

## Part 1: Course Information

### Instructor Information

<b>Instructor:</b>	<b>Mark S. Hall</b>
<b>Office:</b>	<b>Online</b>
<b>Virtual Office Hours:</b>	<b>Mondays 1 p.m. – 2 p.m. CST.</b>
<b>Cell phone:</b>	<b>715-574-7910 (<i>Text first to see if I am available!</i>)</b>

**Note:** If you need help, use the resources listed below:

1. **Piazza**: Use online Piazza web site for this course. See canvas for details.
2. **Personal Skype**: Send text to mark.hall.wi  
I have Skype loaded on all of my PCs and my cell phone.

**NOTE:** For questions that would be helpful for other students, I **will still require** you to post the question on Piazza.

3. **Office Hours**: Online. See course canvas site for details.
4. **Email**: [mhall@uwsp.edu](mailto:mhall@uwsp.edu)

**NOTE:** Enter “Urgent” in the Subject line of the email message if you have a course issue that I should address as soon as possible. For questions that would be helpful for other students, I **will still require** you to post the question on Piazza.

Note: I have a “30-minute Rule.” The rule is simple: do not spend more than 30 minutes being frustrated over course material. Post a message on the Piazza course site so that other students and myself can post responses. If the response is urgent (Please be honest!), text my cell 715-574-7910 so I get updated. Move on to another part of the lesson if you can while you wait. This assumes that you did not wait until the very last minute to do the assignment.

### Course Information

Introduction to the concepts and techniques associated with spreadsheets.

Credits: **1**

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement in Canvas, or Piazza.

### Textbook & Course Materials

#### Required Text

*New Perspective on Microsoft Office 365 & Excel 2016 Comprehensive* (Parsons)  
ISBN: 978-1-305-88040-5.

**This text is available for rent at the university bookstore.**

#### Required Course Materials

- All assignments must be completed using Excel 2016 (PC) or Excel 2016 (MAC). You can access this software in the following ways:
  - **Option 1:** DOWNLOAD IT FOR FREE to your personal computer or device:  
<http://www.uwsp.edu/office/Pages/Office2016/setup.aspx>
  - **Option 2:** All of the UWSP public lab computers have Excel 2016. Click on the link for a list of computer labs:  
<https://www.uwsp.edu/infotech/Pages/ComputerLabs/Lab-Hardware-Software.aspx>

## Course Structure

This course will be delivered entirely online through the course management system Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

In Canvas, you will access online lessons, course materials, and resources.

## Canvas Access

To access this course on Canvas you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the [Canvas settings link](#).

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [Information Technology Service Desk](#)

## Part 2: Course Learning Outcomes

- Create, format and print spreadsheets
- Develop expertise in working with data, formulas, graphs and advanced analysis techniques
- Demonstrate proficiency with Microsoft Excel

You will meet these outcomes listed above through a combination of the following activities in this course:

- Log in to the course Canvas **WEEKLY** and complete the weekly learning activities
- Submit weekly assignments by the due date listed on this syllabus.
- Complete the weekly quiz by the due date listed on this syllabus

### Part 3: Topic Outline/Schedule

Refer to Canvas for weekly activities and assignment details. **To get started in the class, do the following in Canvas:**

1. GO TO UWSP’s website home page. Locate the LOGINS link at the top of the page; click. Locate the Canvas; click.
2. ENTER your username and password
3. CLICK this course.
4. LOCATE the following link on the left side of the screen:
5. START HERE! Week 1.
6. FOLLOW the instructions in the module for Week 1.

All assignments for this course will be submitted electronically through Canvas. See Canvas for due dates for each quiz and assignment.

### Part 4: Grading Policy

#### Graded Course Activities

If you make a sincere effort to complete each weekly learning plan, you should do well. There is no reason that you cannot get the grade you desire. To calculate your final grade, your total points are added and compared to the grading scale. There is no “curve.”

MOST weeks, you will be directed to complete a Quiz and/or Assignment. See Canvas for exact details.

#### **Assignments**

After I review your assignment, I will record the points you earned on your online grade sheet and post comments.

#### **Quizzes**

Quizzes are timed, open book. You will have 45 minutes to take a quiz. All quiz questions are randomized (no two quizzes are the same). **The quiz for each week is available through the following Monday at 11:59 p.m.** After that you will not be able to take the quiz. Your quiz grade will appear immediately.

#### *Grade Components*

Grading Item	#	Point/item	Total points	%
Weekly Quizzes	13	20	260	36%
Weekly Assignments	8	40	320	44%
Midterm	1	50	50	7%
Final	1	100	100	14%
			<b>730</b>	

### Late Work Policy

Please stay on schedule in this class! The material is cumulative. It is best learned a week at a time. Cramming will make you crazy!

To encourage you to stay on schedule, the following is my late work policy:

- **Late assignments do not earn credit. If you have a medical or personal emergency, an extension may be requested BEFORE the assignment due date. Extensions would be for one week only, except in extreme circumstances.**
- **Weekly Quizzes cannot be made up.**

### Viewing Grades in Canvas

Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the Grades link to view your points.

I will grade your assignments on **Wednesdays** and **Fridays** of each week.

### Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Grade	Percentage	Points
A	93-100%	679
A-	90-92%	657
B+	87-89%	635
B	83-86%	606
B-	80-82%	584
C+	77-79%	562
C	73-76%	533
C-	70-72%	511
D+	67-69%	489
D	60-66%	438
F	0-59%	<438

\*Extra credit gets added on top of total score.

### Participation

Students are expected to participate WEEKLY in all online activities as listed on the course calendar

### Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the UWSP [Important Policy Dates](#) for dates and deadlines. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours,

leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

## Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from **Disability and Assistive Technology Center** and wish to discuss academic accommodations, please contact me as soon as possible. It is the student's responsibility to provide documentation of disability to **Disability Services** and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Learning Resource Center and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at [datctr@uwsp.edu](mailto:datctr@uwsp.edu)

## Commit to Integrity

Academic dishonesty of any kind will not be tolerated. If you have any questions about what constitutes academic misconduct, ask me or consult your university handbook

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at: <https://www.uwsp.edu/dos/Pages/stu-academic.aspx>. (See the section **UWSP Chapter 14 - Academic Misconduct**)

### Academic Misconduct

*All assignments and work this semester must be completed independently.*

You are encouraged to discuss assignments and projects with each other and to seek assistance from myself or others whose function is to provide assistance to students (e.g. computer lab personnel).

However, since projects and assignments are a part of the final grade in the course, you must limit the amount of assistance you receive. Such assistance must be limited to a verbal discussion of the approach to a project or assignment, and may not include substantive solution of the problem or assignment by the person providing the assistance. The substantive solution must be done originally and independently by you, and must not involve the use or possession of assignments, exams or projects from other students or from a prior semester.

If you submit an assignment or project which is in whole or in part the work of another person or persons, then you, and any such other person or persons whether enrolled in the class or not, will be dealt with as prescribed by Chapter UWSP 14 of the Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code.