

## What is a syllabus?

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**Welcome to the course!** Below is the complete course syllabus. The syllabus is the governing document for this course that you (the student) and I (the instructor) must abide by. It contains the most essential information about this course, including how it will be conducted and the policies that must be followed. Please read the syllabus in its entirety during the first week of class.

**Please have a look at the syllabus before contacting me about course policies, grading questions, attendance, or late work. Many times, the syllabus contains the answer to your question.**

# South Plains College - Syllabus: ITSW 1304

Semester: Fall 2026 - Revised 8/17/2026

## Instructor & Course Information

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- **Department:** Computer Information Systems
- **Discipline:** Technical Education Division and Arts and Sciences Division
- **Course Number:** ITSW 1304
- **Course Title:** Introduction to Spreadsheets
- **Instructor Name:** Michael Slaughter
- **Office Location:** TC 211 (Levelland) / LBC 120D (Lubbock Center)
- **Email:** [mslaughter@southplainscollege.edu](mailto:mslaughter@southplainscollege.edu)
- **Office Phone:** (806) 716-2242
- **Schedule a Meeting:** [Book time with Slaughter, Michael H](#)
- **Office Hours:** Check Blackboard under Instructor Information

## Course Sections

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**Section:** ITSW 1304.151

**Format:** Online

**Lecture:** Online

**Lab:** Online

## Course Description

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

- **Prerequisite:** None
- **Credit:** 3 • **Lecture:** 2 • **Lab:** 4

## Textbook Information

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There is no required textbook for this course. All instructional materials are provided digitally through Blackboard at \$0 cost and consist of content authored by the instructor, Open Educational Resources (OER), and official public technical documentation.

**Development Note:** Instructional text and module structures for this course were drafted with assistance from generative AI (Claude 4.6, Anthropic and Gemini, Google) and extensively reviewed, adapted, and technically verified for accuracy by the instructor.

## Supplies

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- **Microsoft Office:** Microsoft Office 365 Education or Office 2021 (Free through SPC, see Blackboard)
- **Internet Connection:** Reliable, high-speed internet connection
- **Computer:** Computer with Windows OS (Recommended) or Mac OS (Not a Chromebook)
- **Software Notes:** You may not be able to complete all of the assigned projects with Mac OS. Windows OS is highly suggested. Office 365/2021 for Mac OS may not adequately prepare the student for the MOS certification. SPC Lab computers or the VMWare Horizon Client are recommended. (See Blackboard for installation instructions.)
- **Web Browser:** Google Chrome web browser

## Information for Mac Users

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You should have no problems accessing the eBook, videos, PowerPoints, simulation assignments, and grader project assignments in Blackboard, but there are a couple of important things to note:

- Some steps will be different on a Mac than on a PC. Assignment instructions are written for a PC. Please use the Mac Tips in the eBook to help identify those differences.

- The MOS Exam will be given on a Windows PC, so the menus will look different. It is better to take this class using a Windows PC if possible.
- **A good option to avoid issues:** Use VMWare Horizon View to remotely access a Windows PC. Instructions for using this tool can be found under the Course Resources section in Blackboard.
- **Additional options:** Using your Mac with a Windows OS environment using a tool like *Mac OS Bootcamp* (allows the full version of Windows on some Mac models) or virtualization software like *Parallels*.

## Student Learning Outcomes

Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports. For more detailed information please see the Microsoft Office Specialist: Excel Associate (Excel 365) – Skills Measured posted in Blackboard.

## Course Evaluation

Students will be evaluated by assignments, projects, and exams.

| Category                                        | Percentage |
|-------------------------------------------------|------------|
| Assignments                                     | 30%        |
| MOS Practice Exams and Skill Reviews on GMetrix | 20%        |
| MOS Certification Exam                          | 50%        |

### IMPORTANT:

Students must complete the MO-210 exam before the end of the course in order to pass. The instructor will schedule a specific date and time for the exam toward the end of the semester. Students will be required to report to the SPC Levelland campus to complete the exam on the scheduled date and time.

Students will receive a 100% for the MOS Certification Exam if they pass the exam. If the student fails the exam, they will receive a percentage grade based on their score.

## Attendance Policy

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Students are expected to attend all classes in order to be successful in a course.

Class attendance, even online, is extremely important to meeting the objectives of this course. Students are responsible for initiating their own withdrawal/drop if that becomes necessary. See the General Catalog Attendance Policy for additional information.

## COVID-19

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For more information and resources about COVID-19, please visit:  
<https://www.southplainscollege.edu/emergency/covid19-faq.php>

## Plagiarism and Cheating

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Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and, if circumstances warrant, an F for the course.

**Plagiarism violations include, but are not limited to, the following:**

- Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.
- Missing in-text citations.

**Cheating violations include, but are not limited to, the following:**

- Obtaining an examination by stealing or collusion.
- Discovering the content of an examination before it is given.
- Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment.
- Entering an office or building to obtain unfair advantage.
- Taking an examination for another.
- Altering grade records.
- Copying another's work during an examination or on a homework assignment.
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's work.

- Taking pictures of a test, test answers, or someone else's paper.

## Withdrawal Policy

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Students who withdraw from the course will receive a grade of W. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the semester. Course averages will be updated regularly throughout the semester to aid students in their decision to drop the course or not.

- Please check the SPC academic calendar for the last day to withdraw/drop the course here: <https://www.southplainscollege.edu/academiccalendar/>
- For more information regarding drops/withdrawals, please visit: <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>

## Student-Owned Computer Equipment

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Students may choose to use their own computer equipment to complete the assigned coursework. SPC provides Microsoft Office to students for installation and use on their personal computers. It is the sole responsibility of the student to ensure their computer system meets the minimum requirements for all required or suggested software. It is also the sole responsibility of the student to ensure their computer system is in working order, free of malware, and sufficient to complete the assigned coursework. Computer or system malfunction or failure is not an excuse for late coursework. The instructor is not liable for the student's computer maintenance and cannot troubleshoot or repair issues on student-owned computers. If the student needs computer assistance, they can contact the SPC student helpdesk.

## SPC Help Desk

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- **Telephone Number:** Help Desk at (806) 716-2600
- **Email:** [helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)
- **Location:** Library Lobby - Levelland
- **Normal Hours:** Monday - Friday: 8:00 a.m. - 4:00 p.m.

## SPC Tutors

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Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

## Student Code of Conduct Policy

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The South Plains College Mission Statement reflects the goal of helping students become productive and responsible citizens in a global society. This is achieved through providing learning environments that are innovative, engaging, compassionate, safe, diverse, and supportive. This mission is central to the expectations for student conduct. As members of the South Plains College community, students are expected to adhere to the Code of Conduct that is published annually in the South Plains College Student Guide (found online in the General Catalog).

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither the instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class. A student may be administratively withdrawn from one or more courses as a result of behavior within the classroom for Academic Integrity violations. Any offense leading to administrative course withdrawal is regarded as a major offense.

For more information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX pregnancy accommodations, COVID-19, AI, and campus concealed carry, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>

### IMPORTANT INFORMATION BELOW

## Communication

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This is an online class, and all communication will be conducted through SPC email. Students are required to check their SPC student email accounts regularly for course updates and announcements. Replies to emails will be sent to the student's SPC email address. **Please include your name, course name, and section number in all email communication.**

## Reading Assignments

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Mandatory, assigned reading is a requirement for this course. Without reading the book and going through the voluntary tutorials, you may fall behind and become lost as we move through the semester. Going through the book, following the tutorials, and doing the simulations will greatly help you pass the grader projects and exams.

## Assignments

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Assignments will be available through Blackboard. The course calendar outlining due dates and availability times is also available in Blackboard. Homework assignments and projects may also be assigned periodically throughout the semester. **No late work is accepted!** You are expected to complete all homework assignments within the due dates indicated. Missing homework assignments may result in an administrative drop.

It is important for you to start your homework early in the week. **Do not wait until the night it is due to report problems.** If you report problems the night of an assignment, the instructor is not obligated to re-open those for you. Start your homework early in the week and complete it with time to spare!

Grader project assignments and the exams require Office 2021 or Office 365 installation on the computer. You cannot use the online Office applications to complete these assignments. These assignments can be completed on Windows 10 or 11 machines or on a Mac with Office 2021/365 installed.

In this course, I highly discourage using a Mac to do the projects. The MOS exam will be administered on a Windows operating system, and the Office programs may look different. Grader projects and exams cannot be completed on a Chromebook.

Mac users may encounter several compatibility issues or problems with the instructions. I suggest all Mac users utilize the free VMWare Horizon Client to complete grader project assignments. Instructions for installing and using this tool can be found in Blackboard. The Technology Center, Lubbock Center, Plainview Center, and Reese Campus all have open computer labs available for student use.

## Practice Exams

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Practice exams will be given using the GMetrix software. They will be open for several days, and no make-up exams will be given.

## MOS Exam

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Students will be required to schedule and take the MO-210 exam before the end of the course.

The MOS exam must be taken in person at South Plains College during the final two weeks of the semester. The instructor will post times and locations (Levelland and/or Lubbock locations) for students to sign up for the MOS exam toward the end of the semester.

## Late-Work and Coursework Extensions

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No late coursework (pretests, simulations, grader projects, exams, team projects, etc.) will be accepted, and no extensions will be given. There are two exceptions to this policy:

- **Severe illness and/or hospitalization:** You must contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or at (806) 716-2376 and submit the required documentation to her. She will notify the instructor if the illness warrants an extension.
- **Verified service outage:** A verified outage of the SPC Blackboard system (meaning the SPC Information Services department and/or the SPC Instructional Education department notify and acknowledge a substantial recorded downtime). If this occurs, an extension will be granted at the instructor's discretion.

Issues with the student's internet connection and/or computer equipment do not warrant an extension. The instructor will administratively drop some grades at the end of the semester to cover the occasional times that students cannot complete coursework due to family issues, illness, and/or computer-related issues.

## Gradebook

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Grades will be available in Blackboard.

## Counseling

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If you find yourself having trouble with stress or feeling depressed at any point in the semester, please stop in and see a counselor. Counseling services are available at all campuses. The number for the counseling office is (806) 716-2366. Personal counseling resources:

<https://www.southplainscollege.edu/health/mentalhealthresources.php>

## Note

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The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes at any point during the semester.