

# CIS 102 Excel Course Syllabus

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<b>Instructor</b>	Steve Suehring
<b>Office Location</b>	SCI B233
<b>Telephone</b>	715-346-4337
<b>Office Hours</b>	Monday 9am-11am (SCI B233) Tuesday 9am-11am (Virtual, by appointment. Please send an email to schedule an appointment.)
<b>E-mail (Preferred)</b>	<a href="mailto:steve.suehring@uwsp.edu">steve.suehring@uwsp.edu</a>
<b>Time &amp; Location</b>	Online
<b>Textbook (Required)</b>	Parsons. New Perspectives on Microsoft Office 365 and Microsoft Excel 2016 Comprehensive. ISBN: 9781305880405 (Available from Text Rental)
<b>Other Material</b>	<p>It is strongly recommended that you backup all of your work to a flash drive or other appropriate medium. All material should fit in well under 1GB.</p> <p>This course will use Canvas and there will be a discussion board for questions and clarifications on course material. It is your responsibility to monitor that discussion and for any outcomes based on the discussion and clarifications noted therein.</p>

## **Course Description:**

This course provides an introduction to Microsoft Excel and the concepts surrounding spreadsheets.

### **Learning Objectives:**

- Create spreadsheets using Microsoft Excel.
- Create and apply formulas and functions in Microsoft Excel.
- Format spreadsheets.

### **Assignments, Quizzes/Exams, and Due Dates:**

The course consists of case studies, assignments, exams, and other related material. The case studies and assignments are available in the text with supplemental files available from the publisher and on Canvas. Each assignment should be submitted to the corresponding assignment on Canvas prior to the deadline noted on Canvas. In general, all material will be due on Fridays, but you should note individual due dates on Canvas.

There will be two exams, both of which will be made available on Canvas at the appropriate time. The exams will be due according to the dates specified on Canvas.

It is your responsibility to note due dates and times. All due dates and times are noted in Central time.

With the exception of the exams, this course is largely self-paced. Therefore, late assignments are generally not accepted. If an assignment is accepted late, any score will typically be reduced by at least 50% depending on how late the assignment is turned in. In all cases, true emergencies do happen that can prevent you from completing your work on time. Please contact the instructor as soon as possible to discuss any available options.

### **Grading (Approximate Weights):**

Assignments: 50%

Exams: 50%

**Grading Scale:**

Final grades are determined according to the following scale and I reserve the right to lower the grading scale (it may require less than 93% to earn an A, for example).

A 100.00% - 94.00%	A- 93.99% - 90.00%	
B+ 89.99% - 87.00%	B 86.99% - 84.00%	B- 83.99% - 80.00%
C+ 79.99% - 77.00%	C 76.99% - 74.00%	C- 73.99% - 70.00%
D+ 69.99% - 67.00%	D 66.99% - 64.00%	F Less than 64.00%

**Academic Standards:**

The University of Wisconsin – Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. This course expects that all work turned in for a grade is your own. Academic Standards and Student Conduct are described at <https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>.

**Emergency Preparedness:**

In the event of a medical emergency, call 911 or use red emergency phone located outside of the Public Science Hall Lab (B238). Offer assistance if trained and willing to do so. Guide emergency responders to victim.

In the event of a tornado warning, proceed to the lowest level interior room without window exposure at SCIENCE A224.

In the event of a fire alarm, evacuate the building in a calm manner. Meet near the grassy area near Lot X. Notify instructor or emergency command personnel of any missing individuals.

Active Shooter – Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Management Plan at [www.uwsp.edu/rmgt](http://www.uwsp.edu/rmgt) for details on all emergency response at UW-Stevens Point.