

**Collin College Syllabus
Business, Information and Engineering Technologies**

COURSE SYLLABUS

Course Number: ITSW 1304

Course Title: Introduction to Spreadsheets

Course Description: Instruction in the concepts, procedures, and application of electronic spreadsheets.

Credit Hours: 3 **Lecture Hours:** 2 **Lab Hours:** 2

Prerequisite: BCIS 1305 or COSC 1300 or consent of Instructor or Department Chair.

College Repeat Policy: A student may repeat this course only once after receiving a grade, including “W”

Student Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Demonstrate competency in describing key terms and concepts of a spreadsheet software.
2. Demonstrate competency designing and creating a worksheet using spreadsheet software.
3. Demonstrate competency working with formulas and functions.
4. Demonstrate competency creating charts and graphics using spreadsheet software.
5. Demonstrate competency working with lists using spreadsheet software.
6. Demonstrate competency working with advanced functions of spreadsheet software which may include; working with multiple worksheets, using Solver for complex problems, importing data into excel, and creating pivot tables

Attendance Policy: See Faculty syllabus for specific attendance requirements
See the current Collin Registration Guide for the last day to withdraw.

Religious Holy Days: please refer to the current Collin Student Handbook

ADA Statement: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Academic Ethics: The College District may initiate disciplinary proceedings against a student

accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.