

CIS 102 Spreadsheets – Spring 2017

ONLINE COURSE

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Office: B225, Science Building
Office Hours: 10:00am-12:00pm MW

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Course Description

Introduction to the concepts and techniques associated with spreadsheets.

Objectives

- Learn to construct, format and print spreadsheets
- Develop expertise in working with data, formulas, graphs and advanced analysis techniques
- Demonstrate proficiency with Microsoft Excel 2016

Prerequisites

- No prerequisite courses required.

Required Materials and Texts

1. Parsons, Oja, Carey, and Desjardins. *Microsoft Office 365 Excel 2016 Comprehensive*. Cengage Learning. (Text Rental: ISBN-13: 978-1337251471 ISBN-10: 133725147X)
2. A flash drive (or MyFiles) for data backup
3. All assignments must be completed using Excel 2016 (PC). All of the public lab computers have Excel 2016.

Grading

- 10 Assignments: 50%
- Midterm Exam 20%
- Final Exam: 30% (Comprehensive)

Final grades will be assigned according to the following scale:

A: score ≥ 93 , A⁻: $90 \leq \text{score} < 93$,
B⁺: $87 \leq \text{score} < 90$, B: $83 \leq \text{score} < 87$, B⁻: $80 \leq \text{score} < 83$,
C⁺: $77 \leq \text{score} < 80$, C: $73 \leq \text{score} < 77$, C⁻: $70 \leq \text{score} < 73$,
D⁺: $67 \leq \text{score} < 70$, D: $60 \leq \text{score} < 67$, F: score < 60

I may use lower cutoff points, depending on the overall performance of the class.

Assignments and Deadlines

- All assignments and exams will be announced on D2L. It is your responsibility to check D2L on a regular basis.
- All assignments must be completed using the files provided on D2L. Assignments which do not will receive 0 points.

- Unless otherwise noted, assignments are due by 11:55 pm on the due date. You can still turn in an assignment after the deadline. However, you automatically lose 5 points per hour after the due time till you get 0 (Each individual assignment is 100 points). I cannot waive the penalty, unless there is a case of illness or other substantial impediment beyond your control, with proof in documents from the school.
- You must submit your assignments online through D2L. I will not take submissions in email.
- Tutorials are assigned with every unit. You are expected to complete every tutorial, even if they are not turned in for a grade. Failure to do so will make the exams and assignments extremely difficult to complete.

Exams

- Both midterm and final exam are open-book.
- Final exam is comprehensive.
- In general, any exam can NOT be made up.
- If you miss an exam due to unavoidable circumstances (e.g., health), you must visit the instructor during his office hours and a written explanation along with the supporting documents must be submitted to the instructor.
- Do NOT ask for make-up exams if you missed an exam due to travel.

Academic Misconduct

All assignments and work this semester must be completed independently.

You are encouraged to discuss assignments with each other and to seek assistance from myself or others whose function is to provide assistance to students (e.g. computer lab personnel).

However, since assignments are a part of the final grade in the course, you must limit the amount of assistance you receive. Such assistance must be limited to a verbal discussion of the approach to an assignment, and may not include substantive solution of the assignment by the person providing the assistance.

If you submit an assignment which is in whole or in part the work of another person or persons, then you, and any such other person or persons whether enrolled in the class or not, will be dealt with as prescribed by Chapter UWSP 14 of the Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code.