



EAST TEXAS A&M

UNIVERSITY

BAAS 326 – Exploring Spreadsheets

COURSE SYLLABUS

Term:	Fall (August 20 th – December 11 th)	Year:	2026
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INSTRUCTOR INFORMATION

Instructor Name:	Debbie Gonzalez
Office Phone:	(903) 634-7046 (Text Preferred)
East Texas A&M University Email Address:	Debbie.Gonzalez@etamu.edu
Instructor Notes:	Welcome, and I look forward to working with you! I will generally have availability Monday through Friday and can meet virtually through Zoom. Please email me with any and all questions about the course or to request an appointment to chat, and I will respond within 24 hours.

Office Location: Online/Remote

Office Hours: Email, Telephone, or Virtual by Appointment

Preferred Form of Communication: Email

Communication Response Time: Emails, 24 hours or Less; Grades will be posted in D2L on Tuesdays following their due dates on Sunday at 11:59 p.m.

COURSE INFORMATION

Course Materials

Textbook(s) Required

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

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.**

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:

- 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 traditional semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students can demonstrate competency.

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.

STUDENT RESPONSIBILITIES FOR COURSE

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 by the due date specified. Please contact the instructor by email for any assistance or support.

CWID and Password

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@etamu.edu.

Technology-Related Issues

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.

TECHNOLOGY REQUIREMENTS AND SUPPORT

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.

Learning Management System (LMS) – D2L

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 the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

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](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). **You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication.** 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.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line (ex. EDCB 517 – Posttest)
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

CID Studio

The CID Studio is in D2L and available to all CID students. The CID Studio contains modules intended to support and inform students on their educational journey.

[CID Studio Link](#) – Please contact your advisor if you need access.

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.

ETAMU Attendance

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

Academic Integrity

Students at East Texas A&M University 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:

[East Texas A&M Academic Integrity Guide](#)

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

[Academic Integrity Reporting Form](#)

[Overview of Academic Misconduct Reporting Process](#)

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- 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).
- If the student has a 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 and report the incident to the Provost Office.

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Submitting Past Work

The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

Use of Artificial Intelligence

East Texas A&M University 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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Resources and 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 ETAMU 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 with your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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 <https://www.etamu.edu/counseling-center/>

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. For more information

on accessing the app and to explore the resources available to you for guidance and support, please visit their website: <https://www.etamu.edu/telus/>

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

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, videos, and PowerPoints Chapter 1 Cumulative Assessment-Training Chapter 1 End of Chapter Quiz	08/30/2026
Read Chapter 2	Chapter 2 Simulations, videos, and PowerPoints Chapter 2: Cumulative Assessment-Inland Jewelers Chapter 2 End of Chapter Quiz	09/06/2026
Read Chapter 3	Chapter 3 Simulations, videos, and PowerPoints Chapter 3 Mid-Level 2 Grade Analysis Chapter 3 End of Chapter Quiz	09/13/2026
Read Chapter 4	Chapter 4 Simulations, videos, and PowerPoints Chapter 4 Mid-Level 2 Riverwood Realty Chapter 4 End of Chapter Quiz	09/20/2026
Mid-Term Exam	Chapters 1-4 Capstone Assessment- Travel Badging Activity	09/27/2026
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	10/04/2026
Read Chapter 6	Chapter 6 Simulations, videos, and PowerPoints Chapter 6 HOE Mortgage Analysis Chapter 6 End of Chapter Quiz	10/11/2026
Read Chapter 7	Chapter 7 Simulations, videos,	10/18/2026

Materials to Read or Review	Assignments	Due Date
	and PowerPoints Chapter 7 Cumulative Assessment- Shipping Chapter 7 End of Chapter Quiz	
Chapter 8	Chapter 8 Simulations, videos, and PowerPoints Chapter 8 Cumulative Assessment- Employee Satisfaction Chapter 8 End of Chapter Quiz	10/25/2026
Read Chapter 9	Chapter 9 Simulations, videos, and PowerPoints Chapter 9: Cumulative Assessment Tips Chapter 9 End of Chapter Quiz	11/1/2026
Read Chapter 10	Chapter 10 Simulations, videos, and PowerPoints Chapter 10 Cumulative Assessment Movie Rentals Chapter 10 End of Chapter Quiz	11/08/2026
Read Chapter 11	Chapter 11 Simulations, videos, and PowerPoints Chapter 11 Cumulative Assessment- Accountants Chapter 11 End of Chapter Quiz	11/15/2026
Read Chapter 12	Chapter 12 Simulations, videos, and PowerPoints Chapter 12 Cumulative Assessment-Teaching Schedule Chapter 12 End of Chapter Quiz	11/22/2026
Final Exam	Chapters 5-12 Excel Application Comprehensive Activity Excel Critical Thinking Quiz	11/29/2026