

Excel Syllabus

CIS 373

Section 883-1 credit Dates:9/5-10/27/17

Section 885-3 credits Dates:9/5-12/15/17

Part 1: Course Information

Instructor Information

Instructor: Donna Kitchens

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Office Hours: per Telephone 9am-5pm

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

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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 3 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

Special Offer (For 3 credit students only)

Any student who finishes **all** textbook work by **Nov 10, 2017** will **not** have to do the final Project. This is a **ONE** time offer and that **date will not be extended for any reason!!** You **MUST** have at the very least **80%** for the special deal to apply.

Textbook & Course Materials

**Can be ordered on-line from any place as long as the ISBN number is correct. Check and double check that!! If you use the Cengage company (Which I have links to in your class in D2L under the button "Textbooks" upper right toolbar) you can start with an ebook until you get your copy of the text. At the Cengage website you have options on what you can order or rent- a hardcopy text, ebook etc...

Order only **ONE** of the following: Check the version Excel software you have on the computer that you will be using and match that to the TEXT you will order if possible.

Best if your software, textbook and assignment sheet all match!!

- **Microsoft Excel 2010 Introductory**
Reding/Wermers
 ISBN-10: 0-538-74929-6 OR ISBN-13: 978-0-538-74929-9
Website to order online at Cengage Learning
<http://www.cengagebrain.com/shop/ISBN/9780538749299?cid=APL1>
- **Microsoft Excel 2013: Illustrated Introductory, 1st Edition**
Reding/Wermers
 ISBN-10: 1-285-09320-8 OR ISBN-13: 978-1-285-09320-8
Website to order online at Cengage Learning:
http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285093208&token=E10B0EE3904CDDFB4DACC1178EC5662772A220B8F535757E349729A84C3575CC73E5A86674063E5AAE3977B589A276ED
- **Microsoft Office 365 Excel 2016 Intermediate**
Reding/Wermers
 ISBN10: 1-305-87809-4 OR ISBN13: 978-1-305-87809-9
Website to order online at Cengage Learning:
https://www.cengagebrain.com/shop/ProductDisplay?urlRequestType=Base&catalogId=10057&categoryId=&productId=125503&errorViewName=ProductDisplayErrorView&urlLangId=-1&langId=-1&top_category=&parent_category_rn=&storeId=10151

Course Requirements

- Minimum recommended computer and internet configurations for online courses can be found [here](#).
- **Windows** platform computer, Excel software version 2010 or 2013 or 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:

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

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

Versions 2010 and 2013 are divided into Units A-H. Version 2016 is divided into Modules 1-8.

- **Unit A or 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.

- **Unit B or 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.
- **Unit C or 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.
- **Unit D or 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.
- **Unit E or 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.
- **Unit F or 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
- **Unit G or 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.
- **Unit H or 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 **ONE** of the texts listed above
- Download **ONE** Assignment sheet in D2L in your class from the **Content** page for the version text you purchased. Assignment sheet you download **MUST** match the version text you will be using. It is OK if the software does not match but the **Text and Assignment sheet have to match!!**

- **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.
- 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.
1- credit students will do the first assignment only in each Unit/Module. 3- credit students will do **all** assigned work. **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 enable me to know which solution key to use to grade your work.
- 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 I do your final calculation for your number grade. . At that point I will determine if you have any penalties and apply them is necessary. I will let you know if you have penalties, how much, and the reason for the penalty.
- **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). You can drop one assignment at a time or the whole Unit/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! 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. I expect a little more for graduate credits . 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 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 Dec 15 and you drop work to me Dec 16th 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 file sent to you with the Welcome email.

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 unless otherwise instructed.

Assignments/Final Project must be submitted by 11:59PM Oct 27th 2017 for 1 credit students and 11:59PM Dec 15, 2017 for 3 credit students. 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 a week early and sent you all the information for the class in a Welcoming email so you can order your text and be ready to start dropping work to me soon after the **first** week of class. If you join later in the semester you must start dropping work, at the most- 2 weeks after you join the class. Students MUST continue to drop work **EACH week** or you will receive **penalties!!** You should be dropping at the VERY least, an assignment a week. It is also a problem that many students drop work to me at the very end of the class...ALL their work for the whole semester!! The last week of class is a nightmare for me to grade and answer questions for all my students during that week. Also I notice that is when I discover cheating AND work dropped that is poor. I have decided to make some expectations for assignment completions since it is difficult to have due dates in this class. Please be sure you read the information below so you won't be surprised at the end of class when I penalize you for how you dropped your work to me during the semester.

You must begin dropping work to me after 1 week from your first day in the class. Since I opened the class a week before it starts and sent you a Welcoming email with this Syllabus and a Grading file attached you should have plenty of time to purchase your textbook and at least begin to drop some work during the second week of class. Please don't tell me you ordered the wrong book. 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 each week consistently- just like you would if you were taking an on-campus class!!

If you have not dropped work to me within that time you will begin to drop **TWO POINTS** on your final calculated number grade each week you have not dropped work in the Drop folders. When I do your final calculated grade I will look back and see when you joined the class and when you started dropping work especially, if I think you have not been dropping work on a regular basis from the beginning of when you joined. Once you do begin to drop work I will expect you to continue to drop work each week. If you don't drop any work and I see that you are not working on assignments as you should, I can drop you points for any week you have not dropped work to me...it will be up to me to decide if I need to penalize you or not. If you are dropping work at a decent pace you have nothing to worry about but if you are procrastinating on getting work to me I will start penalizing you when I do final grades, especially if you drop all your work to me at the end **OR** in a short period of time(see penalty below)...like 4-5days. Not a good thing to do!! I feel you can do at the **VERY least one** assignment a week in this class since you are not spending time having to get to and attend a class.

*****Dropping Work all at once or in a short time span!!**

Don't do it!! Much as I continue to ask students **NOT** to do this they do it anyway so unfortunately I have to add more penalties if you chose to do that. If you drop 50% or more of your work (including the final project) to me over a 10 day period I have the option to drop you **1** or **2** grades, **NOT** points...grades!! If you drop me 50% or more work in 1-2 days that is a guarantee that you will be dropped 2 grades!! Please don't do that!!

If you begin class as soon as you can and drop some work each week there should be no problems but if you chose to set this class aside and get to it later in the semester then you will face some tough penalties.

It is your responsibility to be sure you hand in **all** the assigned work and nothing is missing AND I don't want you hurrying to meet that deadline and hand in poor work just so you can get it done. That will not be acceptable and your grade will reflect it.

Read the "GradingPolicy" file for more info on the **grading scale, lateness, failing to start and drop work consistently** 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. 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 been having a LOT of problems with students using other student's work. It is usually VERY obvious to me!! When you make the exact same 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 and I am warning 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 you ask me for help. I will not accept the excuse that you did your work together with someone. You do your own work **by yourself**. 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. I will not tolerate cheating and I am warning you that I usually can tell and that **you will fail** the class if caught.**

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

- **Version** you are working with: 2010, 2013,2016
- Which **filename, Unit/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!!

