

Note: Schedule / Syllabus is tentative and subject to change.

CIS 102: Practicum in Computing - Excel

COURSE DELIVERY MODE: ONLINE

PROFESSOR(s): Chad R. Johnson

PHONE(s): 715-346-2020

E-MAIL(s): cjohnson@uwsp.edu

OFFICE HOURS: Tuesday and Thursdays 10am to 12pm, or by appointment.

COURSE DESCRIPTION (50-word limit):

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 CREDITS: 1

COURSE OBJECTIVES:

At the end of this course, students will be able to:

- Understand the basic use of Microsoft Excel in terms of how it is utilized in various fields.
- Explain and utilize features of the product such as file creation, version tracking, formulas, and data manipulation.
- Understand how to handle sensitive data within Microsoft Excel.
- Use Microsoft Excel to format and aggregate data.

TEXTS/LEARNING RESOURCES

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

COURSE GRADING:

Grades will be assessed using a variety of methods to include:

- 4 assignments, 15% each (60% total)
- 1 exam, 20%
- 1 final project, 20%

Note: Schedule / Syllabus is tentative and subject to change.

GRADE SCALE:

A: score \geq 90	A-: 87 \leq score $<$ 90	
B+: 83 \leq score $<$ 87	B: 80 \leq score $<$ 83	B-: 77 \leq score $<$ 80
C+: 73 \leq score $<$ 77	C: 70 \leq score $<$ 73	C-: 65 \leq score $<$ 70
D: 60 \leq score $<$ 65		
F: score $<$ 60		

EXAMS:

- Paper exams taken in class are closed book and no-computers/phones, but open-notes – whatever you can write onto the front and back of a single 3” x 5” standard index card. If you print this, use 14pt Times New Roman font, and be double-spaced. I do not often give paper exams these days, but I might so I leave this here.
- Exams taken on Canvas are open-book, and you are free to use all resources at your disposal to complete the exam. Plagiarism and cheating, however, will not be tolerated. NO collaboration is allowed on exams.
- Final exam is NOT comprehensive.
- In general, any test or exam CANNOT be made up.
- If you miss a test or exam due to unavoidable circumstances (e.g., health), you must inform the instructor as soon as possible. A written explanation along with the supporting documents must be submitted to the instructor upon request.

ASSIGNMENTS AND DEADLINES:

- Each assignment must be submitted by 11:59pm on the day it is due. Late submissions must be submitted to the Late Submissions dropbox. They will be considered in my own time for reduced points.
- You must submit your assignments online through Canvas. I will not take submissions in email, unless the university verifies that Canvas was malfunctioning or unavailable.
- All sources should be parenthetically cited and included in a Works Cited list at the end of each paper. Use APA citation. Uncited sources will reduce your grade. Plagiarism will not be tolerated. Case law citations should be done in italics (i.e. *U.S. v. Lopez*).
- All papers should use 1” margins, 12pt Times New Roman font, and be double-spaced.

CANVAS:

The Canvas URL is <https://canvas.uwsp.edu>. Use your UWSP NetID and password to login. We use Canvas for announcements, assignments, and exams. You will need to use it.

REGRADES:

Scores of Assignments, Forensic Challenge, and Exams will be posted in Canvas, and announcements will be made in Canvas. After the scores are announced, you have 7 days to request for regrading by contacting the instructor (office hours or email). Your grade will be final after 7 days.

Note: Schedule / Syllabus is tentative and subject to change.

OFFICE HOURS POLICY:

- I prefer that you contact me via email.
- However, you are still welcome to my office to ask me any questions at any other times.
- I fear the phone.
- For online courses, standing Zoom meetings will be held. You can join them anytime to speak with me. I essentially sit there in the meeting during these times just to be available to students. If I do not let you into the meeting right away, be patient – that means I'm with another student. I will let you into the meeting as soon as I'm free.

ACADEMIC HONESTY:

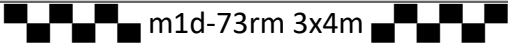
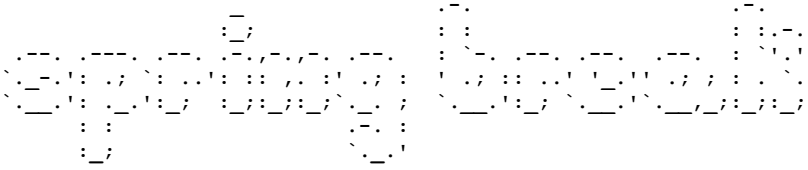
The university cannot and will not tolerate any form of academic dishonesty by its students. This includes, but is not limited to cheating on examinations, plagiarism, or collusion. **Any form of academic dishonesty may lead to F grade for this course. I assure you I take this extremely seriously.**

STUDENTS IN NEED OF ACCOMODATIONS:

If you require accommodation based on disability, please let me know. I am willing to provide any reasonable accommodations you require. The sooner you inform me the better.

Note: Schedule / Syllabus is tentative and subject to change.

COURSE OUTLINE:

Week	Lecture Topics	Assignment (Due Sunday)
1	Syllabus	
2	Getting Started with Excel	
3	Formatting Workbook Text and Data	
4	Performing Calculations with Formulas and Functions	Assignment 1
5	Analyzing and Charting Financial Data	
6	Working with Tables, PivotTables, and PivotCharts	Assignment 2
7	Managing Multiple Worksheets and Workbooks	
8	 m1d-73rm 3x4m	
		
9	Developing an Excel Application	
10	Working with Advanced Functions	
11	Financial Tools and Functions	Assignment 3
12	Performing What-If Analyses	
13	Analyzing Data with Business Intelligence	Assignment 4
14	Collaborating on a Shared Workbook	
15	Excel Security Tricks	
16	Final Project Due	