

CIS 102**MICROSOFT EXCEL – FALL 2020**

Instructor:	Tim Krause
Classroom:	ONLINE
Office:	B239, Science Building
Office Hours:	T Th 1:00 – 3:00 p.m. By Appointment
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Course Description**CIS 102: Practicum in Computing (Excel) – 1 CR**

Subtitle added for each section offered. May repeat for credit with different subtitle.

<i>Week</i>	<i>Module</i>	<i>Page</i>	<i>Due</i>
1 – Sept. 2	1 – Getting Started with Excel	EX 1	Assign 1 Introduction
2 – Sept. 7	2 – Formatting Workbook Text and Data	EX 65	
3 – Sept. 14	3 – Performing Calculations with Formulas and Functions	EX 131	Assign 2, EX 184-185 Case 3 or Case 4
4 – Sept. 21	4 – Analyzing and Charting Financial Data	EX 187	
5 – Sept. 28	5 – Working with Excel Tables, PivotTables and PivotCharts	EX 257	Assign 3, EX322-326 Case 3 or 4
6 – Oct. 5	6 – Managing Multiple Worksheets and Workbooks	EX 327	
7 – Oct. 12	Midterm Exam		Midterm Exam
8 – Oct. 19	7 – Developing an Excel Application	EX 387	
9 – Oct. 26	8 – Working with Advanced Functions	EX 463	Assign 4, EX527-528 Case 3 or 4
10 – Nov. 2	9 – Exploring Financial Tools and Functions	EX 529	
11 – Nov. 9	10 – Performing What-If Analyses	EX 595	Assign 5, EX657-658 Case 3 or 4
12 – Nov. 16	11 – Analyzing Data with Business Intelligence	EX 659	
13 – Nov. 23	12 – Collaborating on a Shared Workbook	EX 729	Assign 6, CHOOSE 1: EX725 (Case 3, CH 11) EX 782 (Case 3, CH 12)
14 – Nov. 30	Final Project		
15 – Dec. 7	Final Project		Final Project
Dec. 14	Final Exam		Final Exam

Points

Assignments	400
Assignment 1	50
Assignment 2	50
Assignment 3	50
Assignment 4	50

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Assignment 5	100
Assignment 6	100
Midterm Exam	200
Final Project	200
Final	200

Grading Scale

Final grades will be determined according to the following scale:

	A	100 – 95%	A-	94 – 93%	
B+	92 – 90%	B	89 – 88%	B-	87 – 86%
C+	85 – 83%	C	82 – 80%	C-	79 – 78%
D+	77 – 75%	D	74 – 72%	F	< 71%

I reserve the right to lower the grading scale (i.e. the course may require less than 95% to earn an A).

Due Date & Late Policy

Unless otherwise noted by the instructor, assignments are due **at midnight on the due date**.

Due dates are set at 11:59 p.m. on Sundays because many students consistently report that they find it helpful to be able to complete assignments on the weekend. Please remember that there is no expectation that you have to complete coursework on weekends: it is always your choice to complete and turn in projects sooner than the due date.

Grades for late assignments will be reduced by one letter grade per weekday. Assignments may be made up if the absence was due to documented illness, approved university activity or family emergency. It is your responsibility to contact the instructor **before the due date of an assignment** to make alternative arrangements.

Academic Standards

The University of Wisconsin – Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. This course expects that all work turned in for a grade is your own, or that of your group. A description of your rights and responsibilities as a member of the UWSP community can be found at: <http://www.uwsp.edu/dos/Documents/CommunityRights.pdf>

A link to Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) is available on the same Web page (link above).

Assignment 1**50 Points**

In a Word document, please answer the five questions below. When you have completed all five questions, turn in the completed document on Canvas.

1. What is your major?
2. Describe one thing you hope to learn about Excel specifically that will benefit you as a major.
3. What operating system is on your computer?
4. What version of excel will you use to complete the course?
5. Do you have any concerns about this course? (yes or no) If yes, please describe those concerns here.

Final project**200 Points**

For the final project, you will choose between one of a variety of Case Study options from the three Appendices in the book: A, B and C. **Note:** The work in the case studies is **roughly** the same, though you may find the subject matter in one or more of the Appendices to offer different challenges, based on your background and major.

Please take some time to review which project you will complete:

Appendix	Topic	Pages and Case Options
A	Working with Text Functions	A23-A24, Case 1 OR Case 2
B	Advanced Filters and Database	B23-B24, Case 1 OR Case 2
C	Enhanced Formatting Tools	C30-C31, Case 1 OR Case 2

You have an equal opportunity to earn 200 points, regardless of the Case or Appendix that you choose.

HINT: One of the goals of this assignment is to “learn how to learn software”. Over the course of the semester, pay attention to how you are learning to use Excel. What do you find easy? Challenging? When faced with challenges, what online and other resources have you found to be helpful? How can you use that information to evaluate the options for your final project, and choose one that is appropriate to complete?