

Excel Syllabus

CIS 373

Section 88-1 credit Dates: 9/4-10/26 2018

Section 881-2 credits Dates: 9/4-10/26 2018

Section 883-1 credits Dates: 10/29-12/14 2018

****Section 883 students may begin work before the start date for your section- in fact I would encourage that.**

Part 1: Course Information

Instructor Information

Instructor: Donna Kitchens

Office: 2223 Bryce Lane, Kronenwetter, WI 54455

Office Hours: per Telephone 9am-5pm

Virtual Office Hours: Anytime. I will respond usually in 1-2 days.

Office Telephone: 715-355-2817

E-mail: dkitchen@uwsp.edu

Course Information

Microsoft Excel is the electronic spreadsheet within the Microsoft Office Suite. An electronic spreadsheet is an app you use to perform numeric calculations and to analyze and present numeric data. Your calculations are updated automatically so you can change entries without having to manually recalculate. This course is for the beginner to medium skill level.

Credits: 1 or 2 credits

Prerequisite

- Some basic Computer skills-file management, how to unzip files, make a folder to put student files into, download files, read instructions carefully

Textbook & Course Materials

****Must** be ordered on-line from any place as long as the ISBN number is correct. ISBN number is given below. Check and double check that!! **You can not order or rent from the University bookstore.** If you use the Cengage company (Which I have a link to in your class in D2L under the button "Textbook" upper right toolbar) you can start with an ebook until you get your copy of the text or just use an ebook. Hardcopy or ebook are your preference. I myself prefer a hardcopy but a lot of students do use the ebook. At the Cengage website you have options on what you can order or rent- a hardcopy text, ebook etc... Whichever you think will work best for you if fine with me.

You only need **ONE** textbook for this class. It is my understanding that all students can have a copy of Office 2016 software so if you are off campus and using your own computer be sure you have Office 365 Excel Version 2016 software on the computer you will be using. **Your Excel software on your computer 2016, textbook 2016, and assignment sheet 2016 MUST all 3 match in version !!**

- Microsoft Office 365 Excel **2016** Intermediate Reding/Wermers
ISBN10: 1-305-87809-4 OR **ISBN13: 978-1-305-87809-9**
Ebook ISBN number is different **1-337-50819-5** OR **978-1-337-50819-3**

Website to order online at Cengage Learning:

<https://www.cengage.com/c/illustrated-microsoft-office-excel-introductory-1e-reding/9781305878099?searchIsbn=1305878094>

Course Requirements

- Minimum recommended computer and internet configurations for online courses can be found [here](#).
- **Windows** platform computer, Excel software version 2016.
******* If using a MAC contact the instructor for permission-this is a windows platform course!!**

Course Structure

This course will be delivered entirely online through the course management system D2L. You will use your UWSP account to login into the course from the [D2L Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

In D2L, you will access online lessons, course materials, and resources.

D2L Access

To access this course on D2L 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 [D2L settings link](#).

Technical Assistance

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

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

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Part 2: Course Learning Outcomes

Version 2016 is divided into Modules 1-8.

- **Module 1: Getting Started with Excel**
Students will understand the Office 2016 Suite, Start an Office App, Identify Office screen elements, Create and Save a file, Open a file and save with a new name, View and print work, Get Help, Close a file and Exit the app.
- **Module 2: Working with formulas and Functions**
Students will be able to Create a complex formula, Insert a function, Type a function, Copy and move cell entries, Understand **relative** and **absolute** cell references, Copy formulas with **relative** cell references, Copy formulas with **absolute** cell references, Round a value with a function.
- **Module 3: Formatting a Worksheet**
Students will be able to Format values, Change font and font size, Change font styles and alignment, Adjust column width, Insert and delete rows and columns, Apply color, patterns, and borders, Apply conditional formatting, Rename and move a worksheet, Check Spelling.

- **Module 4: Working with Charts**

Students will be able to Plan a chart, Create a chart, Move and resize a chart, Change the chart design, Change the chart format, Format a chart, Annotate and draw on a chart, Create a pie chart and other types of charts.

- **Module 5: Analyzing Data Using Formulas**

Students will be able to Format data using text functions, Sum a data range based on conditions, Check formulas for errors, Consolidate data using a formula, Construct formulas using named ranges, Build a logical formula with the IF function, Build a logical formula with the AND function, Calculate payments with the PMT function.

- **Module 6: Managing Workbook Data**

Students will be able to View and arrange worksheets, Protect worksheets and workbooks, Save custom views of a worksheet, Add a worksheet background image, Prepare a workbook for distribution, Insert Hyperlinks, Save a workbook for distribution, Group worksheets

- **Module 7: Managing Data Using Tables**

Students will be able to Plan a table, Create and format a table, Add table data, Find and replace table data, Delete table data, Sort table data, Use formulas in a table, Print a table.

- **Module 8: Analyzing Table Data**

Students will be able to Filter a table, Create a custom Filter, Filter a table with the Advanced Filter, Extract table data, Look up values in a table, Summarize table data, Validate table data, Create Subtotals.

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

- Purchase the **ONE** text listed above or linked under button “Textbook” in your class in D2L.
- Download **ONE** Assignment sheet in D2L in your class from the **Content** page for the 2016 version text you purchased. **MUST have 2016 Excel Software, 2016 Assignment sheet, and 2016 Text!!**
- **Download the Student files**-see the main page of your class in D2L NEWS where I have a NEWS item with links to download the student files or directions on how to get the files from the textbook website if unable to get them from my links.
- You **DO NOT COLLABORATE** in this class! You work on your **very own!!** If you have questions you contact me for help via email or phone (715-355-2817).
- Using the Assignment sheet and the chart at the beginning of it that tells you what assignments you are to do according to the number of credits you are

taking this class for, **read** and **do** the assigned lessons. **Note the due date for each module according to the Section you are in.**

1- credit students will do the first assignment only in each Module. 2- credit students will do **2** assignments in each module. **VERY IMPORTANT**-Name your file as I name them on the assignment sheet AND drop your work into the correct folder in the Dropbox. This enables me to know which solution key to use to grade your work and if there are questions about a particular assignment I know which folder to go to see it.

- Each Assignment is worth 10 points and the final project is worth 50 points. The grades I put in the gradebook, as I grade your assignments, are electronically all added and then divided by the number of possible points for your percentage when the final calculation for your number grade is done in the gradebook. I will make you aware in the feedback for each assignment if I take off for points for anything- lateness, failed to do a concept taught correctly, etc..
- **Drop the files** you complete in the **dropbox** in the **CORRECT** folder (I will not grade unless files are dropped in the correct folder. I will contact you if I see you dropped work incorrectly. If I can, I will delete any assignments in the wrong folder after I notify you). I know it is easy to drop a file in the wrong folder- we all do it from time to time but just try as best you can to get the correct assignment into the correct folder. I don't grade unless you do. You can drop one assignment at a time or the whole Module at once. It is up to you.
- **Final project**- see end of assignment sheet for directions and expectations for a spreadsheet you are to create **from scratch** on your own using the skills that you have gained in this class **AND** submit a WORD file explaining what your project is all about...see the end of the assignment sheet for more info. You **MUST** submit 2 files when you drop the final project!! The **Excel** file and **WORD** file should be submitted together and only after you have done all the textbook work! This project must be created during this semester for this class!! I can see the date a file is created so I can check that!! This can be personal/work related. It should take you at the very least 2-4 hours of work depending on how many credits you take the course for. Please drop the 2 final project files **AFTER** all textbook work is completed. Once you drop the project I will consider you finished and will calculate your final grade and send you an email with that final grade.
- All work **MUST** be completed by the ending date of your class by 11:59pm of that day unless you have an approved extension. You may continue to drop work to me after the ending date but for each week you are late your grade will drop 1 letter grade. Ex] if your class ended 10/26 or any other date and you drop work to me 10/27 you are late and will drop one letter grade. Each 7 days after that

you will drop another letter grade. If you don't finish on time I will give you an "Incomplete". After 10 weeks I will change your incomplete to an "F".

- Check your UWSP email and NEWS section in D2L often as that is the only way I have to communicate with you and I send class emails and post new NEWS items every so often. **I do send you a final email when all your work is completed with your final grade.**

Part 3: Grading Policy

Graded Course Activities

Late Work Policy

See the Grading and Syllabus files sent to you with the Welcome email and I also have a copy of these files in the Content page in D2L.

Viewing Grades in D2L

Points you receive for graded activities will be posted to the D2L Grade Book. Click on the Grades link to view your points.

Your instructor will update your online grades each time you drop assignments within a 1-2 day period. You will see a visual indication of new grades posted on your D2L home page under the link to this course.

Letter Grade Assignment

All grade items in the gradebook will be electronically added and divided by the number of total points possible to earn. If a grade item in the gradebook is empty it will not be calculated or affect the grade. Any missed assignments will be filled in with a zero and will count in the final grade. If no penalties are applied then the calculated grade will be your grade otherwise your grade will be lowered once the penalties are applied and that will not show up in the gradebook. I always email students their final grade and if penalties are applied I make the student aware of the penalties and why they were applied.

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

Letter Grade	Percentage
A	95-100%
A-	90-94%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%

C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

Part 4: Course Policies

Participation

Students are expected to do all the work assigned to them on the assignment sheet that is to be downloaded from the Content page in their class in D2L

Build Rapport

If you find that you have any trouble keeping up with assignments, health issues, or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Assignment Due Date Expectations

All assignments for this course will be submitted electronically through D2L.

For All sections each week a module is DUE. **See assignment sheet for dates your modules are due.**

For **Sections 88 & 881** Assignments&Final Project must be submitted by **11:59PM Oct 26th 2018**. For **Section 883** all work is due by **11:59PM Dec 14th, 2018**. Special permission must be requested from instructor **before the due date** for extensions.

THIS IS NOT A GO AT YOUR OWN PACE CLASS!! I have opened the class in D2L early and sent you all the information for the class in a Welcoming email so you can order your text and be ready to drop the work for Module One to me by the end of the **first** week of class. On the assignment sheet I will tell you when each Module is due. If you join later in the class time frame you must catch up quickly!! You MUST order your text ASAP and start work as soon as you possibly can so you won't get a penalty for late work. I do keep track of when you drop work to me and will review that before grading your assignment and will penalize you for each day you are late dropping your work. You have a short period of time to get the work in class completed- only 7-8 weeks so there is no time to dally!! You will be expected to drop work to me each week and if you don't then you will not be happy when I penalize you for that when I grade your assignment. I DO NOT like having to penalize students!! Please don't make me do that!! I realize my class is not the only one you are taking and you have a lot of other commitments but you do need to keep up with the work in this class. Some students think just because it is an online class they can go at their own pace which is dropping all their work the last day/week 😞 The textbook Cengage website tells you that you can use an ebook until your

book arrives if you order the hardcopy of the text so there is no excuse to not begin working very soon after you order the text. Please don't tell me you ordered the wrong book. Double check the ISBN number and make sure you have the correct text. If what you are seeing in the text does not line up with what the assignment sheet is telling you that should be an indication that you have the wrong text!! There are a LOT of Excel texts out there and you MUST get the correct one. I get that excuse a lot and if you are careful and check the ISBN number 2-3 times that should not happen. D2L tells me the date of when a student joined the class AND drops an assignment. I expect students to begin working as soon as possible and to drop work by the due dates for the Modules- just like you would if you were taking an on-campus class!!

If you do NOT drop work for a module by the DUE date on the assignment sheet then you will begin to drop **a quarter POINT** for each day late for your module. When I grade your assignment and it is late I will let you know what your penalty is for assignments in that module. If you have one assignment in but not the second one (if you take the class for 2 credits) I will only penalize the one assignment that is late. I really hate to penalize students for late work but unfortunately if I don't then I end up with a ton of work dropped the last week or days at the end. I feel students don't learn well when they are rushing at the end to get their work in. It seems to be when I get some cheating as well.

It is your responsibility to be sure you hand in **all** the assigned work and nothing is missing.

Read the "GradingPolicy" file for more info on the **grading scale, lateness, penalties** throughout the semester and how it can affect your grade in this course.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider unenrolling 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 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.

Incomplete Policy

Any student who has not completed all the required work for the class by the time I submit grades to the University will receive an "I" for their grade. Students can continue to drop work to me even after class is over but starting the day after the end of class the Letter Grade will be dropped once and each 7 day period after that and including that day. After 10 weeks I do contact the University and change all the "I" s to "F"

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor 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

Statement of Policy

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 in 609 LRC, or (715) 346-3365.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

UWSP Academic Honesty Policy & Procedures

Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. 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 who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper

or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

****I have had problems in the past with students using other student's work. When students make the exact same unusual mistakes it becomes obvious. It usually happens towards the end of class when students are frantically trying to finish and they drop their roommate's work or a teammate's work. I must warn you that I can tell and will not take any excuse for it...like my computer crashed or my roommate and I did the assignments together! **NO COLLABORATION** in this class!! You should not be doing your work with someone else..you are to do your OWN work and if you need help please ask me for help. If I see that your files are exactly like someone else I will give NO CREDIT to either of you so be warned that you will get zero's on any work that is exactly like someone else's...same errors and such and then I will contact you and take action.**

Religious Beliefs

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Emailing with Questions about assignments

You **Must** give me the following information so I can locate your problem and answer your questions as quickly as possible.

- State the **course** you are asking about- PowerPoint, Excel
- Which **filename, Module, assignment number**
- Give me the **exact page number** and **exact place** on the page and any other possible identifying info.
- State your problem as clear as possible.

****Without this information, it takes me longer to help you!!

**I will try to get back to you within the day but you need to give me at least 1-2 days!! If you don't hear from me after that then email me again- I may have not gotten your email as I always email students back that have questions. You can call me 715-355-2817 if need be.

**This will make it SOO..... much easier and quicker for me to answer you. Please don't hesitate to ask questions- I encourage you to do so but if you follow the above steps that will make life a lot easier for me and for you so I can get back to you promptly with good help!!