ITSW 1404 - Introduction to Spreadsheets 401 Course Syllabus

Description
Instruction in the concepts, procedures, and application of electronic spreadsheets.
Credits 4
Lecture Hours 3
Lab Hours 3
Extended Hours 0
Contact Hours 96
State Approval Code 5204070000
Instructor Name Dwayne Ferguson
Semester/Year Spring 2025

Meeting Time and Location
This class is offered online. Students are expected to spend a maximum of 6 hours per week reading, reviewing, and participating in assigned activities for successful completion of this course.

Alternate Operations During Campus Closure
In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Student Basic Needs
Unexpected circumstances may arise, but Panola College offers various resources to support students. If you need mental health services or are facing challenges with transportation, affording class materials and supplies, or accessing food regularly—issues that may impact your class performance—please visit panola.edu/resources.

Class Attendance
Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up for the missed work. If a student has not actively participated by the census date, they will be dropped by the instructor for non-attendance. This policy applies to courses that are in-person, online, hybrid, and hyflex.

Attendance in online courses is determined by submission of an assignment or participation in an activity. According to federal guidelines, simply logging into a distance learning course without participating in an academic assignment does not constitute attendance. Distance learning is defined as when a majority (more than 50%) of instruction occurs when the instructor and students are in separate physical locations. Students must engage in an academic activity prior to the course census date.

When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

3 or more class meeting times per week - 5 absences

2 class meeting times per week - 3 absences

1 class meeting per week - 2 absences

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.

Please note: Health Science and Cosmetology courses may require more stringent attendance policies based on their accreditation agencies. Please see the addendum and/or program handbook for further information concerning attendance.

Pregnant/Parenting Policy

Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

Instructional Goals and Purposes

The purpose of this course is to teach students to identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

Learning Outcomes

1. Launch Excel and navigate the worksheet.
2. Enter and edit data in a worksheet.
3. Build worksheets.
4. Enhance worksheets.
5. Preview and print worksheets and workbooks.
6. Create charts and share information.
7. Link worksheets and workbooks.
8. Create, sort, and filter lists.
9. Increase productivity with macros, templates, and custom toolbars and menus.
10. Use problem-solving tools.
11. Use auditing tools.
12. Summarize data with data analysis, PivotTables, and PivotCharts.
13. Work with charts and the drawing tools.
14. Import and export data from other applications.
15. Share workbooks with others.
16. Integrate Excel with the Internet or an Intranet.

Specific Course Objectives (includes SCANS)

After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

1. **Launch Excel and navigate the worksheet.** (1a-i, 1c-iv, 2c-i, 2c-ii, 2c-iv, 2e-ii)
    a. Launch Excel.
    b. Identify the components of the Excel window.
    c. Locate and open an existing workbook.
    d. Navigate a worksheet.
    e. Select cells, columns, and rows.

f. Insert, reposition, and delete worksheets.
g. Save a workbook.
h. Preview and print a worksheet.
i. Close a workbook.
j. Create a new workbook from a template.
k. Exit Excel.

2. **Enter and edit data in a worksheet.** (1a-i, 1a-iii, 1b-iii, 2c-ii, 2c-iv)
   a. Create new workbooks.
   b. Enter text and numbers in cells.
   c. Edit cell contents.
   d. Use Undo and Redo.
   e. Change the Zoom setting.
   f. Rename a sheet tab.
   g. Change a sheet tab color.
3. **Build worksheets.** (1a-i, 1b-vi, 2c-ii, 2c-iv)
   a. Create and revise formulas.
   b. Use cut, copy, and paste.
   c. Copy formulas with relative, absolute, and mixed cell references.
   d. Use basic functions.
   e. Use the Insert Function dialog box.
   f. Use 3-D references in formulas.
4. **Enhance worksheets.** (1a-i, 1b-iv, 2c-iv)
   a. Create worksheet and column titles.
   b. Format cells, rows, and columns.
   c. Use Paste Special.
   d. Define and apply styles.
   e. Manipulate rows, columns, and cells.
   f. Filter lists using AutoFilter.
5. **Preview and print worksheets and workbooks.** (1a-i, 1b-iii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
   a. Use Find and Replace.
   b. Check spelling.
   c. Set print options and print worksheets.
   d. Print an entire workbook.
6. **Create charts and share information.** (1a-i, 1a-ii, 1b-vi, 2c-i, 2c-ii, 2c-iii, 2c-iv)
   a. Use the Chart Wizard to create a chart.
   b. Format and modify a chart.
   c. Insert, resize, and move a graphic.
   d. Work with embedded charts.
   e. Preview and print charts.
   f. Use workgroup collaboration.
   g. Use Go To.
7. **Link worksheets and workbooks.** (1a-i, 1b-vi, 2c-ii, 2c-iii, 2c-iv)
   a. Group worksheets to share data, formatting, and formulas.
   b. Insert and format a documentation worksheet.
   c. Use named ranges.
   d. Consolidate data from multiple worksheets.
   e. Create 3-D references and links between workbooks.
   f. Work with multiple workbooks.
8. **Create, sort, and filter lists.** (1a-i, 1a-iii, 1b-ii, 2c-ii, 2c-iv)
   a. Identify basic terms and guidelines for creating lists.
   b. Enter data in a list using data validation.
   c. Use the data form.
   d. Create custom filters.
   e. Perform single and multilevel sorts.
   f. Use grouping and outlines to create subtotals.
9. **Increase productivity with macros, templates, and custom toolbars and menus.** (1a-i, 2-c-ii, 2-c-iv)
   a. Use macros to automate repetitive tasks.

b. Edit a macro.
c. Use workbooks containing macros.
d. Create and edit templates.
e. Customize toolbars and menus.

10. **Use problem-solving tools.** (1a-i, 1a-iii, 1b-vi, 2c-i, 2c-ii, 2c-iii, 2c-iv)
    a. Create data tables.
    b. Use Goal Seek and Solver.
    c. Create scenarios.
    d. Create a trendline.
11. **Use auditing tools.** (1-a-i, 1-b-vi, 2-c-iii)
    a. Use Range Finder to check and review data.
    b. Identify relationships between precedent and dependent cells.
    c. Use error checking.
    d. Identify invalid data.
12. **Summarize data with data analysis, PivotTables, and PivotCharts.** (1a-i, 1b-ii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
    a. Use data analysis.
    b. Create PivotTable reports.
    c. Modify a PivotTable report.
    d. Format a PivotTable report.
    e. Create PivotChart reports.
13. **Work with charts and the drawing tools.** (1a-i, 2c-ii, 2c-iii, 2c-iv)
    a. Create special charts.
    b. Modify charts.
    c. Use the drawing tools.
    d. Create and edit a conceptual diagram.
14. **Import and export data from other applications.** (1-a-i, 2-c-i, 2-c-ii, 2-c-iii, 2-c-iv)
    a. Integrate Excel data with Word and PowerPoint.
    b. Integrate Excel with Access.
    c. Import data from text files.
15. **Share workbooks with others.** (1a-i, 2c-i, 2c-ii, 2c-iii, 2c-iv)
    a. Create and apply custom number and conditional formats.
    b. Use lookup and reference functions.
    c. Use workgroup features.
16. **Integrate Excel with the Internet or an Intranet.** (1a-i, 1b-vi, 2c-i, 2c-ii, 2c-iii, 2c-iv)
    a. Import data from the Internet.
    b. Work with XML.
    c. Publish worksheets and workbooks to the web.
    d. Send a workbook via e-mail.

Course Content

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes and Specific Course Objectives sections of this syllabus.

Students in all sections of Spreadsheets will be required to do the following:

1. Students will submit a chapter assignment each week. Each assignment stresses features and functions common to spreadsheet applications including creating formulas, formatting worksheets, working with multiple worksheets, creating charts, sorting and filtering lists, etc.
2. Students will submit a lab assignment from the end of each chapter.
3. Students will submit a short quiz at the end of each chapter.
4. Students will complete three objective and application exams.

Methods of Instruction/Course Format/Delivery

Students in both the traditional class and in the Internet class will have access to this course via Canvas. Students in the traditional class will meet regularly for lecture over the material. Students in the Internet class will only be required to meet with the instructor for testing; however, Internet students are always welcome to attend the traditional class (especially for exam reviews).

All assignments must be submitted via Canvas. Once graded, students can view their grades by revisiting the assignment or by clicking the Grades link in the left-hand menu. Objective sections of exams will be graded within Canvas, while files from the application portion of the exam will be returned directly to the student. Grades are typically posted within two days after the submission deadline. Students can check their grades in the Grades section of Canvas and are welcome to visit the office to review their exams.

Students in both the traditional and Internet classes should use email within Canvas to communicate with the instructor. Using Canvas email gives you access to the instructor and other classmates without having to remember or type email addresses—you just select a name from the list. If you are not able to contact your instructor using email in Canvas, you may use his or her Panola College email address. Panola College instructors attempt to respond to all email within 24 hours.

Major Assignments/Assessments

The following items are assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

The following items will be assigned and assessed during the semester and used to calculate the student's final grade:

Chapter Assignments

Students will complete nine projects throughout the semester and submit their finished files. While these assignments will be assessed, please note that the primary purpose is to track participation and engagement with the material.

Labs

Students will complete a series of hands-on activities designed to reinforce the concepts covered in the chapters. Unlike chapter assignments, lab work will be graded based on the quality of the work completed. It is essential that students demonstrate an understanding of the lab objectives and produce accurate results for these assignments. Generally, only one or two labs will be assigned at the end of a chapter—you are only responsible for completing the exercises assigned. These documents will be submitted through the assignment itself and will be graded and returned to you in the same manner. Homework is due as assigned and 10 points will be deducted for each day work is late. Late work will not be accepted after homework has been graded and returned to the class. Remember: If you are having trouble with your computer or Canvas, there are other ways to turn your documents in on time—even if you have to deliver it in person. Submission of someone else's work will receive a zero.

Quizzes

At the end of each chapter, students will complete a brief quiz consisting of 15 questions that assess their understanding of the material covered in that chapter.

Exams

Exams 1-3 covering Projects 1-9 will consist of two parts: an objective part and an application part. The objective part will be very much like the quizzes. They will consist of 30 questions and be taken in Canvas and monitored with Lockdown Browser. Students will need access to a computer, webcam, and microphone to take this portion of the exams. The application part will be very similar to your lab assignments. Exam instructions will be provided in your Canvas course, and you will take the exams at home using Microsoft Office 2016 or higher on your computer. If you do not have a computer with MS Office installed, you may take the exams at one of the Panola College testing centers in Carthage, Center, or Marshall. If you are unable to take a test when it is scheduled, you must reschedule the test with the instructor PRIOR to the testing date. An excused absence and makeup test may be granted for sudden illness or unforeseen circumstances.

Course Grade

The grading scale for this course is as follows:

- Chapter assignments – 10%
- Labs – 30%

- Quizzes – 10%
- Exams – 50%

All of your grades including a mid-semester and final grade will be posted to Grades in Canvas.

Cheating is defined as unauthorized help on an examination or assigned course material. A student must not submit another student's work as his or her own. A student must not receive from any other student or give to any other student any information, answers, or help during an exam. A student must not "steal" the answers from an unsuspecting student during an exam. A student must not use any sources for answers during an exam (including but not limited to notes, books, or electronic devices) without prior authorization from the professor. A student must not obtain exam questions illegally, tamper with the exam questions, nor change the results of an exam after it has been graded. **All cheating infractions will result in a grade of "0" for the assignment.**

Plagiarism is defined as the taking of a person's ideas, words, or information and claiming those properties as one's own. The use of all ideas, words, or information from any source must be properly referenced and due credit must be given to its author. All written assignments must be submitted through Canvas which uses turnitin.com to calculate percent originality of the submission. For compositions, a student's work must show 0% plagiarism. For research assignments, properly quoting and citing information from other sources is usually required in the assignment; however, since the integrity of the assignment is based upon the originality of the student's work, no student may turn in a paper which exceeds a 30% score in properly quoted and cited material. The instructor reserves the right to employ other means outside of turnitin.com to check the "originality" of a student's work. **Any submission that contains copied material (other than cited material in a research paper) will automatically receive a grade of "0" for the assignment.**

A student will fail the class upon his or her second cheating and/or plagiarism offense. These policies shall be adhered to unless mitigating circumstances should prove a lesser penalty should apply. Students shall have the right to contest a cheating or plagiarism claim; the appeals process is specifically defined in the student handbook.

Texts Materials, and Supplies

- *Microsoft Excel 2016: Comprehensive*, Freund, Starks, and Schmieder, Cengage Learning, 2017, ISBN: 9781305870727. You may purchase or rent a used textbook for this class; no code or other supplemental materials are required.
- Access to a computer with Microsoft Office installed. You may use MS Office 365, 2016, 2019, or 2021 for this course. Details for how to download the free MS Office 365 are available in the Introduction section of your Canvas course. DO NOT use the live, online version of MS Office 365—it does not have all of the features you will need to complete this course.
- Access to the Internet.
- Student data files that must be downloaded from Canvas, the publisher's site, or obtained from instructor.

Required Readings

- Projects 1-9, Microsoft Excel 2016 Comprehensive.

Recommended Readings

None

Other

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: https://www.panolacollegestore.com.
- For testing services, use the following link: https://www.panola.edu/student-services/studentsupport/academic-testing-center.

- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to https://www.panola.edu/studentservices/student-support/disability-support-services for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook: https://www.panola.edu/ (located on at the bottom under student)

SCANS Criteria

1. Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.
    a. Basic Skills: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
        i. Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
        ii. Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
        iii. Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
        iv. Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
        v. Speaking: Organize ideas and communicate orally.
    b. Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
        i. Creative Thinking: generate new ideas.
        ii. Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
        iii. Problem Solving: recognize problems and devise and implement plan of action.
        iv. Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
        v. Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
        vi. Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
    c. Personal Qualities: A worker must display responsibility, self-esteem, sociability, self management, integrity, and honesty.
        i. Responsibility: exert a high level of effort and persevere toward goal attainment.
        ii. Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
        iii. Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
        iv. Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
        v. Integrity and Honesty: choose ethical courses of action.
2. Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.
    a. Resources: A worker must identify, organize, plan, and allocate resources effectively.
        i. Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
        ii. Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
        iii. Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision timeline chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
    b. Interpersonal Skills: A worker must work with others effectively.
        i. Participate as a Member of a Team: contribute to group effort.
        ii. Teach Others New Skills.
        iii. Serve Clients/Customers: work to satisfy customer's expectations.

iv. Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
v. Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
vi. Work with Diversity: work well with men and women from diverse backgrounds. Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c. Information: A worker must be able to acquire and use information.
   i. Acquire and Evaluate Information.
   ii. Organize and Maintain Information.
   iii. Interpret and Communicate Information.
   iv. Use Computers to Process Information. Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer databases to research a report; use a computer spreadsheet to develop a budget.
d. Systems: A worker must understand complex interrelationships.
   i. Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
   ii. Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
   iii. Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance. Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.
e. Technology: A worker must be able to work with a variety of technologies.
   i. Select Technology: choose procedures, tools or equipment including computers and related technologies.
   ii. Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.
   iii. Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies. Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.