

University of South Carolina  
College of Hospitality, Retail, & Sport Management (CoHRSM)  
Department of Sport and Entertainment Management (SPTE)

**SPTE 274: COMPUTER APPLICATIONS IN  
SPORT AND ENTERTAINMENT MANAGEMENT**

Winter Session

(Monday, December 27, 2021 – Sunday, January 16, 2022)

**Professors:** Dr. Tena B. Crews

**Emails:** [tcrews@hrs.sc.edu](mailto:tcrews@hrs.sc.edu)

**Virtual Office Hours:** If you need assistance from Dr. Crews, please email for an appointment. Virtual Office Hours will be held through Blackboard Collaborate link provided in the Blackboard course.

- **Blackboard & Email:** Dr. Crews will check Blackboard and email daily. Students should also check Blackboard and email daily.
- **FAQ Discussion Board:** Students should post course-related questions on the “Frequently Asked Questions” (FAQ) Discussion Board so all students may benefit from the questions and answers. However, students should email Dr. Crews if they have personal questions pertaining to this course. Students can earn up to 10 extra credit points for answering peers’ questions correctly and completely.
- **Microsoft Excel:** This course is based on Excel 2019 which is a Microsoft Office product. There is Excel for the Mac; however, not all of the features/functions may be available in the Mac version. Consequently, to have access to all Excel features/functions, it is best to complete assignments on a Windows-based computer. If you are having trouble with completing assignments with your Mac, find a Windows-based computer at the UofSC library or another location. Office 365, a cloud-based subscription (which includes Excel), can be downloaded for free from the University.
  - [https://www.sc.edu/about/offices\\_and\\_divisions/university\\_technology\\_services/services/student/software/microsoft.php](https://www.sc.edu/about/offices_and_divisions/university_technology_services/services/student/software/microsoft.php)
  - However, note that if you use the Office 365 cloud-based version of the software, there is an **EXTRA step** you **MUST** do as the cloud-based version is missing several Excel features/functions. When you download the software, you will also see a button that instructs you to **INSTALL** the applications. When you install the applications, you then download them to your computer and you will get the full version of the software. If you do not do this, you will not be able to complete the assignments fully and will not be able to earn full credit.
- **CHEATING:** Students must complete their own work. If students upload a file (intentionally or unintentionally) that is another student’s work or if students submit work that was copied/pasted from the spreadsheet of another student, from the Internet or another location, the submission will be automatically flagged via the automated software system each and every time there is such an

academic integrity violation. Dr. Crews will be notified each time the work is flagged/there is such a violation.

- **When students' work is flagged, for the first academic integrity violation, all involved parties will receive a 0 on the assignment and will be referred to the Office of Student Conduct and Academic Integrity. If a second violation occurs, all involved parties will receive an F for the course (FAIL THE COURSE) and be referred to the Office of Student Conduct and Academic Integrity again. The same will result if you share your work with others. This is VERY IMPORTANT AND SERIOUS. Do not even share your computer with another student as they may upload your file without your permission or by mistake. All result in an Academic Integrity Violation and all parties will be reported to the Office of Students Conduct and Academic Integrity.**
- **Due Dates/Time:**
  - All due dates/times are noted in the Course Outline and Due Date Checklist at the end of this syllabus.
- **Complete This Course Early:** This course may be completed early and you are encouraged to work ahead of the due dates. All assignments, simulations, capstone exercises, exams, etc. are available when the course begins. Therefore, if you choose to turn in assignments early, you can progress at your own rate to complete the course on an accelerated timeline. It is highly suggested that you meet all deadlines. However, due to the short timeframe in this winter session course, work may be completed and turned in after the suggested deadlines. However, NO assignment may be submitted after Sunday, January 16 at 11:59 p.m. EST.
- **COVID-19 Information:** If students have tested positive for COVID-19 or need to quarantine based on COVID-19 exposure, they must complete UofSC's [COVID-19 Student Report Form](#). The online form allows students to report their COVID-19 situation and upload documentation explaining the situation. The form also provides students with the ability to forward their information to the professor. Forwarding the information to the professor is important as it will provide appropriate documentation to the professor so that the professor and student can discuss the situation as it applies to the completion of the course content. The COVID-19 Student Health Services (SHS) nurse line is 803-576-8511.
- **Undergraduate Student Ombuds Services:** The Ombuds Office can not only assist students with COVID issues, but other academic issues due to an illness, family emergency, and other situations that require students to be away from campus. More information may be found at [https://sc.edu/about/offices\\_and\\_divisions/student\\_affairs/our\\_initiatives/academic\\_success/ombuds\\_services/](https://sc.edu/about/offices_and_divisions/student_affairs/our_initiatives/academic_success/ombuds_services/)

## **Course Description**

Administrative tasks for computer usage, including software and hardware selection, applications, and solutions.

## **Pre-requisites**

There are no course pre-requisites. No prerequisite knowledge of Excel is required.

## **Course Learning Outcomes**

Upon successful completion of this course, students should be able to:

1. correctly use computer terminology related to Microsoft Excel;
2. efficiently prepare Excel spreadsheets;
3. integrate Excel components with each other; and
4. perform quantitative analysis.
5. create effective presentation tutorials pertaining to Excel.

## **Required Textbook/MyITLab Information**

All students must have access to the e-Text **AND** MyITLab. The following textbook and MyITLab options are provided. **You do not need a CourseID for MyITLab for this course.** The MyITLab assignments are linked with Blackboard. Follow the directions below to purchase the book and access MyITLab for this course.

### **Textbook: All Digital eText + MyITLab purchased during the online MyLab registration process.**

Book Title: (ex•ploring Series) Microsoft Office 365 Excel 2019 Comprehensive  
Authors: Poatsy, M. A., Mulbery, K., and Davidson, J.

- Login to Blackboard
- Click on the Pearson MyITLab Link in the left navigation area
- Click on Pearson's MyLab & Mastering
- Click on Course Home
- Click Launch
- Read and Accept the End-User License Agreement/Privacy Policy
- If you already have a Pearson Account (e.g., you are using MyMathLab, MyEconLab or another Lab product from Pearson), login with your Pearson Username and Password.
- If you do NOT already have a Pearson Account, click Create Account and enter the information requested.
- You will NOT have an Access Code (since you are electing the digital option with an eText), so click to purchase the MyITLab WITH eText
- Enter purchase information
- Click Finish (if requested)
- You can then login to the course in MyITLab. You should see the name Dr. Tena B. Crews associated with the course.

**Used Book:** If students choose to purchase a used book, they will also have to purchase access to MyITLab. To purchase MyITLab for your used book, follow the instructions for Textbook Option 1 above, but just purchase MyITLab and not the e-text during the MyITLab registration process.

**14-Day Access:** If students do not purchase a book immediately, they may get a 14-day option through MyITLab online so that they can get started immediately. **However**, at the end of the 14 days, every student must purchase and have access to the book and MyITLab. To get the 14-day access, go through the regular registration process as outlined above. After you login with a current/previous Pearson account or create new account, you should see the option of creating a 14 day trial. This link may be helpful as well: <https://support.pearson.com/getsupport/s/article/Revel-14-Day-Temporary-Access>

### **Registering for MyITLab**

If you have issues registering for MyITLab, the following video may be helpful.

[https://youtu.be/Vd8rJe5\\_VK8](https://youtu.be/Vd8rJe5_VK8)

### **Optional Resources:**

- Students may find these resources helpful in studying for quizzes and developing a deeper understanding of Excel. However, students are not required to utilize these resources. They are optional.
  - In MyITLab: Audio PowerPoint Presentations
  - In Textbook: Chapter Key Terms Matching & Multiple Choice + Glossary

### **MyITLab**

To access MyITLab to complete assignments (after purchasing the book and access to MyITLab), simply click on the Pearson's MyITLab link within Blackboard to login to MyITLab. Pearson's MyITLab is the online environment which you will utilize to complete Simulation Training, Capstone Projects, Quizzes and Final Project for this course. **There is a link in Blackboard that you can easily click on to gain access to the MyITLab site. ALWAYS go through Blackboard to gain access to the Pearson's MyITLab.**

You will need to complete a **browser "tune up"**.

[MyITLab Browser Tune Up](#)

<https://www.pearsonmylabandmastering.com/northamerica/myitlab/system-requirements-office-2016/index.html>

Problems with MyITLab? Try these common fixes:

1. [Clear your browser's cache and cookies](#). Close your browser and retry.
2. Try a different browser (Google Chrome and Firefox are preferred)
3. [Disable your popup blocker](#), allow popups always for the Pearson site.

If that doesn't resolve the issue, contact tech support.

<https://www.pearsonmylabandmastering.com/northamerica/students/support/index.html>

MyITLab Issue Form: <https://support.pearson.com/getsupport/s/contactsupport>

Additional MyITLab Student User Guide can be found at <https://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2016/index.html>

**Google Chrome** is the recommended browser for MyITLab and Blackboard. When using MyITLab, Internet connection information will appear to show the strength of your Internet connection. The stronger the connection, the faster MyITLab and Blackboard items will load and submit.

### **Course Overview and Purpose**

This is a completely, pure online course. Online classes are not easier than face-to-face (F2F) classes. To succeed in an online class, you must be motivated and well-organized. You will need to purchase the textbook (e-text **STRONGLY RECOMMENDED**) and have access to MyITLab by the first day of the course. Other course materials are available via Blackboard and MyITLab. Regular Internet access is necessary for successful completion of the course.

The purpose of this course is to help you become more skilled in using Microsoft Excel and be prepared for subsequent courses. This is particularly important if your major field of study is HRTM, RETL or SPTE. The following courses require Microsoft Excel knowledge prior to taking the course.

- FINC 333 or 336 – Finance
- HRTM 290 – Hosp/Tourism Practicum
- HRTM 421 – Hosp. Financial Mgmt.
- HRTM 495 – Hosp/Tourism Internship
- RETL 295 – Retailing Practicum
- RETL 366 – Retail Buying
- RETL 472 – Category Management
- RETL 495 – Retailing Internship
- SPTE 295 – Practicum
- SPTE 440 – SPTE Business & Finance
- SPTE 444 – SPTE Event Management
- SPTE 495 – SPTE Internship

This course is organized into Course Modules - which are presented in a logical order. You will access all modules through Blackboard. All documents are formatted in Microsoft Word and/or PDF format. To view PDF documents, you need Adobe Reader. You can [download Adobe Reader http://get.adobe.com/reader/](http://get.adobe.com/reader/)

### **Tips for Being Successful in this Course**

It is estimated that you will need to spend a minimum of nine (9) hours per week to complete course work, discussions, communication and to work toward being successful in this online course. If you do not take this time each week, you may feel overwhelmed and frustrated and your opportunity for success will be jeopardized.

Successful online learners

1. do not procrastinate;
2. are open to sharing professional experiences online;
3. enhance online discussions;
4. have good written communication skills;

5. use proactive communication;
6. are self-motivated and self-disciplined;
7. have a commitment to learning;
8. have critical thinking and decision-making skills;
9. believe quality learning can take place in an online environment; and
10. have good time management skills.

### **Overall Structure of the Course**

The course is structured to begin with the Getting Started! Module and then additional Course Modules beginning with the Office 365 Common Features. You will complete these Modules in addition to Modules for Excel Chapters 1-10 in addition to other MyITLab and Blackboard assignments. See the Course Outline and Due Date Checklist at the end of the syllabus.

### **Minimal Technical Skills**

Minimal technical skills are needed in this online course. All work in this course must be completed and submitted online. Therefore, you **MUST** have consistent and reliable access to a Windows-based computer and the Internet. Without a computer and reliable Internet access and these minimal technology skills, it will be virtually impossible to succeed in the course. Before starting this course, you must also feel comfortable doing the following.

The minimal technical skills you should have include the ability to

- follow written instructions;
- organize and backup electronic files;
- save electronic files;
- use email/Blackboard and attach files;
- check email and Blackboard daily;
- download and upload documents;
- locate information with a browser; and
- use MyITLab.

### **Computer Technical Requirements**

- Computer (Windows-based to earn full credit on all assignments), Microsoft Excel, Web Camera, Speakers, Microphone, and Internet Access

### **Technical Support**

#### **Blackboard Support**

If you have Blackboard issues, please contact the Division of Information Technology (DoIT) at 803-777-1800 or enter a support request at <https://sc.edu/ithelp>. The Thomas Cooper Library at USC has computers for you to use and, if you are not in Columbia, most public libraries have computers you may use if you find yourself facing computer problems.

#### **Additional Blackboard Help**

<http://ondemand.blackboard.com/students.htm>

## **Technology Assistance**

Students can also contact the Carolina Tech Zone for their personal computer issues.  
Location: Byrnes Building, 901 Sumter Street, Ste. 119  
Phone: 803.777.1800

[https://sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/end\\_user\\_services/available\\_technology\\_resources/carolina\\_tech\\_zone/](https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/carolina_tech_zone/)

## **MyITLab Support (Pearson Support)**

Pearson's Support also provides technical support and additional information for students who may have MyITLab issues. Report all MyITLab issues to Pearson's support. When you submit an issue, you will be given a Case Number.

[MyITLab Technology Support](http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support/index.html)

<http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support/index.html>

<https://www.pearsonmylabandmastering.com/northamerica/myitlab/accessibility/>

## **Course Communications**

If you have questions pertaining to this course, do **not** email Dr. Crews. Instead, **post** your questions on the “**Frequently Asked Questions**” (FAQ) Discussion Board in Blackboard. Anyone may answer your questions. All students can then benefit from the questions and answers. Each question will be answered within 24 hours. Students who provide responses that are complete and correct will receive **extra credit** up to 10 points added to your Getting Started component of your grade.

When you post a question, place it in the correct discussion board thread (e.g., Excel Ch. 3 Assignments, Final Project Questions, etc.) and use a descriptive phrase for the subject line. Use key descriptive phrases like “**Question about Excel Charts**” or “**Need Help with Payment Function**”. Be sure to check previous posts on the FAQ Discussion Board prior to posting your question as your peers may have already asked and answered the question.

If you have **personal questions** pertaining to this course, please email Dr. Crews. Do **NOT** post these on Blackboard. Dr. Crews does not consistently check Blackboard and email on Saturday and Sunday. However, Dr. Crews will respond within 24 hours. When sending an email, please include a concise, relevant **detailed subject line**. Additionally, make sure you reference the course – **SPT 274** - and **sign the email with your name**.

All communication on the Discussion Boards and via emails should be professional. Spelling/grammar should be carefully checked in all emails and discussion board posts. Write in a professional tone. Text message language is not accepted. See the Netiquette section below.

## **Netiquette: Etiquette for Communicating Online**

- Treat one another with respect. We all hold different opinions, but we can all respect those opinions and communicate in a professional manner.
- Address the recipient with respect (e.g., Begin these emails with a proper salutation (e.g., Dear **Dr. Crews**, Good Morning **Dr. Crews**).



- Do not use all CAPITAL LETTERS in emails or Discussion Board postings. This is considered “shouting” and is viewed as impolite or aggressive.
- Use proper grammar, spelling, punctuation, and capitalization. Text messaging language is not acceptable.
- Use good taste when communicating. Profanity is not appropriate nor professional.
- Be proactive in your communication. Communicate in advance and be proactive instead of reactive.
- Re-read, think, and edit your message before you post/click/send/submit.

**Course Evaluation**

At the end of the course, you will have the opportunity to formally evaluate Dr. Crews and the SPTE 274 course through a College of HRSM provided evaluation. This process is very important, and Dr. Crews takes your comments seriously. The course evaluation will be online and open approximately the last two weeks of the semester. You will receive email reminders to complete a course evaluation from an automated system. Once you complete the course evaluation, the email reminders will cease. Students will receive 5 extra credit points to the Getting Started component of their grade for completing the course evaluation. All evaluations are anonymous; however, Dr. Crews is provided with a simple list of names of those students who have completed the evaluation via the automated system so that they may provide extra credit. The anonymous results of the course evaluations are shared with Dr. Crews after the final grades are posted.

There will also be a secondary end-of-course evaluation that contains questions specific to the software and assignments utilized in this course. Your feedback is much appreciated as Dr. Crews uses your feedback to improve the course. Students will also earn 5 extra credit points for their responses.

**Grades Will Be Calculated As Follows**

|  |                     |
|--|---------------------|
| Introduce Yourself (100 points); Orientation Assessment (45 points); |                     |
| Academic Integrity Assessment (40 points); Extra Credit (See below)  | 185 points          |
| MyITLab Simulation Trainings (10 Completed in MyITLab)               | 500 points          |
| Capstone Projects (11 Completed in MyITLab)                          | 1,100 points        |
| Spreadsheet Uses in Major Field of Study (1 Completed in Blackboard) | 50 points           |
| Chapter Quizzes (5 Completed in MyITLab)                             | 250 points          |
| Final Project for Excel Badge (In MyITLab)                           | 100 points          |
| <b>TOTAL</b>   | <b>2,185 points</b> |

\*Grade distribution for the course:

|                    |   |    |
|--------------------|---|----|
| 1967 - 2185 points | = | A  |
| 1923 - 1966 points | = | B+ |
| 1748 - 1922 points | = | B  |
| 1704 - 1747 points | = | C+ |
| 1530 - 1703 points | = | C  |
| 1486 - 1529 points | = | D+ |
| 1311 - 1485 points | = | D  |
| Below 1311 points  | = | F  |



\*At the end of the semester, grades averaging at “.5” or above will be rounded up to the next highest point. There are no other exceptions.

**Late Work/Make-Up Policy:** It is highly suggested that you meet all deadlines noted in the Course Outline and Due Date Checklist at the end of this syllabus. However, due to the short timeframe in this winter session course, work may be completed and turned in after the suggested deadlines. No assignments will be accepted after Sunday, January 16 at 11:59 p.m. EST.

### **In Blackboard: Getting Started Module**

Through this module students will introduce themselves and respond to two peers, complete an Orientation Assessment, complete an Academic Integrity assessment and possibly other items. Additional information about these assignments is provided in Blackboard through the Getting Started! Course Module. Refer to the Course Outline and Due Dates Checklist later in this document.

### **Office 365 Common Features Module**

Through this module, students will learn how to apply skills common across the Microsoft Office suite to format documents and edit the content in an Office 365 application. To do so, students will complete a Capstone Project. Connect to MyITLab through Blackboard with the Pearson MyITLab link. As with all Capstone Projects, students may complete them **an unlimited number of times before the due date to earn a higher score.**

### **In MyITLab: MyITLab Simulation Trainings**

MyITLab Simulation Trainings will be completed in MyITLab. Connect to MyITLab through Blackboard with the Pearson MyITLab link. MyITLab Simulation Trainings may be completed **an unlimited number of times before the due date** to improve your score. The highest score will be recorded. There are Learning Aids (Read Instructions, Watch Video and Practice) also available in the Simulation Trainings. If you do not know how to do a step in the Simulation Training, you can watch a video to show you how. Refer to the Course Outline and Due Dates Checklist later in this document.

### **In MyITLab: Excel Capstone Projects**

Capstone Projects are typically located at the end of each chapter in the book and are completed in MyITLab. Connect to MyITLab through Blackboard with the Pearson MyITLab link. Students may complete Capstone Projects **an unlimited number of times before the due date** to earn a higher score. The highest score will be recorded. For the Excel Capstone Projects students will download directions and an Excel file from MyITLab, complete the project using Excel and then upload and submit the completed file for assessment through MyITLab. After submitting the completed file, it will grade automatically and a Score Card will be provided to you so you can see what you did correctly/incorrectly. Watch this video for more information.

[https://www.google.com/search?q=youtube+myitlab+how+to+complete+a+grader+assignment&rlz=1C1GCEA\\_enUS809US809&oq=youtube+myitlab+how+to+complete+a+grader+assignment&aqs=chrome..69i57j69i64.8398j0j7&sourceid=chrome&ie=UTF-8#kpvalbx= TwWjX\\_KTCfLYtMPvKywgA019](https://www.google.com/search?q=youtube+myitlab+how+to+complete+a+grader+assignment&rlz=1C1GCEA_enUS809US809&oq=youtube+myitlab+how+to+complete+a+grader+assignment&aqs=chrome..69i57j69i64.8398j0j7&sourceid=chrome&ie=UTF-8#kpvalbx= TwWjX_KTCfLYtMPvKywgA019)

Students must save files on a thumb/flash/mobile drive or computer (especially with Capstone Projects). Therefore, students should have a back-up of all of their files in another location. This is essential in case your mobile drive/computer malfunctions. **Remember:** If you upload a spreadsheet (intentionally or unintentionally) that is not your own or material has been copied/pasted into your spreadsheet from another location, your file will be flagged for an academic integrity violation and you will be reported to the Office of Student Conduct and Academic Integrity. Refer to the Course Outline and Due Dates Checklist later in this document.

### **In Blackboard: Spreadsheet Uses in Major Field of Study**

Using the PowerPoint template provided in Blackboard, complete the research and complete each section of the template. The goal behind this assignment is for you to provide examples of how spreadsheets are used in your major field of study. See the information below prior to completing the assignment. **NOTE: If you complete this assignment using a Mac, you MUST save your file as a PDF before uploading. If this is not done, Dr. Crews will not be able to open/grade the assignment and a zero will be recorded.** This assignment may only be done once; however, if you would like Dr. Crews to review your PowerPoint template prior to submitting it for grading, email it to her 24 hours in advance of the due date/time. Refer to the Course Outline and Due Dates Checklist later in this document.

### **Utilizing the PowerPoint Template Provided in Blackboard How Spreadsheets Are Used Within My Major Field of Study**

It is important to connect what you are learning to your future. Spreadsheets are used in a variety of ways and it is important to know the many roles they play within your major field of study. Using your best research skills, find supportive documentation to complete the PowerPoint template.

Follow these steps below to summarize your research into the PowerPoint template provided.

- Use the PowerPoint template provided.
- Use at least five (5) references/resources from books, the Internet, journals, and/or any other viable/reliable resources you may find.
- References must be listed in APA Style. APA Style Reference examples may be found at this link: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- The information provided by students may include research information specific to Excel or proprietary spreadsheets. If describing proprietary software packages, keep in mind that they may incorporate many similar forms and functions of Excel.
- Provide the definitions for spreadsheets in your own words.
- Summarize the researched information by completing each section of the template.
- The completed template should meet the following guidelines provided in the grading rubric below.

**Rubric for Utilizing the PowerPoint Template  
How Spreadsheets Are Used Within My Major Field of Study**

NOTE: This template and rubric are provided in Blackboard.

Objective: Explain how spreadsheets are utilized within your specific major field of study.

| <b>Category</b>  | <b>Mastery Level</b>  | <b>Needs Improvement</b>   | <b>Not Demonstrated</b>  |
|--|---|--|--|
| Heading  | Heading notes student's major field of study and name<br>(1 point)  |  | Heading does not note student's major field of study and name<br>(0 points)  |
| References   | Includes 5 or more viable references listed in proper APA style formatting<br>(10 points)                                 | Includes 1-4 viable references listed in APA style formatting<br>Or<br>Includes 5 references, but there are several APA style formatting issues<br>(5 points)  | Does not include any references<br>Or<br>All references are incorrectly formatted – not in APA style<br>(0 points)     |
| Definition of Spreadsheet                              | Complete definition is provided and student used their own words. Definition is NOT out of the textbook<br>(10 points)    | Definition is incomplete and/or simply provided from the book and not in the student's own words<br>(5 points)   | No definition is provided<br>(0 points)  |
| Uses for Spreadsheets Within Your Major Field of Study | Includes at least 5 viable descriptions of uses for spreadsheets within the student's major field of study<br>(20 points) | Includes 1-4 viable descriptions of uses for spreadsheets within the student's major field of study<br>Or<br>Includes 5 viable uses for spreadsheets but there are no descriptions or they do not align with the student's major field of study<br>(10 points) | Does not include any viable descriptions for uses for spreadsheets in the student's major field of study<br>(0 points) |
| Spelling and Grammar                                   | Information does not have any spelling and/or grammatical errors<br>(9 points)  | Information includes a few spellings and/or grammatical errors<br>(4.5 points)   | Information includes many spellings and/or grammatical errors<br>(0 points)  |

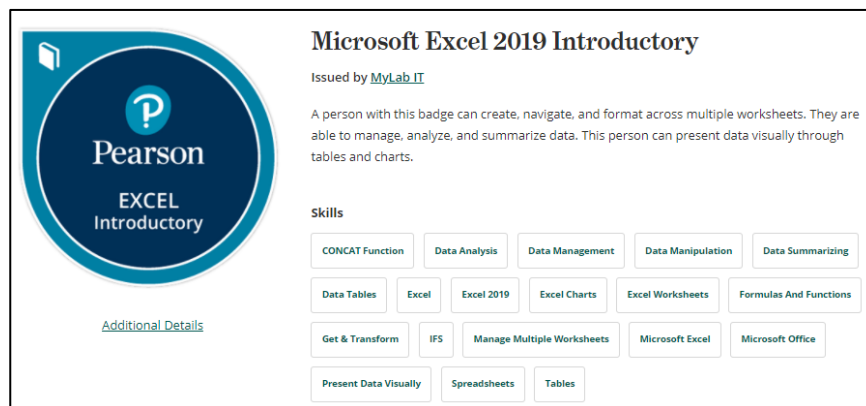
## In MyITLab: Quizzes

The quizzes may include multiple choice/true and/or false quizzes after every two (2) chapters assigned during this course. These quizzes will be completed in MyITLab. They may be taken **an unlimited number of times before the due date** to improve your score. The highest score will be recorded. The optional resources and end of book quizzes will help you study for these quizzes. Refer to the Course Outline and Due Dates Checklist later in this document.

## In MyITLab: Final Project

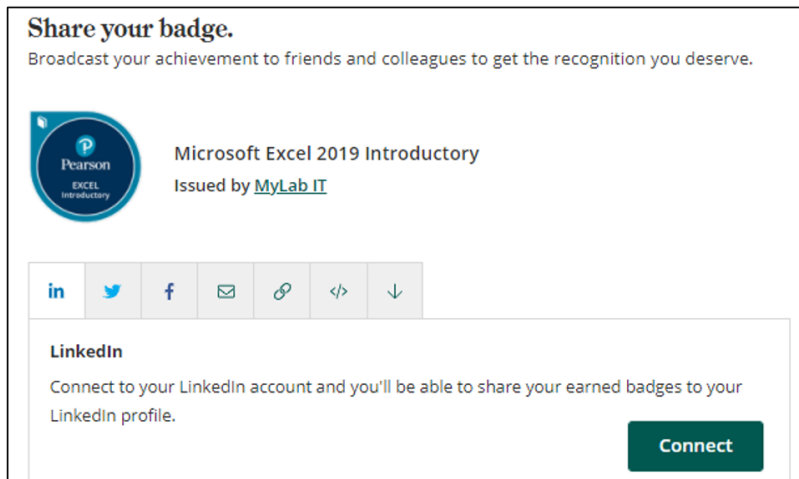
The Final Project is similar to the Capstone Projects in MyITLab. However, the Final exam will contain content from all Excel Chapters 1-10. The Final Project may be completed **once and cannot be submitted after Sunday, January 16 at 11:59 p.m.** If a grade of 90% or higher is earned, students will receive an email from Pearson MyLab IT along with the link to accept a certificate called Microsoft Excel 2019 Introductory Badge, which you can post on LinkedIn or other areas.

When a badge is earned from MyLab IT, the badge will look similar to the following.

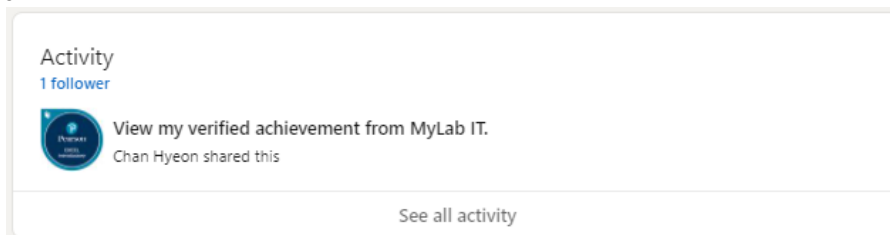


After receiving the badge, students may broadcast their achievement to the public using the following steps below.

- Log into credly.com, so you can see your badge. This link will be provided in the email that you receive.
- Click on the “Microsoft Excel 2019 Introductory” Badge.
- Click the “Share” button on the top right corner. It will display several sharing options (i.e., LinkedIn, Twitter, Facebook, etc.) shown in the picture below.



- Click the “Connect” button. After a few minutes, you will see the badge on your platform you selected. For example, it would be displayed as the screen below for LinkedIn.



### **EXTRA CREDIT: 1) Blackboard FAQ Discussion Board, 2) Video Tutorial Presentation and 3) Additional Extra Credit Opportunities**

- 1) Blackboard FAQ Discussion Board: If students have questions pertaining to this course, do **not** email Dr. Crews. Instead, **post** questions on the “**Frequently Asked Questions**” (FAQ) Discussion Board in Blackboard. Anyone may answer your questions. All students can then benefit from the questions and answers. Each question will be answered within 24 hours. Students who provide responses that are complete and correct will receive extra credit up to 10 points added to your Getting Started component of your grade. **This is not required.**
- 2) Video Tutorial Presentation: Individually students may develop (through Zoom - see the steps below) a video tutorial presentation for a specific Excel Capstone Project Step/Topic. Students will be provided with a specific step within a Capstone Project for which to create a video tutorial presentation (see the Discussion Board in Blackboard for the list). Students may then create one video tutorial presentation for 10 points extra credit (added to Getting Started component of your grade). **This is not required.**

Once the steps below are completed, Zoom will save the video as an mp4 file. You will post the Zoom mp4 file to your video tutorial presentation on the Video Tutorial Discussion Board in Blackboard for all of your class peers to view.

**MAKE SURE** you list Excel and the specific topic in the subject line of your Discussion Board post. For example, Subject Line: Excel Ch. 5 Step 6. You will

NOT earn all points for the assignments if you do not include Excel and the specific topic in the subject line.

**NOTE:** The basis behind these video tutorials is for students to demonstrate they know how to utilize a certain feature or perform a specific function/formula or process in Excel and that they can teach someone else how to do it as well. Therefore, students will show mastery of content. The video tutorials must show your talking head, the Excel spreadsheet on the screen and provide voice over instructions on how to do the assigned task. If you have a specific reason (e.g., religious, etc.) as to why you cannot show your talking head for this assignment, email Dr. Crews prior to recording your tutorial. The length of the video should be between 30 seconds and 2 minutes. You can see your specifically assigned Excel Chapter and Capstone Project Step and Video Tutorial example on the Blackboard Discussion Board.

Follow the steps below to record your video tutorial.

1. Go to Zoom.us
2. Click on Host a Meeting
3. Choose With Video On
4. Sign in if you have a Zoom account or create an account and then sign in
5. Click on Schedule a Meeting
6. Add the following for the Topic: LastNameFirstInitialExcelCh#Step#
  - a. Example: CrewsTExcelCh3Step22
7. Next to When, set the time and date
8. Next to Video – Host, choose On
9. Click on Save
10. Click on Start This Meeting
11. Click on Open Zoom Meetings
12. Click on Launch Meeting (if need be)
13. Click on Join with Computer Audio
14. Make Zoom screen full screen
15. Click on Share Screen
16. Choose what screen to share (your Excel spreadsheet)
17. Click on Share
18. Click on Record and Record your video
19. When finished recording, click on Stop Share
20. Click on End Meeting and Choose End Meeting for All
21. Wait for the Convert Meeting Recording
22. Select Folder to save the mp4 file to. The file will probably save as zoom\_0.mp4.
23. Login to Blackboard and click on Video Tutorial Presentation Discussion Board
24. Use Excel and the Chapter Number and Step Number in the subject line (e.g., Excel Ch. 3 Step 22) and post the mp4 file to your Zoom video to the Video Tutorial Presentation Discussion Board

NOTE: You will find a sample Video Tutorial Presentation on the Discussion Board.

- 3) Additional Extra Credit Opportunities: Additional extra credit opportunities such as seminars, career exploration, etc. may be provided throughout the course. If they become available, all details will be posted on Blackboard Announcements and emailed to all students. **These are not required.**

### **Disability and Other Student Support Services**

Students with disabilities should contact the Student Disability Resource Center (SDRC). The contact information is below:

1705 College Street  
Close-Hipp, Suite 104  
Columbia, SC 29208  
Phone: 803-777-6142

Email: [sadrc@mailbox.sc.edu](mailto:sadrc@mailbox.sc.edu)  
Web: [Student Disability Resource Center \(https://www.sc.edu/about/offices\\_and\\_divisions/student\\_disability\\_resource\\_center/\)](https://www.sc.edu/about/offices_and_divisions/student_disability_resource_center/)

These services can provide assistance with accessibility and other issues to help those with disabilities be more successful in the course. Additionally, students with disabilities should review the information on the Student Disability Resource Center website and proactively communicate with Dr. Crews before or during the first week of class. The following other academic support services and resources may help you be more successful in the course as well.

- [Student Success Center \(http://www.sa.sc.edu/ssc/\)](http://www.sa.sc.edu/ssc/)
- [Library Services \(http://www.sc.edu/study/libraries\\_and\\_collections\)](http://www.sc.edu/study/libraries_and_collections)
- [Student Technology Resources \(http://www.sc.edu/technology/techstudents.html\)](http://www.sc.edu/technology/techstudents.html)
- [Writing Center \(to assist with APA Style formatting for Final Project\) https://sc.edu/study/colleges\\_schools/artsandsciences/english\\_language\\_and\\_literature/beyond\\_classroom/writing\\_center/index.php](https://sc.edu/study/colleges_schools/artsandsciences/english_language_and_literature/beyond_classroom/writing_center/index.php)

### **Academic Honesty**

- Plagiarism/Cheating, as defined in the Code of Student Academic Responsibility, may **result in failure of this course** in addition to any penalty/penalties exacted by the appropriate Academic Dean, University Honor Council, and Office of Student Conduct and Academic Integrity, to whom all offenses will be reported. You must complete your own work. If you upload an Excel file that is another student's work (intentionally or unintentionally) or if you copy information from the spreadsheet of another student or from the Internet or another source, your work will be automatically flagged via an automated software system for each and every time there is such an academic integrity violation. Dr. Crews will be notified each time your work is flagged/there is an academic integrity violation. When your work is flagged, **for the first violation, all parties will receive a 0 on the assignment and will be referred to the Office of Student Conduct and Academic Integrity for an academic integrity violation. If a second violation occurs, all parties will receive an F for the course (FAIL THE COURSE) and be referred to the Office of Student Conduct and Academic Integrity again. The same will result if you share your work with others. This is VERY IMPORTANT AND SERIOUS. Do not even share your computer with another student as they may upload your file without your permission or by mistake. All will result in an Academic Violation flag and you will be**



**reported to the Office of Student Conduct and Academic Integrity. Review the websites provided below so you can learn more about the University policies.**

- Carolina Creed (<http://www.sa.sc.edu/creed>)
- Academic Responsibility: The Honor Code (<http://www.sc.edu/policies/ppm/staf625.pdf>)

One or more of the following sanctions may be imposed by the Office of Student Conduct and Academic Integrity.

- Expulsion from the University.
- Suspension from the University for a period of no less than one semester.
- Probation. A period of review and observation during which a student is under an official notice that subsequent violations of the Honor Code are likely to result in a more severe sanction including suspension or expulsion from the university.
- Written Warning (first offense only). An official reprimand that makes the misconduct a matter of record in University files. Any further misconduct could result in further disciplinary action.
- "X" on the transcript before a grade denoting an Honor Code Violation.
- Academic Integrity Workshop.
- Research Project. This sanction typically should be assigned for the educational benefit of the students and should be related to academic integrity or ethics on the whole or in the discipline in which the offense occurred. They will be monitored by the Office of Student Conduct and Academic Integrity.
- A combination of the above sanctions.
  - ([https://sc.edu/about/offices\\_and\\_divisions/student\\_conduct\\_and\\_academic\\_integrity/hearings/hearing\\_outcomes/honor\\_code\\_sanctions/index.php](https://sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrity/hearings/hearing_outcomes/honor_code_sanctions/index.php))

### **Course Outline and Due Dates Checklist**

**NOTE:** All assignments noted below are required; however, remember there are optional resources to assist in your learning.

- In MyITLab: Audio PowerPoint Presentation
- In Textbook: Chapter Key Terms Matching & Multiple Choice + Glossary

\*Remember that the Simulation Trainings, Capstone Projects, and Quizzes may be completed/revised **as many times as you desire before the due dates** to earn a better grade. The Final Project may only be complete **once**.

## COURSE OUTLINE & DUE DATE CHECKLIST

| Modules/Due Date   | Assignments   |
|--|---|
| <b>Getting Started Module &amp; Office 365 Common Features Module</b><br><b>Due: Wednesday, 12/29/21</b><br><b>5:00 PM EST</b> | Review <u>Getting Started</u> in Blackboard & Complete All Assignments <ol style="list-style-type: none"> <li>1. Watch Dr. Crews Orientation Video</li> <li>2. Buy the e-text with MyITLab access</li> <li>3. Read the Syllabus and Review All Due Dates</li> <li>4. Watch Student Testimonials for the Course Video</li> <li>5. Complete Introduce Yourself Assignment</li> <li>6. Complete Orientation Assessment</li> <li>7. Complete Academic Integrity Assessment</li> <li>8. Become Familiar with MyITLab and Blackboard</li> </ol> |
|  | Review <u>Office 365 Common Features Module</u> & Complete All Assignments. <ol style="list-style-type: none"> <li>9. Read the Office 365 Common Features Ch. in the e-Text</li> <li>10. Complete Capstone Project</li> <li>11. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>  |
| <b>Course Modules 1 &amp; 2</b><br><b>Due: Saturday, 01/01/22</b><br><b>5:00 PM EST</b>  | Review <u>Module 1</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>1. Read Excel Ch. 1 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>2. Complete Excel Ch. 1 Simulation Training</li> <li>3. Complete Excel Ch. 1 Capstone Project</li> </ol>  |
|  | Review <u>Module 2</u> in Course Modules and Complete All Assignments <ol style="list-style-type: none"> <li>4. Read Excel Ch. 2 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>5. Complete Excel Ch. 2 Simulation Training</li> <li>6. Complete Excel Ch. 2 Capstone Project</li> </ol>  |
|  | <ol style="list-style-type: none"> <li>7. Complete Quiz Excel Ch. 1-2</li> <li>8. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>  |
| <b>Course Modules 3 &amp; 4</b><br><b>Due: Tuesday, 01/04/22</b><br><b>5:00 PM EST</b>   | Review <u>Module 3</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>1. Read Excel Ch. 3 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>2. Complete Ch. 3 Simulation Training</li> <li>3. Complete Ch. 3 Capstone Project</li> </ol>  |
|  | Review <u>Module 4</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>4. Read the Excel Ch. 4 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>5. Complete Ch. 4 Simulation Training</li> <li>6. Complete Ch. 4 Capstone Project</li> </ol>  |
|  | <ol style="list-style-type: none"> <li>7. Complete Quiz Excel Ch. 3-4</li> <li>8. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>  |

|   |  |
|---|--|
| <b>Course Modules 5 &amp; 6</b><br><b>Due: Friday, 01/07/22</b><br><b>5:00 PM EST</b>   | Review <u>Module 5</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>1. Read Excel Ch. 5 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>2. Complete Ch. 5 Simulation Training</li> <li>3. Complete Ch. 5 Capstone Project</li> </ol>     |
|   | Review <u>Module 6</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>4. Read the Excel Ch. 6 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>5. Complete Ch. 6 Simulation Training</li> <li>6. Complete Ch. 6 Capstone Project</li> </ol> |
|   | <ol style="list-style-type: none"> <li>7. Complete Quiz Excel Ch. 5-6</li> <li>8. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>   |
| <b>Course Modules 7 &amp; 8</b><br><b>Due: Monday, 01/10/22</b><br><b>5:00 PM EST</b>   | Review <u>Module 7</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>1. Read Excel Ch. 7 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>2. Complete Ch. 7 Simulation Training</li> <li>3. Complete Ch. 7 Capstone Project</li> </ol>     |
|   | Review <u>Module 8</u> Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>4. Read Excel Ch. 8 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>5. Complete Ch. 8 Simulation Training</li> <li>6. Complete Ch. 8 Capstone Project</li> </ol>        |
|   | <ol style="list-style-type: none"> <li>7. Complete Quiz Excel Ch. 7-8</li> <li>8. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>   |
| <b>Course Modules 9 &amp; 10</b><br><b>Due: Thursday, 01/13/22</b><br><b>5:00 PM EST</b>  | Review <u>Module 9</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>1. Read Excel Ch. 9 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>2. Complete Ch. 9 Simulation Training</li> <li>3. Complete Ch. 9 Capstone Project</li> </ol>     |
|   | Review <u>Module 10</u> in Course Modules & Complete All Assignments <ol style="list-style-type: none"> <li>4. Read Excel Ch. 10 in the e-Text</li> </ol> (NOTE: There are optional Audio PowerPoint presentations as well.) <ol style="list-style-type: none"> <li>5. Complete Ch. 10 Simulation Training</li> <li>6. Complete Ch. 10 Simulation Exam</li> </ol>  |
|   | <ol style="list-style-type: none"> <li>7. Complete Quiz Excel Ch. 9-10</li> <li>8. WHAT'S NEXT: Start on the Assignments for Next Week</li> </ol>  |
| <b>Spreadsheets In Major Field of Study Assignment &amp; Final Project</b><br><b>Due: Sunday, 01/16/22</b><br><b>11:59 PM EST</b> | Complete How Spreadsheets Are Used In My Major Field of Study. <ol style="list-style-type: none"> <li>1. Utilize the PowerPoint Template provided in Blackboard</li> <li>2. Review the rubric provided in Blackboard prior to completing this assignment.</li> </ol>   |
|   | Complete the Excel Final Project (May be completed only once.) <ol style="list-style-type: none"> <li>3. If 90% or higher is earned, you will be emailed information about your Excel Badge.</li> </ol>  |
| <b>NOTE: No assignments may be submitted after Sun., January 16, 2022 at 11:59 PM EST.</b>  |  |