

CIS 102 Practicum (Excel) Fall 2018 Syllabus

Computing and New Media Technologies/UWSP

Part 1: Course Information

Instructor Information

Instructor: Dr. Jayne Rowe

Office: Online

Virtual Office Hours: Mondays 1 p.m. – 2 p.m.

***Note:** If you need help, send an email message to me explaining the help you need, rather than wait for the Monday office hour. If you need more one-on-one help, we can arrange for that.*

Online Chat. To access:

- Open your course in Desire to Learn (D2L)
- Click the **Other Tools** navigation link; choose **Chat**.
- In Chat, click on **Office Hours** link

Email

- **E-mail:** jrowe@uwsp.edu
***NOTE:** Enter “Urgent” in the Subject line of the email message if you have a course issue that I should address as soon as possible.*

***NOTE:** I have a “15-minute Rule.” The rule is simple: do not spend more than 15 minutes being frustrated over course material. Move on to another part of the lesson if you can. Then contact me via e-mail describing your issue. Put “Urgent” in the subject line. I will get back to you!*

Course Information

Introduction to the concepts and techniques associated with spreadsheets.

Credits: **1**

Textbook & Course Materials

Required Text

New Perspective on Microsoft Office 365 & Excel 2016 Comprehensive (Parsons)
ISBN: 978-1-305-88040-5

Required Course Materials

- A flash drive (or MyFiles: <https://www.uwsp.edu/infotech/Pages/MyFiles/default.aspx>) for data backup
- All assignments must be completed using Excel 2016 (PC) or Excel 2016 (MAC). You can access this software in the following ways:
 - **Option 1:** DOWNLOAD IT FOR FREE to your personal computer or device: <http://www.uwsp.edu/office/Pages/Office2016/setup.aspx>
 - **Option 2:** All of the UWSP public lab computers have Excel 2016. Click on the link for a list of computer labs: <https://www.uwsp.edu/infotech/Pages/ComputerLabs/Lab-Hardware-Software.aspx>

Course Structure

This course will be delivered entirely online through the course management system D2L. You will use your UWSP account to login to 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 [Information Technology Service 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

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

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

- Log in to the course in Desire to Learn **WEEKLY** and complete the weekly learning activities
- Submit weekly assignments by the due date listed on this syllabus.
- Complete the weekly quiz by the due date listed on this syllabus

Part 3: Topic Outline/Schedule

Refer to D2L for weekly activities and assignment details. **To get started in the class, do the following in D2L:**

1. GO TO UWSP's website home page. Locate the LOGINS link at the top of the page; click. Locate the Desire to Learn link (D2L) on the list; click.
2. ENTER your username and password
3. CLICK the Content link on the top of the D2L page.
4. LOCATE the following link on the left side of the screen:
5. START HERE! Week 1.
6. FOLLOW the instructions in the module for Week 1.

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

The due date for each week's assignment and quiz are the following **Monday at 11:59 p.m.**
(ONE EXCEPTION: The Final Exam)

Week	Assignment	Points	Due Date
Week 1: 9/4-9/8	Introduction to Course		
	Assignment: Extra Credit Biography	10	Due: 9/10
	Week 1: Quiz (Syllabus)	20	
	Week 1: Quiz (Intro to Excel 2016 and Office 365)	20	
Week 2: 9/9-9/15	Module 1: Getting Started with Excel		
	Week 2: Quiz (Mod 1-Getting Started with Excel)	20	Due: 9/17
Week 3: 9/16-9/22	Module 2: Formatting Text and Data		
	Week 3: Quiz (Mod 2-Formatting Text and Data)	20	Due: 9/24
Week 4: 9/23-9/29	Module 3: Performing Calculations with Formulas and Functions: <i>Note: Assignments start this week.</i>		
	Assignment: Case 2-Capshaw Family Dentistry (p. EX183-184)	40	Due: 10/1
	Week 4: Quiz (Mod 3-Performing Calculations with Formulas & Functions)	20	
Week 5: 9/30-10/6	Module 4: Analyzing and Charting Financial Data		
	Assignment: Case 2-Circuit Realty (p. EX253-254)	40	Due: 10/8
	Week 5: Quiz (Mod 4-Analyzing and Charting Financial Data)	20	
Week 6: 10/7-10/13	Module 5: Working with Excel Tables, PivotTables & Pivot Charts		
	Assignment: Case 2-Collegiate Seminars (p. EX321)	40	Due: 10/15
	Week 6: Quiz (Mod 5-Tables, PivotTables, PivotCharts)	20	

Week 7: 10/14-10/20	Module 6: Managing Multiple Worksheets & Workbooks		
	Assignment: Case 1-Paige's Tea Room (p. EX382-383)	40	Due: 10/22
	Week 7: Quiz (Mod 6-Managing Multiple Worksheets & Workbooks)	20	
Week 8: 10/21-10/27	MID-TERM EXAM		
	Mid-Term Exam	50	Due: 10/29
Week 9: 10/28-11/3	Module 7: Developing an Excel Application		
	Assignment: Case 1-Vintage Posters (p. EX455-457)	40	Due: 11/5
	Week 9: Quiz (Mod 7-Developing an Excel Application)	20	
Week 10: 11/4-11/10	Module 8: Working with Advanced Functions		
	Assignment: Case 2 LKE Distribution (p. EX525-526)	40	Due: 11/12
	Week 10: Quiz (Mod 8-Working with Advanced Functions)	20	
Week 11: 11/11-11/17	Module 9: Exploring Financial Tools and Functions		
	Assignment: Case 2-Turbitt Farm (p. EX590-591)	40	Due: 11/26
	Week 11: Quiz (Mod 9-Exploring Financial Tools and Functions) <i>NOTE: Complete by the "normal" due date (11/19) if you want to have this done so you can enjoy Thanksgiving assignment-free.</i>	20	
Week 12: 11/18-11/24	THANKSGIVING WEEK		
	No additional assignments or quizzes! Please complete assignment and quiz from Week 11. Happy Thanksgiving!		

Week 13: 11/25-12/1	Module 10: Performing What-If-Analysis		
	Assignment: Completed Module 10 (p. EX595-651)	40	Due: 12/3
	Week 13: Quiz (Mod 10-Performing What-If-Analysis)	20	
Week 14: 12/2-12/8	Module 12: Collaborating on a Shared Workbook		
	<ul style="list-style-type: none"> • Appendix A: Working with Text Functions/Custom Formats • Appendix B: Advanced Filters, Database Functions, Summary IFS Functions • Appendix C: Working with Enhanced Formatting Tools 		
	Assignments: Completed Module 12 (p. Ex 729-778)	40	Due: 12/10
	Week 14: Quiz (Mod 12 and Appendices A-C)	20	
Week 15/16: 12/9-12/18	Complete Final Exam		
	FINAL EXAM (Taken any time from 12/17-12/18)	100	Due: 12/18
	TOTAL POINTS (Excluding Extra Credit)	770	

Part 4: Grading Policy

Graded Course Activities

If you make a sincere effort to complete each weekly learning plan, you should do well (i.e. EARN AN "A.") To calculate your final grade, your total points are added and compared to the grading scale. There is no "curve."

MOST weeks, you will be directed to complete an **Assignment** and a **Quiz** (except for the FIRST THREE WEEKS when there are quizzes only).

Assignments

After I review your assignment, I will record the points you earned on your online grade sheet and post comments. If your assignment is not entirely correct, you will have an opportunity to "Update" your assignment. Please correct errors and resubmit your updates within one week of receiving feedback from me. You will receive FULL CREDIT for correctly updated assignments.

Quizzes

Quizzes are timed, open book. You will have 45 minutes to take a quiz. All quiz questions are randomized (no two quizzes are the same).

The quiz for each week is available through the following Monday at 11:59 p.m.

After that you will not be able to take the quiz. Your quiz grade will appear immediately. The detailed information about your quiz will be available about one hour after the quiz availability ends. Please see the summary the components of your final grade.

Grading Item	#	Point/item	Total points	%
Weekly Quizzes	13	20	260	34%
Weekly Assignments	9	40	360	47%
Midterm	1	50	50	6%
Final	1	100	100	13%
			770	

Late Work Policy

Please stay on schedule in this class! The material is cumulative. It is best learned a week at a time. Cramming will make you crazy!

To encourage you to stay on schedule, the following is my late work policy:

- ***Late assignments do not earn credit. If you have a medical or personal emergency, an extension may be requested BEFORE the assignment due date. Extensions would be for one week only, except in extreme circumstances.***
- ***Weekly Quizzes cannot be made up.***

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.

I will grade your assignments on **Tuesdays** and **Fridays** of each week.

Letter Grade Assignment

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

Letter Grade	Percentage	Minimum # Needed out of 770 points*
A	93-100%	716
A-	90-92%	693
B+	87-89%	670
B	83-86%	639
B-	80-82%	616
C+	77-79%	593
C	73-76%	562
C-	70-72%	539
D+	67-69%	516
D	60-66%	462
F	0-59%	<462

*Extra credit gets added on top of total score.

Participation

Students are expected to participate WEEKLY in all online activities as listed on the course calendar

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider un-enrolling 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.

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 me 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

Commit to Integrity

Academic dishonesty of any kind will not be tolerated. If you have any questions about what constitutes academic misconduct, ask me or consult your university handbook

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at: <https://www.uwsp.edu/dos/Documents/CommunityRights.pdf#page=11>. (Starting on page 11)

Academic Misconduct

All assignments and work this semester must be completed independently.

You are encouraged to discuss assignments and projects 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 projects and 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 a project or assignment, and may not include substantive solution of the problem or assignment by the person providing the assistance. The substantive solution must be done originally and independently by you, and must not involve the use or possession of assignments, exams or projects from other students or from a prior semester.

If you submit an assignment or project 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.