

Syllabus

Instructor: Dhalla, Hardeep Kaur
Meeting times: 100% Online
Office: SCI B237
Office Phone: 715-346-2120
Email: hdhalla@uwsp.edu
Office Hours: W 10:00-10:50 A.M. on zoom
[See Canvas for more information]

Course Description: (taken from catalogue) This course will present practical hands-on training on a common software platform used in a variety of organizations. Excel is part of the Microsoft Office suite of business productivity tool and is used for managing spreadsheets and workbooks for a variety of applications.

Course Objectives

- Be able to create and format a workbook and work with formulas, functions, charts, and graphics.
- Learn PivotTables and PivotCharts, advanced formulas and functions, and how to manage multiple worksheets.
- Be able to use advanced techniques, such as financial and what-if analyses, external data usage, and collaboration on shared workbooks.
- Explain and utilize features of the product such as file creation, version tracking, formulas, and data manipulation.
- Use Microsoft Excel to format and aggregate data.

Required Textbook

Parsons, Oja, Carey, & DesJardins. New Perspectives Microsoft® Office 365 & Excel 2016:

Comprehensive. ISBN: 9781305880405

Grading

Completing coursework awards a maximum total of 100 points.

- Assignments: 55 points
- Quizzes: 10 points (Week 4 and Week 12)
- Mid-term exam: 15 points (Week 8)
- Final Exam: 20 points (Week 16)

The final grades will be assigned as a percentage of points earned out of 100 points

according to the following scale:

	A	100-93%	A-	< 93-90%	
B+	< 90-87%	B	< 87-83%	B-	< 83-80%
C+	< 80-77%	C	< 77-73%	C-	< 73-70%
D+	< 70-64%	D	< 64-60%	F	< 60%

Final exam: Online

Assignments

- Assignments will be posted on Canvas. It is your responsibility to check due dates on Canvas. If you have any confusion regarding due dates, please contact your instructor.
- Assignments must be submitted electronically through Canvas, unless otherwise instructed.
- In order to be accepted for grading, assignments must be submitted by the given deadline, or an extension must be requested from the instructor before the due date.
- A 20% penalty applies for each day late, so that no credit will be given for assignments more than five days late. Missing assignments will receive a grade of 0. No assignments will be accepted during final exam week, unless otherwise specified. The instructor reserves the right to adjust this policy to account for extraordinary situations, such as documented illness or medical emergencies. You are required to inform the instructor as soon as possible of such situations.
- You are responsible for storing and backing up your assignments. The use of network space, or other storage (Google Drive, Dropbox, external media) are also reasonable. Lost data is not an appropriate excuse for late work and will not be accepted.

Exams

- Quizzes and exams will be taken online through Canvas.
- In general, any exam can NOT be made up.
- If you are going to miss a test or exam due to unavoidable circumstances (e.g., health), you must inform the instructor before the due date.
- Final exam is comprehensive.

Canvas

The Canvas URL is <https://www.uwsp.edu/canvas/Pages/default.aspx>. Use your UWSP NetID and password to login. We use Canvas for the following activities:

- Make important announcements.
- Sharing lecture slides and source code of examples.
- Posting assignment instructions and files.
- To submit assignments electronically.

- Posting scores and grades.

Academic Dishonesty Policy

- Students may discuss assignments with each other and may seek help from the instructor. However, since assignment scores count as a part of the final grade, students must limit the amount of outside help they receive. Students must not copy any part of another person's work or break an assignment into a team project (unless directed to do so by the instructor). If there is ANY doubt in your mind about the amount of help given/received, you should immediately consult with your instructor BEFORE submitting the assignment.
- Any student who submits an assignment or exam which is in whole or in part the work of another person and any student (whether enrolled in the course or not) who so assists another student will be prosecuted under Chapter UWSP 14 of the Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code. Depending upon the severity of the infraction, the consequences of such an act range from a verbal reprimand to an "F" in the course to expulsion from the University.

Course materials and recordings

Lecture materials and recordings for CIS-102-01 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.

Covid-19 preparedness

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.

Dropping/withdrawing from the course

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include, but are not limited to, the following: documented and severe physical/mental illness/injury to the student or student's family. Please consult the instructor at the earliest opportunity to discuss the need to drop the course after the mandated deadline.

Incomplete policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if inability to complete the coursework was due to a documented illness/injury or other circumstance beyond the student's control. All incomplete course assignments must be completed by the end of Semester I 2022-2023.

Accommodations

UWSP is committed to providing reasonable and appropriate accommodations to students with disabilities and temporary impairments. If you have a disability or acquire a condition during the semester where you need assistance, please contact the Disability and Assistive Technology Center on the 6th floor of Albertson Hall as soon as possible. DATC can be reached at (715) 346-3365 or DATC@uwsp.edu

Emergency Preparedness

- In the event of a medical emergency, call 911 or use red emergency phone located outside of the Public Science Hall Lab (B238). Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- In the event of a tornado warning, proceed to the lowest level interior room without window exposure at SCIENCE A224.
- In the event of a fire alarm, evacuate the building in a calm manner. Meet near the grassy area near Lot X. Notify instructor or emergency command personnel of any missing individuals.
- Active Shooter – Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Management Plan at www.uwsp.edu/rmgt for details on all emergency response at UW-Stevens Point.

Communication by email

When you email me, please include “CIS-102” in the beginning of the subject. It will help me differentiate your email from other emails.

Important: This syllabus and schedule is subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus or schedule.