

ITSW 2334 Section 151

Advanced Spreadsheets Syllabus

South Plains College: <https://southplainscollege.blackboard.com/>

Instructor: Dr. Daphne L. Lewis, Ed.D., M.Ed., B.A., EC-6, 4-8

Contact Information: Email dlewis@southplainscollege.edu
Text or Call 806-438-8066

SPC Catalog Course Description: ITSW 2334 Advanced Spreadsheet (3:2:2) ITSW 2335 Advanced spreadsheets contains advanced techniques for developing and modifying spreadsheets, includes macros and data analysis functions.

Online Class Time: Internet in Blackboard:

(Weekly Sign In Expectations , Sign In , Discussion and Participation for Attendance)

<https://southplainscollege.blackboard.com/> which links into My IT Lab:

Welcome to Visit both Blended and LIVE classroom opportunities as well.

Traditional Classroom Time: Wednesdays 8:00 – 8:50 pm Room 108

Lubbock Center or

LIVE Online Classroom Time: Using Google Chrome Internet Browser, try

join.me/dlewisdavis Wednesdays 8:00 – 8:50 pm

Course Prerequisites: None

Materials Required: The textbook access code and My IT Lab Code are required and due by: Week 2. A bundle with E-textbook and a code for My IT Lab access.

Textbook: ITSW 2334 EXCEL Go! Series Text+E-Card
ISBN # 0134572084 Excel package

Course Tools: Microsoft Office /2016/Office 365 or Mac Office 2011
(Office 365-available for SPC Students for free)

Reliable Internet Access: Browsers: Mozilla Firefox, Google Chrome
Headphones or Ear Buds
Pen Drive, or Thumb Drive or External (Ability to save larger files)

Attendance: Attendance is calculated through Blackboard discussion board participation and My IT Lab assignment completion. Missing any two weeks of class online participation puts the student at risk for being dropped for non-attendance.

Reading and Simulation Assignments: Weekly reading of the course textbook and completion of reading quizzes and simulation and capstone assignments inside Blackboard and My IT Lab are expected for success. This class covers the textbook and My Lab Assignments, but weekly preparation prior to class time is expected for success.

Assignments and Capstones: Weekly Assignments are due at class time and or weekly posted deadlines, and overviews of future assignments will be covered during class time and in videos online. Completing assignments following the Course Schedule supports success and meaningful class time learning.

Exams and Quizzes: Weekly quizzes (3 attempts available, with highest score recorded) to support reading are expected to be completed prior to class time or weekly deadlines, and Final Exams will be portfolio projects to be presented during class time and in video online.

Classroom Expectations: All students are expected to be prepared for class time. Disruptive or unprofessional behavior in class is grounds for a

student to be removed and dropped from class without notice. Students can refer to the South Plains College Student Guide for more information about policies and procedures of South Plains College. <https://www.southplainscollege.edu/information-for/future-spc-students/onlinepubs.php> Follow link and read and understand Student Guide.

Academic Integrity It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism. **I reserve the right**

to administratively drop with an "F" any student whom I suspect of academic dishonesty(plagiarism). MyITLab has a very sophisticated integrity system built-in, so if you copy another student's work or files, I will know.

****Do not, under any circumstances, turn in another student's file as your own. Do not, under any circumstances, give your file to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.****

Grading Policy: Grades are represented in **Blackboard** Gradebook. (My Grades)

Item Label	Percent	Points Possible
Discussion/Attendance	5%	50
Quizzes	10%	100
Simulations	25%	250
Capstone Projects:	50%	500

Final Exam/Project	10%	100
Total	100%	1000

Scans Competencies:

C1,C2,C3,C4,C5,C6,C7,C8,C9,C10,C11,C12,C13,C14,C15,C16,C17,C1

8,C19,C20 Foundation Skills:

F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F11,F12,F13,F14,F15,F16,F17 Explanations of the codes are posted in the Blackboard Classroom

ITSW 2334 Course Competencies

1. Creating and Manipulating Data 1.1. Insert data by using AutoFill

1.1. Ensure data integrity

1.2. Modify cell contents and formats

1.3. Change Worksheet Views

1.4. Manage worksheets

2. Formatting Data and Content 2.1. Format worksheets

2.1. Insert and modify rows and columns

2.2. Format cells and cell content

2.3. Format data as a table

3. Creating and Modifying Formulas 3.1. Reference data in formulas

3.1. Summarize data using a formula.

3.2. Summarize data using subtotals.

3.3. Conditionally summarize data by using a formula

3.4. Look up data by using a formula.

3.5. Use conditional logic in a formula.

- 3.6. Format or modify text by using formulas.
- 3.7. Display and print formulas.
- 4. Presenting Data Visually
 - 4.1. Create and format charts
 - 4.1. Modify charts
 - 4.2. Apply conditional formatting
 - 4.3. Insert and modify illustrations
 - 4.4. Outline data 4.6. Sort and filter data
- 5. Collaborating and Securing Data
 - 5.1. Manage changes to workbooks
 - 5.1. Protect and share workbooks
 - 5.2. Prepare workbooks for distribution 5.4. Save workbooks 5.5. Set print options for printing data, worksheet

SPC CAMPUS GUIDELINES

Inform Your Instructor of Any Accommodations Needed

South Plains College is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The purpose of Disability Resource Program is to assist students with disabilities to realize their academic and personal potential. Students with disabilities needing accommodation are required to contact the Disability Services listed below. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with faculty and the disability services.

South Plains College Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-7162577,

Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806716-4302 or 806-296-9611.

Levelland	Reese
Linda Young Disability Accommodations Specialist 1401 S. College Ave. Levelland, TX 79336 Phone: 806-716-2577 Fax: 806-897-0371 lyoung@southplainscollege.edu	Dawn Valles Coordinator of Disability Services Reese 819 Gilbert Drive Lubbock, TX 79416 Phone: 806-716-4675 dvalles@southplainscollege.edu

DIVERSITY STATEMENT*

In this class, the teacher will establish and support an environment that values, nurtures individual, and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (*Developed by the Title III summer 2001 participants as part of the training opportunity, May June 2001, South Plains College).

Commit to Integrity

As a student in this course (and at this college) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. If a student disrupts class or the learning atmosphere for other students, that student will be asked to leave by the instructor. If the student is asked to leave a class, then that student must meet with the instructor to discuss the event. The student must do this prior to returning to the classroom.

Academic Integrity Policy

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The instructor reserves the right to administratively drop with an "F" any student whom is suspect of academic integrity violation.

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My IT Lab has a strong academic integrity checking system and immediately notifies the instructor of any violation.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The

following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your

car. **In case of emergency, call 911**

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Dean of Students at South Plains College.

Course policies are subject to change. It is the student's responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be posted in Blackboard.

Instructor reserves the right to change any and all portions of this syllabus, course schedule, and course items at any time. DLL