

CIS 102 (Online) – Spring 2023 Syllabus

Dr. Senfeng Liang Email: sliang@uwsp.edu Office: D356 Science Building	Online Student Hours	Course Meeting Times
	T, 1:00-2:00pm, R, 1-3pm (may vary; A 24-hour reservation is needed) or by appointment	Online (set your own weekly study time)

Highlights of Very Important Things

- Please write CIS 102_ Section number_ your full name in the subject of the email. The syllabus's content may be included in quizzes or tests.
- This is a practicum course rather than a lecture-based course.

Online Office Hours and Individual Meetings

If you would like to schedule a meeting with me, please [click this link](#) to reserve a time slot 24 hours in advance. Please write **CIS 102_ Section number_ your full name** in the subject of the email. For example, it should look like CIS 102_01_First name Last name. Always use **full official name** in your email (e.g., at the end of an email). **No nick name please!** I may not reply to your email if it fails to follow the format.

Required Textbook

Parsons, Oja, Carey, & DesJardins. New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive. ISBN: 9781305880405

Student Learning Outcomes

Students will be able to ...

1. Create, format and print spreadsheets;
2. Develop expertise in working with data, formulas, graphs and advanced analysis techniques;
3. 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 on time and complete learning activities on time.
- Submit assignments by the due date listed on this syllabus.
- Complete quiz by the due date listed on this syllabus.

Student Expectations

In this course you will be expected to complete the following types of tasks.

- communicate via email
- complete basic internet searches
- download and upload documents to the Canvas system
- read documents online and textbooks
- view online videos (if available)
- participate in online discussions
- complete assignments, quizzes/tests online and on time
- Take picture of documents, convert to pdf, and upload to Canvas

Course Technology Requirements

- You will need access to the following tools to participate in this course.

- A computer
- A calculator
- A scanner, or a camera, or a smartphone
- printer
- a stable internet connection (don't rely on cellular)
- webcam/or integrated camera
- microphone

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

If you have not activated your UWSP account, please visit the Manage Your Account page to do so:

<https://www.uwsp.edu/infotech/Pages/Account/Manage-Your-Account.aspx>.

You will need to submit written homework assignments and solutions of discussion questions to Canvas.

Late Homework and Make-ups

No late homework will be accepted unless with a permission from me or you have a reason that the university deems sufficiently compelling. The same is true for quizzes and tests. Even if your homework is accepted, you may lose points for being late. All written assignments must be submitted on or before the time/date indicated (note: for Homework assignment, you have **two days** 'grace period'). There is no grace period for other assignments, including quizzes and tests.

Policies

UW-Stevens Point values a safe, honest, respectful, and inviting learning environment. To ensure that each student has the opportunity to succeed, a set of expectations for all students and instructors have been developed. 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. Check here for more information:

https://www3.uwsp.edu/dos/Documents/2015_Aug_Community%20Rights%20and%20Responsibilities%20Web.pdf

Disability Accommodations

If you have a documented disability and verification from the Disability Resource Center (DRC) and wish to discuss academic accommodations, please contact me 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.

You can click this link for more information: <https://www.uwsp.edu/disability-resource-center/>

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.

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. It is our goal to foster a safe online learning

environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course (especially if there is any discussion on Canvas):

- Be positive and supportive.
- Do not dominate any discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
 - Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
 - Never make fun of someone's ability to read or write.
 - Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
 - Think and edit before you push the "Send" button.
 - Do not hesitate to ask for feedback.
 - Using humor is acceptable.

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>

Commit to Integrity

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

UWSP Academic Honesty Policy & Procedure

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.

Grading

<i>Tasks</i>	<i>Percent</i>
Homework assignments	45%
Quizzes	20%
Midterm Test	15%
Final Exam	20%
Total	100.00%

<i>Letter Grade</i>	<i>Percentage</i>	<i>Letter Grade</i>	<i>Percentage</i>
A	93-100%	C	73-76.99%
A-	90-92.99%	C-	70-72.99%
B+	87-89.99%	D+	67-69.99%
B	83-86.99%	D	60-66.99%
B-	80-82.99%	F	0-59.99%
C+	77-79.99%		

I will not round up your percent, for example, 93.94% will give you an A-, rather than an A.

Midterms and Final Exam:

Midterms and final exams' dates will be announced later in this course. It is possible that we may use the Honorlock tool for the tests on Canvas.

Estimated time needed for this course

Students may need to spend 2-3 hours of preparation outside of class for every hour spent in class. CIS 102 is a one-credit class (within 16 weeks), **may expect to spend at least 4 hours each week** devoted to studying and preparing assignments for this class. If you experience difficulty in meeting or understanding course expectations, please contact me during the office hours, or make an appointment to discuss this with me immediately.

Extra help (STEM Tutoring)

The Tutoring-Learning Center (TLC) offers **FREE** tutoring to support you in your computer information sciences classes. If you have questions about the schedules or would like to make an appointment, please visit CBB 190 or email (tlctutor@uwsp.edu), or call (715) 346-3568.

What	Location	Schedule	Cost
STEM Drop-In Tutoring	CBB 190	No appointment needed – stop by when tutors are available: https://www.uwsp.edu/tlc/Pages/dropInTutoring.aspx .	Free

Other notes

1. Grades given during the semester may not be disputed after one week of receiving the grade.
2. Unless otherwise stated, assignments are always due 11:59pm Sunday of the designated due dates.
3. Some assignments may be due on weekends (the goal is to give people more flexibilities), however, you are given sufficient time to finish them during weekdays (and before the deadlines). I suggest that you try your best to finish assignments early enough so when you have difficulties you enough time to ask for help.
4. I will try to reply to your emails soon, but please do not expect me to reply to your email in the same day that you send me the email. Sometimes I may need up to 48 hours or longer. I may also not check emails during in the evenings, weekends, or Holidays. I may not reply to an email if what was requested in the email is unreasonable (such as asking for points without a good reason).
5. If you identify any errors, or if you have any questions, confusions regarding any aspect of this course, please contact me immediately. It is nearly impossible to make a perfect course, but I will try my best to address your issues and help you make progress on learning.
6. **The syllabus's content may be included in quizzes or tests.**
7. The syllabus is tentative, and I reserve the right to interpret and revise it.