## ITSW 1404--Syllabus

**Introduction to Spreadsheets**  
**SCH (3-3)**

### Course Description
This course is designed to teach the student concepts, procedures, and the importance of electronic spreadsheets. The student will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. This course has two (2) prerequisites: POFT 1429 and POFT 1325, or skills that can be demonstrated in keyboarding and basic business mathematics. This course will transfer to other community colleges in Texas; however, it does not transfer to most four-year institutions.

### Text, References and Supplies
1. Microsoft Office Excel 2007 Comprehensive by Shelly Cashman  
   Course.cengage.com  
   ISBN# 9781418843441  
   ISBN# Bundled with SAM 2007324808402  
2. USB Flash drive  
3. Microsoft Excel 2007

### Goals and Objectives
Upon successful completion of the course, students will have the ability to accomplish the following competencies accurately and efficiently:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample real life applications</th>
<th>Skills Used in Class</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Skills</td>
<td>Use Excel in a competent manner.</td>
<td>The student creates documents using the software learned. The student problem-solves and thinks critically while editing, updating, and creating a variety of documents.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ethics</td>
<td>Prepare work honestly.</td>
<td>The student learns complete his/her own work, study, and in an honest manner.</td>
<td>Yes</td>
</tr>
<tr>
<td>Managing Work Time</td>
<td>Manage your work and time effectively.</td>
<td>The student learns to manage time by working on assignments, turning them in when due, and completing tests when they are due.</td>
<td>Yes</td>
</tr>
<tr>
<td>Projects</td>
<td>Create projects in a realistic and professional manner.</td>
<td>The students develop and synthesize learned information to create projects using the required software.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Student
The student will be required to read the textbook, view the PowerPoint presentations, complete the Prentice Hall lessons for each chapter, complete homework assignments, study for tests, and take tests during the scheduled
**Student Contributions/Class Policies**

Students may work in the lab during the posted hours (no appointment is necessary for the lab). **Practice makes perfect**, so spend as much time in the lab as your schedule will allow.

Labs are open Monday-Thursday (except holidays):
- **Lab 149** 8am to 10pm, Monday through Thursday
- **Lab 149** 8am to 2pm, Friday
- **Lab 110** 8am to 10pm, Monday through Thursday
- **Lab 110** 8am to 2pm, Friday. Closed on Saturday.
- **ATC Lab** 8am to 9pm

**Absences/Drops:**
A failing grade will be given to students who do not attend class and do not drop.

**If a student does not wish to continue attending class:**
The student should go to the Office of Student Services at Midland College and drop the class by the date(s) specified in the Midland College Spring Class Schedule catalog. Otherwise, and “F” will be given for the semester grade.

**Homework:**
You will need to SAVE everything, even if the book tells you NOT to save. Save on your computer at home AND also a backup on disk, then SUBMIT all files needed in Blackboard. **NO late work will be accepted!** You will receive a 0 for work that is not Submitted by midnight on the due date.

**Blackboard:**
If you do not know how to use Blackboard, you need to read the Blackboard Student Manual located at [www.midland.edu/blackboard](http://www.midland.edu/blackboard). If you still need help, you MUST contact me by e-mail or phone (aherring@midland.edu or 686-4832). Blackboard is not covered in this class and if you are having trouble with Blackboard you may need to consider taking this class when it is offered in the classroom setting.

You must “Submit” all assignments through Blackboard and I must be able to see the work that you did on the assignments. If I cannot see your assignment or something is wrong with it, I will clear it and you can re-submit your assignment.

**SAM 2007:**
SAM 2007 is a simulation and testing software that we use to practice lessons and to take tests. You must have the access code that comes with your book and you must install the software needed onto your computer.

**Exams:**
Exams need to be taken on the scheduled days. Tests may be taken early, but may not be taken after the scheduled days. If you know that you will be out of town, contact me for a time to take your test. Any missed exams will result in an “F” for a grade.
Instructor: Amy Herring

Cheating:
Scholastic dishonesty such as cheating, plagiarism, and collusion (see definitions of these terms in the Midland College Student Handbook) will result in an ‘F’ in the course. Students are expected to do their own work and not use unauthorized materials for exams or assignments.

Misc:
Communication is important! If you have a problem that is interfering with your successful completion of this course, please contact the instructor. I will do my best to work with you to help you complete the course.

Projects.................................................................30%
Homework/SAM 2007 tests..............................................30 %
Exams.................................................................40%

Total...........................................................................100 %

Grading/ Evaluation of Student

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 90</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 or less</td>
</tr>
</tbody>
</table>

Information: Students will manipulate and organize raw data into usable business communication.
Technology: Students will use computers and software to apply knowledge into acceptable business format.

Instructor: Amy Herring
Office 122 T
Office Phone: 686-4832

NOTE: E-mail me or call me if you have any questions or problems. I will be checking my e-mail frequently.

E-Mail: aherring@midland.edu

Business Studies Division Information
Dean: Gavin Franz
Secretary: Lisa Hains
Office: Room 142 TC
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