COURSE SYLLABUS

Advanced Spreadsheets

ITSW 2334

Number

2 - 4 - 3
Lecture - Lab - Credit

ITSW 1304 Introduction to Spreadsheets
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By                                      Date
Michael Soto                                    8/10/2015

Reviewed By                                       Date
Donna Hill                                        8/10/2015

Division Director/Designee
I. Instructor Information  
   Name: Michael Soto  
   Phone: 325.734.3648  
   Campus Office: Abilene Rm 412  
   Email: michael.soto@tstc.edu  
   Office Hours: By Appointment  
   Advisement Hours: By Appointment  
   Department Chair: Donna Hill  
   Chair email: donna.hill@tstc.edu  

II. Class Times, Location  
   Web: https://mycourses.tstc.edu  

III. Program Outcomes  
   A. Graduates are able to demonstrate the ability to employ basic business procedures.  
   B. Successful graduates will demonstrate the ability to produce professional and precise documents.  
   C. Graduates have acquired competency in applying management concepts in a business setting.  
   D. Graduates will demonstrate competency in effectively using accounting principles to journalize and post transactions, prepare financial statements and prepare government forms.  

IV. Course Description & Introduction  
   Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.  

V. Learning Outcomes  
   A. Create and design macros  
   B. Use data analysis features  
   C. Develop solutions using linked worksheets  

VI. Assessment Methods & Grading Policy  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent/Superior Performance Level</td>
<td>4</td>
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<tr>
<td>B</td>
<td>80-89</td>
<td>Above Required Performance Level</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Minimum Required Performance Level</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Required Performance Level</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>Failure to Meet Performance Level</td>
<td>0</td>
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<tr>
<td>IP</td>
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<td>In Progress</td>
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<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td></td>
<td>Credit</td>
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</tr>
<tr>
<td>AUD</td>
<td></td>
<td>Audit of Course</td>
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</table>

See College Catalog for Complete Description
Grading Percentages

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Labs</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Validations</td>
<td>25%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

VII. Textbook/Reference Materials

*Required Course Textbook*

*Microsoft Excel 2013: Comprehensive*

Shelly Cashman Series


Course website

https://mycourses.tstc.edu

VIII. Additional Resources & Supplies:

You need an Internet connection through an Internet Service Provider (ISP) and a computer capable of accessing the Internet. Dial up Internet service may work; however, it is not recommended for online learning due to slow speed of the service.

IX. Class Participation

Students are expected to acquire the skills necessary to be successful in the work world of technology by becoming proficient in the areas of technology and work ethics.

Students are expected to attend class (or participate online) and complete all assignments as requested in order to learn the course material outlined in the course syllabus. Assignments include (but are not limited to) reading material, performing exercises, completing projects, and any other items assigned.

Students are expected to demonstrate strong work ethics as deemed necessary by our advisory board of business leaders. Work ethics cited as being mandatory include integrity, consistent and timely attendance (participation), good written and oral communication skills, appropriate dress, and the ability to follow directions and work well with others (teamwork).

Students are expected to attend class regularly and/or participate (online) to obtain the full benefit from the course activities and to maximize their grades. Missed assignments and discussion time will have a natural effect on your final grade.

Assignments must be neat and in order. Assignments that are not neat or in order may be returned upon the instructor’s discretion.

For work submitted online: Due dates are set in the computer and submission is not possible after the deadline.

Late work will not be accepted.
Academic Integrity (Cheating)

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student’s submitted work, examinations, reports, and projects must be that of the student’s own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students. (that includes those who allow other students to borrow your equipment (i.e. Laptop). Example: If you allow someone to borrow your laptop and they copy your work that you already have saved on it and submit it as their own, you are still an accomplice to their misrepresentation whether you intended that to happen or not. So be careful and don’t allow that to happen.
4. Modify, without instructor approval, an examination, paper, record or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

All work turned in must be your own. Any work turned in represented as yours that is not will be considered plagiarism. If plagiarism occurs, all students involved will be penalized. Penalties may include:

- Receiving an F for the work
- Receiving an F for the final class grade
- Dismissal from the school

If you are unsure what constitutes plagiarism, please ask your instructor.

* Note for online classes: Most of your work, if not all of it, will be done outside of classroom supervision. It takes honesty, trust, and a good work ethic to excel in the workplace. Education is the journey, not the destination. You may receive a degree through dishonesty, but if you cannot perform the duties that the employer gives you, your degree will be useless.

Learning Lab

If you are attending Learning Labs on campus: The Information and Communications Technology department is dedicated to providing the highest quality of education to our learners. Classroom game play has proven to be detrimental to this mission and is therefore prohibited.

If you are working on school computers: Installing ANY type of software or making ANY changes to Windows settings on state computers is also prohibited, unless the student is specifically directed to do so by the class instructor or lab assistant. (Yahoo Messenger, MSN Messenger, Yahoo Toolbar, and Google Toolbar are a few examples.) Lab equipment, software, and Internet access are for educational use only, and should be limited to such. (Pornography, nudity, terrorist sites, etc. are not allowed.)

In the unfortunate event that this policy is not complied with, the student will be subject to disciplinary action and may be dismissed from the classroom indefinitely, unless written authorization is obtained from the Associate Vice President of Instruction.
If you attend learning labs, please keep cell phones turned off or in silent mode in the lab. If you must take an emergency call, it must be done outside the classroom so not to disturb others in the room. Please pick up after yourself and slide your chair under your desk when you are finished. No drinks or food items are allowed in the lab unless the instructor/lab assistant present specifies otherwise.

*Dropping a Course*

If you need to drop a course, you must do so by the last day to drop. Here is what you need to do:

- Discuss the situation with your instructor.
- Contact your academic advisor for a drop form
- Get the drop form signed by: Instructor, Program Chair or Advisor, Counselor, Financial Aid, Business Office
- Turn the drop form in to Admissions
- Failure to complete this step by the last day to drop will constitute an “F” in the course!

*Privacy Act*

Under the Privacy Act of 1974, official records (grades, averages, etc.) are not open to the public and will not be divulged without the written consent of the student.

*Evaluation of Instruction*

At the end of the semester, each student will have the opportunity to fill out an anonymous online survey of this instructor and this course. The instructor will not be given access to the information, which is anonymous, until after all grades are posted. The evaluation is used to identify strengths and weaknesses of the instructor, the course, and the learning environment so that we may constantly improve.

*X. Safety*

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- **Do Not** re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.
XI. Special Needs
If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325) 236-8292 or email amy.freeman@tstc.edu.

XII. Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Due Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>August 31, 2015</td>
<td>As Soon As Possible</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>August 31, 2015</td>
<td>September 15, 2015 10:00 PM</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>September 16, 2015</td>
<td>September 29, 2015 10:00 PM</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>September 30, 2015</td>
<td>October 13, 2015 10:00 PM</td>
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<tr>
<td>Chapter 10</td>
<td>October 14, 2015</td>
<td>October 27, 2015 10:00 PM</td>
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<tr>
<td>Chapter 11</td>
<td>October 28, 2015</td>
<td>November 10, 2015 10:00 PM</td>
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<tr>
<td>Final Project</td>
<td>November 11, 2015</td>
<td>November 25, 2015 10:00 PM</td>
</tr>
</tbody>
</table>
### XIII. Instructor CV – Michael Soto

#### Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
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</thead>
<tbody>
<tr>
<td>Texas State Technical College</td>
<td>Associate of Applied Science: Computer Business Systems</td>
<td>August 2005</td>
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</table>

#### Certifications

<table>
<thead>
<tr>
<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
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</thead>
</table>

#### Industry, Teaching or Training, and Other (Examples: publications and memberships)

**Experience Relevant To Course**

<table>
<thead>
<tr>
<th>Description of Experience Related To Course</th>
<th>Date Ended</th>
<th>Date Began</th>
</tr>
</thead>
</table>

- **Zoltek – Shipping and Receiving/Inventory Control**
  - Documented receipt of inventory goods and supplies
  - Maintained records of inventory “in” and “out”
  - Performed monthly audit of inventory and prepared a report for records
  - Contacted contractors for appropriate shipping costs
  - Arranged for both delivery and pickup of goods
  - Prepared all finalized paperwork for shipments
  - Prepared report of all goods sold
  - September 1998
  - May 2000

- **DS Painting – Accountant/Marketing Specialist**
  - Created fillable business bid and invoice templates using Word.
  - Prepare and send invoices and bids to contractors/customers via mail or email.
  - Created company payroll register and contractor earnings records spreadsheets using Excel.
  - Enter data into the payroll register and earnings records spreadsheets to update records and accounts.
  - Set up and maintain financial transactions by entering bids, invoices, purchase receipts, and revenue receipts into the accounting software, QuickBooks.
  - Update customer and contractor (current and new) information into QuickBooks.
  - File receipts, invoices and other documents (statements, copies, deposit slips, etc.).
  - Produce financial reports and reconcile bank statements and checkbook.
  - Prepare end of year forms (Schedule C, 1040, 1099-MISC), complete end of year adjustments and closing entries.
  - Designed and update company logo, business cards, flyers and other marketing material in Photoshop, Illustrator and InDesign.
  - Take high-resolution photos of finished jobs with Canon 20D DSLR for marketing material.
  - January 2005
  - Current

- **Texas State Technical College – Software Business Management Instructor**
  - Responsible as Academic Advisor to oversee academic progress of students.
  - Counsel students on progress in courses and advise options to improve technical and professional skills.
  - Provide prompt feedback to students when comprehension is lacking.
  - Accountable for meeting student learning needs based on student learning outcomes.
  - Assure proper steps are taken when creating courses to meet state regulations.
  - Assist other campuses with online learning as needed.
  - Responsible for inventory of computer equipment.
  - Participate and arrange scheduled meetings with advisory committees or with board members.
  - Ensure that all equipment and the facilities themselves are in working order in responsible areas.
  - September 2005
  - Current