



EAST TEXAS A&M

UNIVERSITY

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

BAAS 326 Exploring Spreadsheets 01W 02W

COURSE SYLLABUS: Fall 2025

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@etamu.edu

Preferred Form of Communication: **Email**.

Communication Response Time: Emails, 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 2021: Exploring Series + Visualizing Technology [07.01.22] 9th Edition

Author(s): Poatsy, Mary | Mulbery, Keith | Hogan, Lynn | Davidson, Jason | Williams, Jerri | Rutledge, Amy | Kosharek, Diane | Geoghan, Debra

Textbook ISBN-13: 9780137694129

You will need Office 365, available from the University in Apps.

COURSE DESCRIPTION

This course aims to prepare students to use industry-standard software creatively. More than an introduction to these tools, it will delve deeper into the intermediate skills necessary for today's managers. Students will not only focus on using the basics of the software but also develop products using it. Students will have the opportunity to earn Microsoft Office badges in Excel. This course also prepares students to take the Microsoft Office Specialist Exam (not required).

STUDENT LEARNING OUTCOMES

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

The syllabus/schedule are subject to change.

- Demonstrate Advanced Skills in Microsoft Excel
- Demonstrate the ability to use technology tools to analyze data accurately
- Demonstrate how to appropriately visualize data into information, using charts and graphs.

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 a 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, you should read and review all content and course modules. You must also complete all assignments and quizzes (both graded and ungraded). Please email the instructor for any assistance.

Student Responsibilities or Tips for Success in the Course: To succeed, students should read and review all content and course modules. They should also complete all assignments and quizzes (both graded and ungraded). Please email the instructor for any assistance.

ASSESSMENT

GRADING

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

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

Late work is accepted with a 1 hour grace period. A 10% reduction in your score will be reduced every day an item is late. You have 3 attempts on all assignments. There is no late work accepted for your Final.

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 their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

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

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty Form](#)

CID Policy on Academic Integrity

Procedure for Assessing Academic Dishonesty

1. If academic dishonesty is suspected, the instructor will contact the student and meet to discuss the specific situation. The instructor should use this meeting to explain how academic dishonesty could be avoided in the future.
 2. If it is determined that the student is responsible for an academic dishonesty violation, the student will receive 0 points for the assignment and a written warning.
 3. Once academic dishonesty has been determined, the instructor will notify the Assistant Dean of the incident details and meeting date. The student's name and incident details will be recorded in a CID database of Written Warnings.
 4. The Assistant Dean will inform the instructor if a Written Warning has been reported in another CID course.
 5. If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
 6. If the student has a previous Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty.
-

Academic Dishonesty Involving Algorithmically Plagiarized Work

- Students who use artificial intelligence tools to develop responses to assignments (unless specifically allowed in the assignment description) will be considered in violation of academic honesty.
- Tools used to assess distinctions between human-written and AI-generated content may be used to assess suspected violations of academic dishonesty. Results showing the writing is possibly or likely written by AI will be considered a violation of academic honesty.

- Academic dishonesty using AI-generated content will follow the Procedure for Assessing Academic Dishonesty
-

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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 connections 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 the academic honesty policy Read Chapter 1	Chapter 1 Simulations D2L Video Chapter 1 Cumulative Assessment-Training Chapter 1 End of Chapter Quiz	08/30/2025
Read Chapter 2	Chapter 2 Simulations D2L Video Chapter 2: Cumulative Assessment-Inland Jewelers Chapter 2 End of Chapter Quiz	09/06/2025
Read Chapter 3	Chapter 3 Simulations D2L Video Chapter 3 Mid-Level 2 Grade Analysis Chapter 3 End of Chapter Quiz	09/13/2025
Read Chapter 4	Chapter 4 Simulations, videos, and PowerPoints Chapter 4 Mid-Level 2 Riverwood Realty Chapter 4 End of Chapter Quiz	09/20/2025
Mid-Term Exam	Chapters 1-4 Capstone Assessment- Travel Badging Activity	10/04/2025
Read Chapter 5	Chapter 5 Simulations, videos, and PowerPoints Chapter 5 Mid-Level 1 Mountain View Realty Critical Thinking Quiz Chapter 5 End of Chapter Quiz https://www.screencast.com/t/rT4PyXBT0PD	10/11/2025
Read Chapter 6	Chapter 6 Simulations, videos, and PowerPoints	10/18/2025

Materials to Read or Review	Assignments	Due Date
	Chapter 6 HOE Mortgage Analysis Chapter 6 End of Chapter Quiz	
Read Chapter 7	Chapter 7 Simulations, videos, and PowerPoints Chapter 7 Cumulative Assessment- Shipping Chapter 7 End of Chapter Quiz	10/25/2025
Chapter 8	Chapter 8 Simulations, videos, and PowerPoints Chapter 8 Cumulative Assessment- Employee Satisfaction Chapter 8 End of Chapter Quiz	11/01/2025
Read Chapter 9	Chapter 9 Simulations, videos, and PowerPoints Chapter 9: Cumulative Assessment Tips Chapter 9 End of Chapter Quiz	11/08/2025
Read Chapter 10	Chapter 10 Simulations, videos, and PowerPoints Chapter 10 Cumulative Assessment Movie Rentals Chapter 10 End of Chapter Quiz	11/15/2025
Read Chapter 11	Chapter 11 Simulations, videos, and PowerPoints Chapter 11 Cumulative Assessment- Accountants Chapter 11 End of Chapter Quiz	11/29/2025
Read Chapter 12	Chapter 12 Simulations, videos, and PowerPoints Chapter 12 Cumulative Assessment-Teaching Schedule Chapter 12 End of Chapter Quiz	12/06/2025
Final Exam	Chapters 5-12 Excel Application Comprehensive Activity Excel Critical Thinking Quiz	12/12/2025