

**ITSW 2334 (3:3:2)**

**Advanced Spreadsheets**

**Computer Information Systems Department**

**Technical Education Division**

**South Plains College**

**Levelland**

**Charlene Perez**

**Spring 2020**

## COURSE SYLLABUS

COURSE TITLE:	Advanced Spreadsheets
INSTRUCTOR:	Charlene Perez
OFFICE LOCATION	Technology Center Room 209 (Levelland)
PHONE:	(806) 894-9611 ext. 2253 or (806) 716-2253
E-mail:	cperez@southplainscollege.edu
Text messages:	1 (507) 697-1051
Web Site:	<a href="https://southplainscollege.blackboard.com">https://southplainscollege.blackboard.com</a>
OFFICE HOURS:	Posted (check my office door and Blackboard)

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#### Course Competencies:

Upon successful completion of this course, the student will be proficient in:

- Create and design macros
- Use data analysis features
- Develop solutions using linked worksheets

#### Required Materials:

Book is Optional, **Pearson MyLabIT is required**

##### ❖ Textbook:

- Your Office, Microsoft Office 365, Excel 2019 Comprehensive, 1st Edition; Kinser, Jacobson, Kinser, Moriarity, Nightingale; Pearson Publishing, 2020
- ISBN-13: 9780135825938.

##### ❖ MyLab IT

- **MyLab IT with Pearson eText – Access Card – for Your Office Microsoft 2019 Comprehensive (Required)**
- **ISBN: 9780135440346**

**MyLab IT can be purchased in the bookstore or at the time you create your account through Blackboard. You will have 14 days to add the access code. After 14 days your account will lock.**

#### Storage:

Flash Drive or on-line storage

**Grading Policy:** Two to Three major exams will be given and numerous project based assignments will be assigned. The course grade will be computed as follows:

Major exam average:	35%
Class work / Labs / Assignments	65%

**Attendance Policy:** Regular attendance is very important in this course. A student will be dropped from class when the student has missed the required materials from more than 2 chapters or the instructor feels that the objectives of the class cannot be met.

**Assignment Policy:** Assigned chapters are to be read prior to attempting assignments. **All assignments will be assigned on Saturday and will be due the following Friday at 11:59 pm.** Late assignments will be accepted at the discretion of the instructor. If a student misses an exam, it is the student's responsibility to contact the instructor as soon as possible. It will be at the discretion of the instructor whether or not to allow a makeup exam.

**Labs:** Students may do assignments at the SPC computer lab or at home/work if you have the exact software programs and exact version of the software as used at SPC.

**Open computer lab:** The Open Computer Lab is located in Technology Center and is available to all students, with priority given to those students enrolled in computer classes.

The hours of operation for Technology Center in Levelland:	
Monday-Thursday	7:30 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.
Lab assistants are available to help you.	

**Cheating and Plagiarism:**

**Cheating** violations include, but are not limited to: (1) obtaining an examination by stealing or collusion, (2) discovering the content of an examination before it is given, (3) using an unauthorized source of information during an examination, (4) entering an office or building to obtain unfair advantage, (5) taking an examination for another, or (6) altering grade records.

**Plagiarism** is the using, stating, offering, or reporting as one's own an idea, expression, or production another person without proper credit as to its origin. Except in extreme cases, disciplinary action in these cases will be handled by and at the discretion of the instructor and if necessary in consultation with the departmental chairperson. (Student Guide page 11)

**Academic Integrity:**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the South Plains College General catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in the college catalog page 23).

**Electronic Assignments:**

This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives for this class. Topics assigned by the instructor will be relevant to the objectives of this course.

**Disclaimer:**

"This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in

these forums.”

**Diversity Statement:**

This class, the teacher will establish and support an environment that values and 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 be and can be.

**Equal Opportunity Policy:**

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) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.