ITSC 1171 SECTION 23402 SPREADSHEET SKILLS (EXCEL) SYLLABUS

COURSE DESCRIPTION
This course includes instruction in the concepts, procedures, and application of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. This course may be repeated if topics and learning outcomes vary. (1 credits, 1 Lec., 1 Lab.)

COURSE FOCUS
This course focuses on worksheet creation and manipulation functions, data-table features and graphics.

PREREQUISITES: In general, you should have the following computer skills, at a minimum:
The ability to start up your computer and get to a Windows desktop, Knowledge of basic mouse operations such as clicking and double clicking, the ability to start a program by double-clicking on its' desktop icon, the ability to browse to and within web pages, the ability to compose and send an E-Mail.

We know this is a skill enhancement course, but since you are taking it online you do need to know just a little about using a computer at the outset. If you do not have these skills, you must attend an on-campus Orientation, please contact your instructor if you are not comfortable with ecampus.

Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

TEXT AND REFERENCES
Required: Microsoft Office Excel 2010 Brief Version, 2011, Elizabeth Eisner Reding,
ISBN (10 digits) 0-538-7492-8

Published by Course Technology, Cengage Learning. This book can be purchased at the campus bookstore, an online source or perhaps rented at cengagebrain.com.

STUDENT LEARNING OUTCOMES (FROM Texas Higher Education Coordinating Board/Workforce Education Course Manual required learning outcomes.) Upon successful completion of ITSC-1171 Spreadsheets Using Microsoft Excel 2010 or 2007, the student will be able to:
1. Identify spreadsheet terminology and concepts
2. Perform shortcut functions
3. Create and modify worksheets
4. Insert graphics in worksheets

Workplace Competencies
Exhibit Interpersonal Skills
Information Skills Use Technology
Demonstrate Basic Skills – Reading, writing, listening
Demonstrate Thinking Skills – Creative thinking, decision making, problem solving, thinking logically
Exhibit Personal Qualities – Responsibility, self-management, integrity

Each Unit will have the student complete practical demonstrations of the skills in that chapter.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignment</th>
<th>Value</th>
<th>Running Total</th>
<th>Suggested Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit A</td>
<td>Project 1</td>
<td>50</td>
<td>50</td>
<td>2/03</td>
</tr>
<tr>
<td></td>
<td>Quiz A</td>
<td>50</td>
<td>100</td>
<td>2/03</td>
</tr>
<tr>
<td>Unit B</td>
<td>Project 2</td>
<td>50</td>
<td>150</td>
<td>2/10</td>
</tr>
<tr>
<td></td>
<td>Project 3</td>
<td>50</td>
<td>200</td>
<td>2/17</td>
</tr>
<tr>
<td></td>
<td>Quiz B</td>
<td>50</td>
<td>250</td>
<td>2/17</td>
</tr>
<tr>
<td>Unit C</td>
<td>Project 4</td>
<td>50</td>
<td>300</td>
<td>2/24</td>
</tr>
<tr>
<td></td>
<td>Quiz C</td>
<td>50</td>
<td>350</td>
<td>2/24</td>
</tr>
<tr>
<td>Unit D</td>
<td>Project 5</td>
<td>50</td>
<td>400</td>
<td>3/03</td>
</tr>
<tr>
<td></td>
<td>Project 6</td>
<td>50</td>
<td>450</td>
<td>3/09</td>
</tr>
<tr>
<td></td>
<td>Quiz D</td>
<td>50</td>
<td>500</td>
<td>3/09</td>
</tr>
</tbody>
</table>

**Final Grades**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>450-500 points</td>
<td>A</td>
</tr>
<tr>
<td>400-449 points</td>
<td>B</td>
</tr>
<tr>
<td>350-399 points</td>
<td>C</td>
</tr>
<tr>
<td>300-349 points</td>
<td>D</td>
</tr>
<tr>
<td>Below300</td>
<td>F</td>
</tr>
</tbody>
</table>
All coursework must be completed by the Last Class Day as shown in your Course Schedule. Technical difficulties are not an acceptable excuse for failure to complete assigned work, so never wait until the last minute to submit items.

Withdrawal with a "W":

If you are unable to complete this course, YOU must withdraw by the official drop date, as noted in the Course Schedule. If you stop "attending" class and do not withdraw you will receive a performance grade, usually an "F". STOP BEFORE YOU DROP!

For students who enrolled in college level courses for the first time since the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://econnect.dcccd.edu/eConnect/droppingfacts.htm

Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

Browse to the DCCCD eConnect web site (http://eConnect.dcccd.edu). Click the Current Credit Student Menu link.

Click the Log In link.

After logging in, find and click the Drop Classes link (look under the Register for Classes area). For more information about Dropping, you may visit https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=oep&loc=DCCCD

Americans with Disabilities Policy Statement:

If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847, http://www.brookhavencollege.edu/studentsvcs/special-services for advisement and counseling. They will be happy to work with you.

Notice for Students on Financial Aid:

* Your participation in this course must begin on or before the official certification date.
* If you are failing the course, you must participate after the drop date.
* You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Incomplete ("I") Grading:

Incompletes are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final. Absolute Deadline as shown in the Course Schedule.

Academic Dishonesty:

All work in this course is undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the Instructor sets the standards of academic honesty in this course, determines when those standards have been violated and determines the consequences of that behavior by the student.
Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized. Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Instructors only, viewing of another students’ work before or after submission for grading, file sharing, password sharing, fabrication or plagiarism. None of these will be tolerated. Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

You work on the shared computer at a different time from the person(s) you are sharing the computer with AND
You do not view the monitor while the other person(s) is/are working on the course AND
You do not at anytime view any printouts or files of the person(s) you are sharing the computer with AND
Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

DCCCD Rules:
All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct and the DCCCD Rules for Responsible Computing. Failure to comply may result in legal and/or disciplinary action. For more information, visit https://www1.dcccd.edu/cat0910/ssf/Computer.cfm?loc=DCCCD