeting ID: 214 802 2020

Passcode: MGT303

Use this information every week to log on for class.

COURSE OVERVIEW

This workshop will cover essential skills to enhance your everyday tasks using Excel.

What You'll Learn:

- **Streamline Daily Documents:** Discover efficient ways to use Excel for the many reports, budgets, and schedules you handle on campus.
- **Data Manipulation Mastery:** Learn techniques to organize, analyze, and manipulate data effectively, making your workflows smoother and more efficient.
- **Visualize Your Data:** Create compelling charts and graphs that bring your data to life, making it easier to communicate insights and trends.
- **Fun Features in Excel:** Explore exciting tools and functions that can make your data tasks enjoyable and engaging, including conditional formatting, data validation, and creative formulas.

REQUIRED TEXT AND LICENSES:

None. All files needed for this class will be provided in D2L.

COURSE FORMAT

This course is an online course, with 8 sessions, where attendance is taken. You will find the material and information we cover posted on D2L as the semester progresses.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will probably follow the schedule I have outlined in this syllabus, but may make adjustments based on what actually happens in class and on campus. I may also change the basis for the course grade if circumstances dictate the need to add or eliminate an assignment or something of that nature. If I do so, I will inform you in writing.

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

Professional Behavior: It is important that you maintain a professional demeanor at all times, including during “electronic communication”.

Assignments:

Assignments will be posted in D2L or completed during class.

GRADING SCALE: S/U Successful/Unsuccessful

WEEK # & DATE	Content
#1. January 15	Course Introduction and Excel Basics
#2. January 22	Functions - Text
#3. January 29	Functions – IF Statements
#4. February 5	Visual Spreadsheets
#5. February 12	Database Features
#6. February 19	Functions - Miscellaneous
#7. February 26	Macros
#8. March 5	Catch up and Wrap up

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Virtual Classroom Requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

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 ETAMU 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:

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific 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.

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](#)

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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>

ETAMU Attendance

For more information about the attendance policy, please visit the webpages below.

[Attendance, https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx](https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx)

Academic Integrity

Students at East Texas A&M University 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 Students Academic Integrity Policy and Form

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

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.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 Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <https://www.tamuc.edu/student-disability-services/>

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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.

A&M-Commerce Supports Students' Mental Health

Counseling Center Services

The Counseling Center at A&M-Commerce, located in the Halladay 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 Counseling Center events and confidential services, please visit www.tamuc.edu/counsel