

# MIS 1001

## Introduction to Spreadsheets

Spring 2016

Section Number	Meeting Day	Meeting Time
01	Tuesday	8:00 PM-8:50 AM
02	Tuesday	12:30 PM-1:20 PM
03	Wednesday	2:00 PM-2:50 PM

**Instructor:** Mike McCrary  
**Office:** HELM 313 H  
**Office Telephone:** 918- 631-2793  
**Office Hours:** Monday: 2:00 – 3:00 a.m.; Tuesday: 9:00 – 10:00 a.m.; or by appointment  
**Email:** michael-mccrary@utulsa.edu  
**Harvey:** <http://harvey.utulsa.edu>  
**Test Email:** mis1001@utulsa.edu

**Collins Computer Lab:** The HELM Microcomputer Lab (HELM 123) is available for your use. The hours of operation for the HELM Microcomputer Lab are posted on the computer lab door. Please note that these hours are subject to change. The computers in the HELM student lounge and the computer lab at McFarlin Library are also available for your use.

**Electronic Office Hours:** Students are using email communications more every semester for support in this class. In general, email communications will prove much more reliable than the telephone when you need our help. If you find yourself stuck on an assignment, email one of us with your question. Please attach a file or screenshot and give me as much information as possible about your issue. In most cases, you will receive a response from me within a few hours.

**Email:** All students will be expected to check their utulsa email account at least daily for any changes, corrections or announcements pertaining to this course. If you do not regularly use your utulsa email account, please forward your utulsa email to the email account you check regularly. If your email account has a size limitation, please make sure that you keep your email account below that limitation so that emails do not bounce back. Email and texting are two completely different modes of communication. All emails addressed to the course professor should be written in standard English (not text syntax). **All emails should include your Section number in the email subject line.**

**Harvey:** We will make extensive use of the Harvey course management system. When you log on to Harvey (<http://harvey.utulsa.edu>), you must use your utulsa username and password. Then you will select this course. All of the SimNet materials you need for this course (pre-tests, online lessons, projects, etc.) are available through Harvey. This is also where you will find a copy of the course syllabus, course calendar and other technical information necessary to be successful in this course. Additionally, all grades will be posted in Harvey. Important course announcement will be posted to Harvey.

**Textbook:** There is no textbook for this course. All of the materials for the course are available to you in SimNet (available through Harvey). If you wish to listen to the lessons in one of the campus labs, you will need to bring headphones since the speakers on the lab computers have been disabled so other users of the lab will not be disturbed. Refer to the document posted on Harvey for instructions to register your SimNet account.

**Course Objectives:** In today's world, knowing how to use computing and information resources effectively are essential prerequisites for any anticipated career. Many would argue that information technologies – “knowledge/skills” – are becoming almost as essential as reading, writing, and arithmetic have been in the past.

Skills covered in this course include:

- Understanding the Office 2013 user interface
- Basic data entry and spreadsheet skills
- Formatting cells and cell contents
- Using formulas and functions
- Formatting worksheets and managing the Excel workbook
- Adding charts and analyzing data
- Exploring advanced functions

The objective of this course will be that each student will develop a working knowledge of and be able to demonstrate proficiency with Windows and the more commonly used Excel functions, formatting, charting, etc. This course will use Office 2013 and Windows 8 in a PC-based environment. If you do not have this functionality on your personal computer, you will be responsible for spending time in the computer lab to familiarize yourself with these products. You will be tested in a PC-based, Windows 8/Office 2013 environment.

<b>GRADING:</b>	Six exams @ 100 points each	600
	SimPath Completion @ 30 points each	180
	Projects	<u>290</u>
	Total	<u>1,070</u>

This is a pass/fail course. In order to pass the course, you must take all six exams, score an average of 70% on all exams **and** earn at least 70% of the 1,070 points outlined in the grading rubric above. All grades will be posted on Harvey (<http://harvey.utulsa.edu>). You may use the grades posted on Harvey and the grading rubric shown above to calculate your current grade at any point during the semester. You are also responsible for making sure that your grades are posted correctly on Harvey. Any necessary corrections must be brought to the professor's attention no later than April 25. The grades posted in SimNet are not the official grades for this course and should not be used to calculate your course grade. Only the grades in Harvey will be used to calculate your course grade.

### **SimPath Completion and Projects**

You will be required to complete a SimPath for six modules and Projects for five modules in SimNet. Refer to the document posted on Harvey for instructions for completing the SimPaths and Projects. Each SimPath module is worth 30 points. You can earn all 30 points for a module by earning 100% on the SimPath lesson and at least 70% on the SimPath post-test. Each Project is individually scored and the points differ on each project. The points earned for both SimPaths and Projects will be posted to Harvey. You may get immediate feedback on your scores by referring to the Gradebook in SimNet; however only the grades posted in Harvey are the official grades for this course.

As you work through the SimPaths and Projects, please keep the following points in mind:

- SIMnet works best with either the Chrome or Firefox browsers. If you encounter a problem with downloading or uploading files, error messages when completing assignments, or other issues of a technical nature, please contact the SIMnet support center at 1-800-331-5094. There is a memo in the Syllabus and Technical Issues section of Harvey with more information on help with SIMnet.
- Once a SIMpath or a project closes, it cannot be reopened. Please do not miss the posted deadlines in SIMnet.

- Waiting until the last minute to work on and submit assignments is not a good strategy. If you encounter a computer problem, there may not be time to get the problem resolved before the assignment deadline.
- When a file is required to be uploaded, please make sure that you upload the correct file. Once a file is uploaded, the assignment is considered closed and cannot be reopened or modified.

## Exams

This course has been designed and paced using the supposition that you will not only complete the assigned SimPaths and Projects, but will become **comfortable** with the material presented. Each of the six exams are timed exams, so the better you are able to understand and use the information presented in the course lessons, the better your performance will be on the exams.

You will have 50 minutes to complete each of the six exams. There is no final exam for this course. Once an exam begins, you will be expected to remain in the exam room until you complete the exam. Food and beverages should not be brought into the exam room except in very special circumstances (discussed with the faculty member in advance). Cellphones and other electronic technology should not be brought to exams. Please be prompt for all exams. Late-arriving students are a distraction to the other students already working on their exam. **You must bring your TU student ID to all exams.**

Exams will be given in HELM 100 on the following days:

Sections 1 and 2	Section 3	Exam Topics
January 26	January 27	Windows and Intro to Microsoft Office
February 9	February 10	Excel Chapter 1
February 23	February 24	Excel Chapter 2
March 8	March 9	Excel Chapter 3
March 29	March 30	Excel Chapter 4
April 19	April 20	Excel Chapters 5 and 6

*After the first week of class, this course will only meet for exams.*

## Makeup Policy

If you miss any of the six exams because of university approved travel or an *approved* absence with written documentation, then you will be given the opportunity to makeup that exam. Arrangements should be made **before** the exam rather than afterwards. Otherwise, no makeup exams will be allowed! This applies to last-minute “I didn’t feel very well” situations.

Although it is a professional courtesy to contact the professor in case of an absence, a simple phone call or email to a professor does not replace the need for official documentation of an excused absence. Absences for illness should be documented with a signed note from a doctor or healthcare provider. Documentation requirements for other absences should be discussed with the faculty member.

## Early Testing

This course is designed to allow completion of course assignments and examinations earlier than the deadlines noted above for exams and in SimNet for coursework. If you wish to complete the coursework more quickly and take exams earlier, that option is available. However, all work must be completed by the assigned due dates. If you wish to take an exam earlier than the date shown above, you must send an email to [mis1001@utulsa.edu](mailto:mis1001@utulsa.edu) requesting an earlier exam. Your email must include your section number, the exam you wish to take and two proposed exam dates and times. You will receive a return email acknowledging your assigned exam date, time

and location. No early exams given on the dates shown above in the **Exams** section (or on the Monday preceding those dates). Also, no early exam will be allowed unless the student has completed all the coursework for the SimNet module associated with the exam.

## **Working with Others**

Working with a partner, a study group, a graduate assistant, a tutor, or with your instructor can be very helpful and is encouraged. However, it is very important that you realize that eventually, you must be able to complete the work on your own. Remember, there will be no one at your side for the online examinations. The best tutor of all for this course would probably be the extensive use of the online lessons. With them, not only are the business concepts presented, but the hands-on skills and techniques required in the course are carefully presented as well. If these techniques are “learned and appropriately practiced,” the exams and their time limits will present no problem to any student.

## **University Policies & Course Policies**

### ***Americans with Disabilities Act***

Students with disabilities should contact the Center for Student Academic Support to self-identify their needs in order to facilitate their rights under the Americans with Disabilities Act. The Center for Student Academic Support is located in Lorton Hall.

### ***Center for Student Academic Support***

All students are encouraged to familiarize themselves with and take advantage of services provided by the Center for Student Academic Support such as tutoring, academic counseling, and developing study skills. The Center for Student Academic Support, located in Lorton Hall, provides confidential consultations to any student with academic concerns.

### ***Computing Practices***

All students are expected to follow University policies on computer use. Refer to the Student Handbook and familiarize yourself with the “Ethics Code and Policy for Computer Use.” You may also see the policy online at <http://www.utulsa.edu/offices-and-services/information-technology/policies.aspx>.

### ***Academic Dishonesty – University Policy***

Submit only your own original work. Where appropriate, include citations to anyone else's work you rely on to complete assignments or examinations.

We do not tolerate academic dishonesty at any level. The document *Policies and Procedures Relating to Academic Misconduct in the Collins College of Business* will apply to this course. A copy of the document is available at <https://portal.utulsa.edu/colleges/business/SitePages/Academic%20Misconduct.aspx>. The policies and procedures contained in this document will be enforced and penalties for academic misconduct will apply. Cheating on examinations, submitting work that is not your own, signing the attendance sheet for someone else and other forms of academic dishonesty are serious offenses and may subject students to penalties ranging from a minimum penalty of a failing grade on the SimPath, project, or exam to a failing grade in the course. Violations can result in more severe penalties to include dismissal from the University. Students have a responsibility to be acquainted with the College's position in relation to academic misconduct as set forth in this document.