



COURSE SYLLABUS

Course Prefix & Number	BUS 375 (Online)
Course Name	Adv Spreadsheet
Term	Fall 2020

1. COURSE INFORMATION

1.1. Instructor Information

Instructor:	Dr. Nikolaus Butz
Office:	CPS 406
Physical Office Hours:	11:00am – 12:30pm, Tu/Th (also by appt)
Virtual Office Hours:	11:00am – 12:30pm, Tu/Th (also by appt) https://uwsp.zoom.us/j/94826516387?wd=Nm5Ydm1Ib1B1bwExdjh3bEhpelpsQT09&from=msft Meeting ID: 948 2651 6387 Passcode: 789900
Office Telephone:	715-346-3420
E-mail:	nbutz@uwsp.edu
Expected Instructor Response Time:	2 business days Please note , in order to obtain a healthy work/life balance the instructor has: (1) decided not to check email every day as reflected by the 2 business day response time noted above, (2) disabled email notifications on all mobile devices, and (3) does not keep email open in the back ground while working on the computer. Moreover, on the days when emails are checked, which is <i>at a minimum</i> once every 2 business days, the instructor does so <u>in the morning</u> . Therefore, a student who sends an email any time after 12:00pm (noon) should not expect to receive a reply that day. In such a case, the earliest the student might expect to receive a reply is sometime in the morning on the 1 st (i.e., “next”) business day (“tomorrow morning” if speaking on the day the email was originally sent). The latest the student could expect to receive a reply is sometime in the morning on “the day after tomorrow” (again keeping in mind that “the day after tomorrow” terminology assumes the student is speaking on the day the email was originally sent).

1.2. Course Information

Sections taught this term by this instructor:	Sec 1, Online
Course Description:	This course integrates intermediate and advanced level features of Microsoft Excel. A thorough understanding of spreadsheet

	applications is essential for optimal utilization of an organization's information resources. Formulas and functions, information visualization, macro automation, and data analysis are emphasized. The students and instructor will also investigate the use of spreadsheet applications to solve various business problems.
Credits:	3
Prerequisites:	N/A


1.3. Textbook & Course Materials

Required Text(s):	1. Stewart, K. & Nordell, R. (2019). <i>Microsoft Excel 365 Complete: In Practice 2019</i> . New York: McGraw-Hill. [ISBN, bound edition: 978-1-260-81841-3] [ISBN, loose-leaf edition: 978-1-260-81884-0]
Recommended Text(s):	N/A
Other Readings:	N/A
Other Required Materials / Applications:	1. Access to a computer with Microsoft Office (Excel, Word, PowerPoint) 2. Minimum of 1 GB of data storage (hard drive, flash drive, or online storage account)

1.4. Course Technology

Course Website(s):	<ul style="list-style-type: none"> • Canvas <ul style="list-style-type: none"> ○ UWSP's Online Learning Management System https://www.uwsp.edu/canvas/Pages/default.aspx • SimNet <ul style="list-style-type: none"> ○ Excel project portal https://uwsp.simnetonline.com/sp/
Other Websites:	N/A
Course Delivery:	Entirely online

Delivery Mode Changes: Changes to course delivery may occur at any time during the term to address public health and safety concerns.

Canvas Support: Click on the HELP button () in the global (left) navigation menu and note the options that appear:

- Ask Your Instructor a Question
Submit a question to your instructor
 - Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
- Chat with Canvas Support (Student)
Live Chat with Canvas Support 24x7!

- Chatting with Canvas Support (Student) will initiate a *text chat* with Canvas support. Response can be qualified with severity level.
- Contact Canvas Support via email
Canvas support will email a response
 - Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your difficulty.
- Contact Canvas Support via phone
Find the phone number for your institution
 - Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
- Search the Canvas Guides
Find answers to common questions
 - Searching the [Canvas guides](#) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](#).
- Submit a Feature Idea
Have an idea to improve Canvas?
 - If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.

Self-train on Canvas through the Self-enrolling/paced Canvas training course: <https://uws.instructure.com/courses/45767>

UWSP Technology Support:

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>

For technology instruction sheets, online support videos, and other related resources, go to: <https://www.uwsp.edu/online/Pages/Student-Support.aspx>

The university also provides a Technology Tutoring service in which tutors meet with students one-on-one to provide technology assistance. To receive help of this nature visit: <https://www.uwsp.edu/tlc/Pages/techTutoring.aspx>

Additional tools designed to help students taking online or hybrid courses can be found at: <https://www.uwsp.edu/online/Pages/Online%20Student%20Orientation.aspx>

2. LEARNING OUTCOMES

2.1. Course Goals

The major goal of this course is to provide students with the knowledge and skills necessary to become adept at using spreadsheet applications in the workplace. Students will learn to use relative & absolute reference formulas and functions, manage workbooks with multiple worksheets, and create custom templates. Overall, this course was designed to improve students' knowledge base in spreadsheet application as well as increase their technical skills.

2.2. Course Learning Objectives

1. Develop a working knowledge base of terminology associated with spreadsheet applications.
2. Demonstrate how spreadsheet application can be used to meet and support organizational goals.
3. Explore the use of data analysis in business situations.
4. Conduct and interpret spreadsheet analyses.
5. Demonstrate knowledge of the components and functions of spreadsheet applications.

2.3. Academic Unit

SBE Mission:

The UW-Stevens Point School of Business and Economics creates career ready graduates and leaders through applied learning. We serve the businesses, economy, and people of the greater Central Wisconsin region. We specialize in preparing students for success by providing professional development experiences, access to employers, and in-demand skills.

The SBE achieves its mission by valuing:

- Talent development
- Lifelong learning
- Career preparation
- On the job experiences
- Community outreach
- Regional partnerships
- Continuous improvement

**Accreditation
Commitment:**

SBE is accredited by the Association to Advance Collegiate Schools of Business (AACSB), a designation earned by only 5 percent of world business schools. Accreditation instills a culture of continuously improving our programs through connections with local business leaders, alumni and the community.

3. COURSE POLICIES

3.1. Attendance

3.1.1 General Policy Guidelines

Attendance and participation is NOT a graded component of this course. A student attends/participates in an online course by engaging in the academic activities planned for the course.

3.2. Late Work

3.2.1 General Policy Guidelines

All assignments/point opportunities are due on the date indicated on the Course Schedule. Should the need for an alternative due date arise, the new due date will be announced on Canvas. All assignments/point opportunities are due online via Canvas no later than 11:59pm on the due date indicated on the Course Schedule. Any submission made after this time will be considered one day late.

3.2.2 48 Hour Grace Period

Permission to hand in late work must be obtained from the instructor via email prior to the original due date. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from 11:59pm on the original due date to contact the instructor and request permission to hand in late work. In such cases the student must provide an explanation as to why he or she wasn't able to inform the instructor of these circumstances beforehand. Barring any circumstances involving the 48 hour grace period, one must request to make-up late work no later than the last day of class.

3.2.3 Late Submission Penalties

Aside from any specific arrangements made with the instructor prior to the due date, all late assignments will receive a 5-point deduction for each day after the original due date. As noted above, submissions made after the specific time an assignment is due on the originally due date are also considered one day late. Please note, this late penalty is also imposed for all calendar days, including weekends. Late submissions will not be accepted if either of following circumstances are true:

1. The assignment/point opportunity has zeroed out, meaning that the cumulative 5-point deductions have become greater than the total points possible.
2. The assignment/point opportunity is more than 1 week late.

3.3. Etiquette/Netiquette

3.3.1 General Policy Guidelines

Netiquette is a set of rules for behaving properly during online components of a UWSP course. As the instructor, it is my goal to provide a safe and nurturing learning environment for all students. Therefore, breaches of Netiquette are defined as any behaviors that are disruptive to the learning environment. The following examples provide a foundational description of Netiquette and breaches thereof:

- Displaying respect for others is required at all times. It is not required that you share the perspectives of your classmates, but rather that you do not discredit their right to have their own opinion. Expressing alternate viewpoints is important, but this should be done in a collegial manner.

- No profane language, no verbal or physical threats, no intimidation of any kind.
- Not participating in class under the influence of any alcohol or drugs.

3.3.2 Penalties for Misconduct

The instructor reserves the right to ask students to leave the class or to issue grade penalties for misconduct. Grade penalties are not given lightly and not without clear and justifiable cause. Grade penalties will only be applied in cases where the student has, without question, diminished the learning environment for others. Students will always be notified via email, without delay, if they incur a grade penalty of any kind. Any continued disruptive behavior may result in a referral to the Dean of Students office.

3.4. Examinations

3.4.1. Rescheduling/Make-up Exams

Appeals to reschedule/make-up an exam will be given only in cases where the student has a valid excuse and he or she has contacted the instructor before the exam is administered. If the circumstances are unexpected, making it impossible for the student to inform the instructor beforehand, the student has 48 hours from the when the exam was given date to contact the instructor and request a make-up. Valid reasons for rescheduling are military service, verifiable illness, university-related travel or events (academic, club, or athletic), sincerely held religious beliefs as described in UW System policy (UWS 22), and medical or family emergencies. All valid reasons must be supported with a physical source document that can be kept in the course records (e.g., practice/game schedule, an email confirming conference registration, a doctor's note, an airline reservation that was booked before the first day of the term, or an email from the party requiring your attendance elsewhere). All reschedule/make-up requests must be submitted via email. Misrepresenting facts regarding why a rescheduled/make-up exam is being requested, may result in a failing grade on the final exam.

3.4.2. Reviewing Exams

In general, students will not be permitted to view questions on past exams or quizzes. Given that this is an online class, it would be too easy for students to take turns completing the exams/quizzes first and then sharing the answers among themselves. Nevertheless, students may petition the instructor to review the item(s) they got wrong. Under no circumstances will you be allowed to see the questions you got right. The mere act of submitting a petition to view questions on past exams or quizzes does not guarantee that the student's request will be granted. It is at the discretion of the instructor to determine whether or not the student's exam/quiz questions will be released. All questions review requests must be submitted via email. If granted, the exam/quiz questions will be released after the deadline for the exam/quiz has passed. Furthermore, the instructor will only provide the question stem, not the answer choices, unless the question stem does not make sense without the inclusion of the answer choices. From this information you should be able to look up to correct answers in the book. If you are stumped on a question, you are welcome to email the instructor for additional help.

The instructor will not engage in a debate regarding the correctness of exam/quiz questions. In short, disputes involving individual exam/quiz questions are not permitted. Any and all student appeals must be typed and submitted via email to the instructor by 11:59pm on the day following the last day to compete the unit exam. Furthermore, it is forbidden to take or possess photographs or screenshots of exams/quizzes. If a student violates this policy, he or she will

receive a zero on the exam/quiz and be subject to more severe academic penalties, such as failing the course.

3.5. Students Responsibility to Know What is Required

3.5.1 General Policy Guidelines

Student performance will involve completion of the items listed in the Grading section below. The due dates for these items can be found in the course schedule. Please note, all items that appear in the Grading section/course schedule are expected to be completed on time, whether or not the instructor announces them on the course website. It is the students' responsibility to know what is required and where to look on the syllabus, course website, or course schedule in order to locate the necessary information.

3.5.2 Course Schedule Updates

Students should check the course schedule often so as to be aware of any changes. The last updated date is prominently displayed at the top of this document. Comparing the date of your copy with that of the version available on Canvas will show whether or not you are using the most recent draft.

3.6. Chain of Command for Addressing Grievances

Should you disagree with anything that occurs during class or feel uncomfortable with anything related to the course please discuss the matter with the instructor as soon as possible. If a student experiences something in class that he or she find to be unfair or uncomfortable, please speak with the instructor immediately. The chain of command for addressing any grievances must be followed in order as follows: The Instructor > The School of Business & Economics Chairperson > The Dean of College of Professional Studies > The Associate Vice Chancellor for Teaching & Learning > Chancellor. The UWSP website can be used to determine the names of the individuals who hold these positions. Students must seek a resolution from each individual in the chain of command before pursuing the issue with a higher level of authority. Failure to do so may result in the immediate dismissal of the grievance in question.

3.7. Extra Credit

Students may be given the opportunity to earn bonus points throughout the semester. The availability of bonus points will be based on class pace, activities, and other circumstances. There is no guarantee that bonus points will be offered. When available, bonus point opportunities will be announced publicly on Canvas. No bonus point opportunities will be developed for individual students. That is, any request to earn bonus points by means of an activity that has not been publicized or offered to all enrolled students will be denied.

4. GRADING

4.1. Grading Scheme

Point Range (x = your score)					Letter Grade	Percentage Range (x = your score)					
744	≤	x	≤	800	points	A	93.0%	≤	x	≤	100.0% (or other max)

720	≤	x	≤	743	points	A-	90.0%	≤	x	≤	92.9%
696	≤	x	≤	719	points	B+	87.0%	≤	x	≤	89.9%
664	≤	x	≤	695	points	B	83.0%	≤	x	≤	86.9%
640	≤	x	≤	663	points	B-	80.0%	≤	x	≤	82.9%
616	≤	x	≤	639	points	C+	77.0%	≤	x	≤	79.9%
584	≤	x	≤	615	points	C	73.0%	≤	x	≤	76.9%
560	≤	x	≤	583	points	C-	70.0%	≤	x	≤	72.9%
536	≤	x	≤	559	points	D+	67.0%	≤	x	≤	69.9%
480	≤	x	≤	535	points	D	60.0%	≤	x	≤	66.9%
0	≤	x	≤	479	points	F	0.0%	≤	x	≤	59.9%

Note. Total point ranges will be used to evaluate student performance. The percentage ranges are provided only to show how the student performance levels can be expressed as a fraction of total points. Therefore, given that total points will be used rather than percentages, and that I don't give fractional points, there will never be a situation in which rounding would come into play. Moreover, there will be NO CURVE. Simply put, you need to earn the minimum number of points (i.e., the lower bound) in a given grade category to receive that grade (e.g., your grade \geq 930 for an A). No exceptions will be made.

4.2. Points Available

Points	Percent	Item	Category	Category Percent
4	0.50%	Add profile picture to Canvas acct	<i>Extra Rqmts</i>	1.75%
4	0.50%	Sign up for SimNet		
6	0.75%	Intro Discussion Board Post + 2 Replies		
10	1.25%	Ch. 1 Quiz	<i>Quizzes</i>	12.50%
10	1.25%	Ch. 2 Quiz		
10	1.25%	Ch. 3 Quiz		
10	1.25%	Ch. 4 Quiz		
10	1.25%	Ch. 5 Quiz		
10	1.25%	Ch. 6 Quiz		
10	1.25%	Ch. 7 Quiz		
10	1.25%	Ch. 8 Quiz		
10	1.25%	Ch. 9 Quiz		
10	1.25%	Ch. 10 Quiz		
--		Ch. 11 Quiz (drop lowest)		
32	4.00%	Ch. 1: GP 1-3	<i>Textbook Asgmts</i>	52.00%
26	3.25%	Ch. 1: IP 1-6		
30	3.75%	Ch. 2: GP 2-3		
20	2.50%	Ch. 2: IP 2-4		
27	3.38%	Ch. 3: GP 3-3		
11	1.38%	Ch. 3: II 3-7		
33	4.13%	Ch. 4: GP 4-3		
23	2.88%	Ch. 4: IP 4-4		
9	1.13%	Ch. 5: GP 5-3		
10	1.25%	Ch. 5: IP 5-4		
25	3.13%	Ch. 6: GP 6-3		
13	1.63%	Ch. 6: IP 6-6		
21	2.63%	Ch. 7: GP 7-3		
15	1.88%	Ch. 7: IP 7-6		
12	1.50%	Ch. 7: II 7-7		
11	1.38%	Ch. 8: GP 8-1		
4	0.50%	Ch. 8: GP 8-5		
5	0.63%	Ch. 8: IP 8-7		
11	1.38%	Ch. 9: GP 9-3		
13	1.63%	Ch. 9: GP 9-5		
10	1.25%	Ch. 9: II 9-7		
21	2.63%	Ch. 10: GP 10-3		
10	1.25%	Ch. 10: IP 10-6		
8	1.00%	Ch. 10: II 10-7		
10	1.25%	Ch. 11: GP 11-1		
6	0.75%	Ch. 11: CP 11-8		
20	2.50%	Unit 1 Challenge Project	<i>Unit Projects</i>	7.50%
20	2.50%	Unit 2 Challenge Project		
20	2.50%	Unit 3 Challenge Project		
50	6.25%	EXAM 1 (Ch. 1, 2, 3)	<i>Exams</i>	26.25%
50	6.25%	EXAM 2 (Ch. 4, 5, 6)		
50	6.25%	EXAM 3 (Ch. 7, 8, 9, 10)		
60	7.50%	FINAL EXAM (Comprehensive)		
800	100.00%	TOTALS		100.00%

5. COURSEWORK

5.1. Exams

A list of the course examinations and their point values is given in the Grading section. The exams will consist of multiple choice and application problems drawn from the information and topics covered within the Unit. By definition, a Unit is the collection of chapters and topics covered leading up to the exam. Each chapter covered in the exam will contribute an approximately equal number of questions. The final exam is comprehensive, requiring you to draw upon all of the topics from the first through the last unit.

Exam questions will be drawn from the book, from the instructor's PowerPoints, and from the material presented/discussed on the course website(s). Please note, the PowerPoints do not cover all that is in the book and on the exams. To perform well on the exams, it is important to read and study the course terms, concepts, and theories as presented in the sources mentioned above. Unless told specifically by the instructor to skip certain topics, students are responsible for all content found in the course resources, whether or not the material is covered in class.

5.2. Quizzes

5.2.1 Quiz Content and Format

Students are required to complete one quiz for each chapter covered in the textbook. The quizzes will be administered online using Canvas. All of the questions will be presented in a closed-ended format, meaning that students must choose their response from a list of answer choices (e.g., multiple-choice, true/false, matching, etc.).

Student will have only one attempt to complete each quiz during the time frame for which it is available. There is a time limit for each quiz, which is clearly stated on the Quiz link within Canvas. The instructor may change the time limit from quiz to quiz to account for variations in chapter difficulty, past student performance, or verbal/written student feedback. The time limit is set so that students must complete the quiz within one sitting; however, the intent is to provide enough time so that students can consult the textbook chapter when answering questions. In short, to do well on the quiz within the time limit you should have read the chapter prior to beginning the quiz so that you know where to look for answers, yet complete memorization of the chapter is not required or expected.

5.2.2 Technical Difficulties While Completing Quizzes

It is possible that the intentional design choices made by the software developers at Canvas are inconsistent with how you would expect the application to function. Therefore, students are responsible for checking their quiz before it is submitted on Canvas. Students should verify that their saved answer choices are their intended selections. Once the quiz is submitted it is impossible for the instructor to determine if the saved answer wasn't the student's intended answer. For this reason, all submitted work is regarded to be the student's intended answer. The instructor is not responsible for errors or unintended answers recorded by Canvas.

It is the student's responsibility to email the instructor immediately if he or she encounters technical difficulties while completing the quiz. This is to be done regardless of the hour at which

these technical difficulties occur. Any requests to reopen the quiz for technical difficulties or other reasons that are received after 11:59pm, plus a 5-minute grace period, on the date the quiz is due will not be honored.

5.2.3 Missed Quizzes

Aside from circumstances involving technical difficulties, no time extensions will be given for quizzes as multiple days are provided to complete each quiz and students should be able to budget their time and complete the quiz within the allotted time frame. However, allowances may be made if a student feels he or she missed the quiz for “excused” reasons and can provide appropriate source documentation supporting their unavailability during the entire quiz duration. Even if an allowance is granted standard late penalties will apply.

5.2.4 Reviewing Quizzes

Quiz answers will be released solely based on the instructor’s discretion.

5.3. Assignments

5.3.1 Add a Profile Picture to your Canvas Account

To receive full credit for this assignment, you must modify your Canvas profile so that it includes a photo of yourself or something that represents your interests. This task must be completed by the date indicated on the “Course Calendar.”

5.3.2 Sign up for SimNet

This course will use SimNet to facilitate student learning. This is a paid web app. Students must sign up for SimNet by the date indicated on the “Course Calendar” to receive full credit for this assignment. Instructions on registering for SimNet are provided on Canvas.

5.3.3 Intro Discussion Board Post

Students will engage in an introduction discussion board. The discussions board will be conducted on Canvas. The introduction discussion board requires students to produce an original post and reply to 2 other posts created by their peers.

5.3.4 Chapter Projects

Several hands-on learning projects will be assigned to provide students further opportunities to practice and apply the skills covered in each chapter. Each chapter students will be assigned between 1 - 7 of these projects. Although multiple projects may be assigned per chapter, it is up to the instructor’s discretion to decide how many, if any, of the projects to grade. Accordingly, the number of points allocated for these projects will vary from chapter to chapter. These projects are to be completed individually by each student.

5.3.5 Challenge Projects

In addition to the projects described above, each student must complete one challenge project per unit. Challenge Projects are open-ended projects that encourage creativity and critical thinking by integrating class concepts into relevant problem-solving situations. That is, the project guidelines for these assignments only articulate what to do, but not how to do it, providing students fully autonomy to apply course skills in

different contexts. The number of points allocated for these projects will be evenly distributed across the units. These projects are to be completed individually by each student.

6. SCHEDULE

6.1. *Dates and Deadlines*

The instructor will provide a tentative course schedule in a supplementary file. All provided course schedules are organized by week number in accordance with the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here:

<https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx>

7. OTHER ADMINISTRATIVE DETAILS

7.1. *ADA / Equal Access for Students with Disabilities*

The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. Links to UWSP's policies regarding ADA, nondiscrimination, and Online Accessibility (IT & Communication Accessibility) can be found at: <https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx>

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365, email datctr@uwsp.edu or visit:

<https://www.uwsp.edu/datc/Pages/default.aspx>

7.2. *Inclusivity/Nondiscrimination Statement*

It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran's status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715-346-2606 or visit:

<http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx>

7.3. Religious Beliefs Accommodation

It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/22

7.4. Help Resources

This section offers help resources relating to academic tutoring, healthcare, counseling, and other matter of student wellbeing. For help recourse related to technology use, please see section 1.4 above.

The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715-346-3568 or visit: <https://www.uwsp.edu/tlc/Pages/default.aspx>

If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715-346-4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>

The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>

In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As such, an instructor may contact the Office of the Dean of Students if he or she senses that a student is in need of additional support beyond what the instructor is able to provide. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>

UWSP students may also share a concern directly if they or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success and/or the safety of others. Please report any concerns of this nature at <https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx>

7.5. Emergency Response Guide

In the event of an emergency, follow UWSP's emergency response procedures. For details on all emergency response procedures, please go to <http://www.uwsp.edu/rmgt/Pages/em/procedures>

7.6. UWSP Community Bill of Rights and Responsibilities

UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to:

<https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities>

7.7. University Attendance Policy

In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university's attendance guidelines can be found at:

<https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>

7.8. University Drop Policy

You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university's drop policy can be found at:

https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/Withdrawal_Procedures

7.9. Academic Honesty

UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

7.10. Grade Reviews/Appeals

A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university's policies on non-academic misconduct can be found at

<https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx>

7.11. Non-Academic Misconduct

Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university's policies on non-academic misconduct can be found at <https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>.

7.12. Confidentiality

Under FERPA, students cannot remain anonymous in a class. Students are permitted to know who else is in their class.

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

This course may require students to post their work online using applications or services that have not been approved by UW-system. In this situation, the students work will only be viewable only by his or her classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. Please contact your instructor prior to the due date if you wish not to participate in these online assignments due to confidentiality concerns.

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, go to: <https://www.wisconsin.edu/dle/external-application-integration-requests/>. Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357. Links to the Terms of Use and Privacy Policies for tool used at UWSP be found at: <https://www.uwsp.edu/online/Pages/Privacy-and-Accessibility-Links.aspx>

Here are steps you can take to protect your data and privacy:

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

Additional resources regarding information security at UWSP can be found at: <https://www.uwsp.edu/infosecurity/Pages/default.aspx>.

It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful.

7.13. Intellectual Property - A Guide to Student Recording & Sharing Class Content

Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

7.14. Sample Coursework Permission

The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes.

7.15. Revision Clause

This syllabus, the provided schedule, and all aforementioned coursework, are subject to change. It is the student's responsibility to check the course website for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

7.16. COVID-19

Face Coverings:

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

Other Guidance:


- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
 - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.

- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.

20 <i>Week 3 - Day 4</i>	21 <i>Week 3 - Day 5</i>	22 <i>Week 3 - Day 6</i>	23 <i>Week 3 - Day 7</i> <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> • Ch 3 Quiz • Ch 3 textbook projects 	24 <i>Week 4 - Day 1</i> <u>Do:</u> <ul style="list-style-type: none"> • Exam 1 (Ch 1, 2, 3) • Unit 1 Challenge Project 	25 <i>Week 4 - Day 2</i>	26 <i>Week 4 - Day 3</i>
27 <i>Week 4 - Day 4</i>	28 <i>Week 4 - Day 5</i>	29 <i>Week 4 - Day 6</i>	30 <i>Week 4 - Day 7</i> <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> • Exam 1 (Ch 1, 2, 3) • Unit 1 Challenge Project 			
October 2020						
				1 <i>Week 5 - Day 1</i> <u>Read:</u> <ul style="list-style-type: none"> • Ch 4, pp. E4-221 thru E4-271 <u>Watch:</u> <ul style="list-style-type: none"> • Ch 4: Getting & Organizing Data <u>Do:</u> <ul style="list-style-type: none"> • Ch 4 Quiz • Ch 4 Assigned textbook projects 	2 <i>Week 5 - Day 2</i>	3 <i>Week 5 - Day 3</i>

4 Week 5 - Day 4	5 Week 5 - Day 5	6 Week 5 - Day 6	7 Week 5 - Day 7 <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> Ch 4 Quiz Ch 4 textbook projects 	8 Week 6 - Day 1 <u>Read:</u> <ul style="list-style-type: none"> Ch 5, pp. E5-298 thru E5-330 <u>Watch:</u> <ul style="list-style-type: none"> Ch 5: Consolidating & Linking Data <u>Do:</u> <ul style="list-style-type: none"> Ch 5 Quiz Ch 5 Assigned textbook projects 	9 Week 6 - Day 2	10 Week 6 - Day 3
11 Week 6 - Day 4	12 Week 6 - Day 5	13 Week 6 - Day 6	14 Week 6 - Day 7 <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> Ch 5 Quiz Ch 5 textbook projects 	15 Week 7 - Day 1 <u>Read:</u> <ul style="list-style-type: none"> Ch 6, pp. E6-354 thru E6-407 <u>Watch:</u> <ul style="list-style-type: none"> Ch 6: The Function Library <u>Do:</u> <ul style="list-style-type: none"> Ch 6 Quiz Ch 6 Assigned textbook projects 	16 Week 7 - Day 2	17 Week 7 - Day 3
18 Week 7 - Day 4	19 Week 7 - Day 5	20 Week 7 - Day 6	21 Week 7 - Day 7 <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> Ch 6 Quiz Ch 6 textbook projects 	22 Week 8 - Day 1 <u>Do:</u> <ul style="list-style-type: none"> Exam 2 (Ch 4, 5, 6) Unit 2 Challenge Project 	23 Week 8 - Day 2 <u>Do:</u>	24 Week 8 - Day 3
25 Week 8 - Day 4	26 Week 8 - Day 5	27 Week 8 - Day 6	28 Week 8 - Day 7 <u>Last Chance Deadline:</u> <ul style="list-style-type: none"> Exam 2 (Ch 4, 5, 6) Unit 2 Challenge Project 	29 Week 9 - Day 1 <u>Read:</u> <ul style="list-style-type: none"> Ch 7, pp. E7-442 thru E7-475 <u>Watch:</u> <ul style="list-style-type: none"> Ch 7: Templates <u>Do:</u> <ul style="list-style-type: none"> Ch 7 Quiz Ch 7 Assigned textbook projects 	30 Week 9 - Day 2	31 Week 9 - Day 3

November 2020

<p align="center">1 <i>Week 9 - Day 4</i></p>	<p align="center">2 <i>Week 9 - Day 5</i></p>	<p align="center">3 <i>Week 9 - Day 6</i></p>	<p align="center">4 <i>Week 9 - Day 7</i></p> <p><u>Last Chance Deadline:</u></p> <ul style="list-style-type: none"> • Ch 7 Quiz • Ch 7 textbook projects 	<p align="center">5 <i>Week 10 - Day 1</i></p> <p><u>Read:</u></p> <ul style="list-style-type: none"> • Ch 8, pp. E8-499 thru E8-524 <p><u>Watch:</u></p> <ul style="list-style-type: none"> • Ch 8: Macros <p><u>Do:</u></p> <ul style="list-style-type: none"> • Ch 8 Quiz • Ch 8 Assigned textbook projects 	<p align="center">6 <i>Week 10 - Day 2</i></p>	<p align="center">7 <i>Week 10 - Day 3</i></p>
<p align="center">8 <i>Week 10 - Day 4</i></p>	<p align="center">9 <i>Week 10 - Day 5</i></p>	<p align="center">10 <i>Week 10 - Day 6</i></p>	<p align="center">11 <i>Week 10 - Day 7</i></p> <p><u>Last Chance Deadline:</u></p> <ul style="list-style-type: none"> • Ch 8 Quiz • Ch 8 textbook projects 	<p align="center">12 <i>Week 11 - Day 1</i></p> <p><u>Read:</u></p> <ul style="list-style-type: none"> • Ch 9, pp. E9-551 thru E9-585 <p><u>Watch:</u></p> <ul style="list-style-type: none"> • Ch 9: Data Analysis <p><u>Do:</u></p> <ul style="list-style-type: none"> • Ch 9 Quiz • Ch 9 Assigned textbook projects 	<p align="center">13 <i>Week 11 - Day 2</i></p>	<p align="center">14 <i>Week 11 - Day 3</i></p>
<p align="center">15 <i>Week 11 - Day 4</i></p>	<p align="center">16 <i>Week 11 - Day 5</i></p>	<p align="center">17 <i>Week 11 - Day 6</i></p>	<p align="center">18 <i>Week 11 - Day 7</i></p> <p><u>Last Chance Deadline:</u></p> <ul style="list-style-type: none"> • Ch 9 Quiz • Ch 9 textbook projects 	<p align="center">19 <i>Week 12 - Day 1</i></p> <p><u>Read:</u></p> <ul style="list-style-type: none"> • Ch 10, pp. E10-618 thru E10-661 <p><u>Watch:</u></p> <ul style="list-style-type: none"> • Ch 10: Business Intelligence <p><u>Do:</u></p> <ul style="list-style-type: none"> • Ch 10 Quiz • Ch 10 Assigned textbook projects 	<p align="center">20 <i>Week 12 - Day 2</i></p>	<p align="center">21 <i>Week 12 - Day 3</i></p>
<p align="center">22 <i>Week 12 - Day 4</i></p>	<p align="center">23 <i>Week 12 - Day 5</i></p>	<p align="center">24 <i>Week 12 - Day 6</i></p>	<p align="center">25 <i>Week 12 - Day 7</i></p> <p><u>Last Chance Deadline:</u></p> <ul style="list-style-type: none"> • Ch 10 Quiz • Ch 10 textbook projects 	<p align="center">  </p>	<p align="center">26 <i>Week 13 - Day 1</i></p>	<p align="center">27 <i>Week 13 - Day 2</i></p>
<p align="center">28 <i>Week 13 - Day 3</i></p>						

29 <i>Week 13 - Day 4</i>	30 <i>Week 13 - Day 5</i> <u>Do:</u> • Exam 3 (Ch 7, 8, 9, 10) • Unit 3 Challenge Project					
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December 2020

		1 <i>Week 13 - Day 6</i>	2 <i>Week 13 - Day 7</i> <u>Last Chance Deadline:</u> • Exam 3 (Ch 7, 8, 9, 10) • Unit 3 Challenge Project	3 <i>Week 14 - Day 1</i> <u>Read:</u> • Ch 11, pp. E11-685 thru E11-729 <u>Watch:</u> • Ch 11: Customizing Excel <u>Do:</u> • Ch 11 Quiz • Ch 11 Assigned textbook projects	4 <i>Week 14 - Day 2</i>	5 <i>Week 14 - Day 3</i>
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6 <i>Week 14 - Day 4</i>	7 <i>Week 14 - Day 5</i>	8 <i>Week 14 - Day 6</i>	9 <i>Week 14 - Day 7</i> <u>Last Chance Deadline:</u> • Ch 11 Quiz • Ch 11 textbook projects	10 <i>Week 15 - Day 1</i> <u>Do:</u> • Final Exam (All Chpts)	11 <i>Week 15 - Day 2</i>	12 <i>Week 15 - Day 3</i>
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13 <i>Week 15 - Day 4</i>	14 <i>Week 15 - Day 5</i>	15 <i>Week 15 - Day 6</i>	16 <i>Week 15 - Day 7</i> <u>Last Chance Deadline:</u> • Final Exam (All Chpts)	17	18	19
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