

# Computational Tools for Healthcare Professionals

## College of Health Sciences

### HS-224-802 Fall 2022

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Office hours: Virtual - By appointment

#### **Required Course Book:**

Lab –

##### **Required Book:**

Microsoft Excel 2016 - Step by Step  
Curtis Frye  
ISBN: 978-0-7356-9880-2

Required Access: <https://uwm.edu/canvas/> - "Canvas" Link

#### **How This Lab Works:**

For the lab, there will be weekly assignments, a project and two quizzes. All information (all files required to do the assignments, project and quizzes) and helpful tutorials will be posted on your Canvas course site.

#### **Grading:**

There will be a total of **300** points possible in the lab.

Lab case problem assignments will provide practice opportunities for the students to apply what has been presented in the lab session. These assignments will be explained in your section of the lab (with time in lab to work on the assignments). They are due no later than the indicated due date but can be turned in earlier if desired. IF an assignment is turned in earlier than the due date listed on the syllabus and you do not receive full credit for it, you will have **one** opportunity to re-submit a corrected version of that assignment. If you turn the assignment(s) in on the due date you will **not** have the opportunity to re-submit it (them). **NOTE:** This re-submission opportunity is ONLY for the lab assignments, NOT the lab project OR the lab quizzes. There will also be 2 quizzes. In addition, there will be one project incorporating what you have learned in Microsoft Excel.

#### **Point values for Lab assignments, project & quizzes (total of 300 points):**

***Quizzes:*** Excel Quiz 1: 60 points; Excel Quiz 2: 60 points  
***Weekly assignments:*** 130 points in total  
***Excel project:*** 50 points

#### **Class Policy on Late Work:**

Late work will not be accepted for points or credit. All examinations must be taken during the weeks they are scheduled. There are no make-up exams or quizzes, and none of the exam or quiz grades will be dropped. Assignments are due on or before the date listed on the syllabus schedule. Late assignments will not be graded for any point value.

## **UWM College of Health Sciences Honor Code**

The Honor Code provides a framework for moral, ethical, and professional behavior for all members of the College of Health Sciences, including students, faculty, and staff. With all members of the College committed to upholding and promoting the tenets of the Honor Code, we will continue to work and learn in a supportive and stimulating environment. Commitment to this Honor Code supports the mission of the College of Health Sciences to prepare future health professionals, and conduct nationally recognized research in the health sciences.

### **Honor Code**

As a member of the University of Wisconsin–Milwaukee, College of Health Sciences community of scholars and professionals, I will abide by the following tenets of this honor code:

#### **I will demonstrate respect for the dignity of others by:**

- Understanding and respecting that social and cultural differences exist among students, classmates, and colleagues.
- Respecting others expectations of confidentiality and privacy.
- Not engaging in intimidating, harassing, violent, or discriminating behavior or language.

#### **I will demonstrate respect for the rights and property of others by:**

- Actively working to promote a positive learning, work, and research environment.
- Allowing other individuals to express their opinions, even if they are different from my own.
- Not committing theft, vandalism, destruction, or desecration of another's physical or intellectual property.

#### **I will take responsibility for my learning, teaching, research, and service by:**

- Demonstrating enthusiasm and being prepared for classes, labs, meetings, and other activities.
- Being prompt in completing duties and assignments, and punctual in attending classes, labs, meetings, and other activities.
- Communicating promptly and making suitable arrangements if a scheduled conflict arises.
- Contributing equitably in discussion and group work.
- Providing fair and constructive feedback when asked to evaluate others.

#### **I will practice personal, professional, and academic integrity by:**

- Being reliable, honest, and ethical.
- Following through on commitments.
- Avoiding bias and conflicts of interest.
- Adhering to the policies and procedures of organizations with which I am involved.
- Not misrepresenting or falsifying information and/or actions, including acts of plagiarism.
- Not engaging in self-destructive behavior, such as misuse of alcohol, drugs, or tobacco, that would compromise my learning, teaching, research, and service.

#### **I will follow the Professional Codes of Ethics relevant to my profession by:**

- Knowing and upholding the Professional Codes of Ethics that is set forth by my professional governing body.
- Upholding the ethical standards set forth by the professional and governing bodies associated with the performance and dissemination of research.
- Knowing and upholding relevant local, state, and federal laws and regulations.

*Adopted by the College of Health Sciences on 05/04/07*

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### Lab Syllabus

Date	Weekly Topics	Weekly Tasks and Content Needed
Week 1: 9/8/2022	<p><b>Lab:</b></p> <p>Syllabus review and how to use the book and accompanying files</p> <p>How to use free "<a href="https://www.linkedin.com/learning">linkedin.com/learning</a>" Excel tutorials website</p> <p>Microsoft Excel Basics</p> <p>Performing Calculations</p>	<p><b>Lab:</b></p> <p><a href="https://www.linkedin.com/learning">linkedin.com/learning</a></p> <p>Read Microsoft Excel 2016 - Step by Step book - Chapter 1 &amp; 3</p> <p><b>Exercise (10 pts)</b></p> <p>Files needed: Listed in weekly Canvas Announcement</p> <p>Due Date: September 14th (11:59 PM)</p>
Week 2: 9/15	<p><b>Lab:</b></p> <p>Performing Calculations - continued; Formatting data; Modifying data</p>	<p><b>Lab:</b></p> <p>Read Microsoft Excel 2016 - Step by Step book - Chapter 2 &amp; 4</p> <p><b>Exercise (10 Pts)</b></p> <p>File(s) needed: Listed in weekly Canvas Announcement</p> <p>Due Date: September 21<sup>st</sup> (11:59 PM)</p>
Week 3: 9/22	<p><b>Lab:</b></p> <p>Creating Charts; Printing options</p> <p>Introduce Excel Project <b>(50 pts)</b></p>	<p><b>Lab:</b></p> <p>Read Microsoft Excel 2016 - Step by Step book - Chapter 9 &amp; 11</p> <p><b>Charting Exercise (10 pts)</b></p> <p>File(s) needed: Listed in weekly Canvas Announcement</p> <p>Due Date: September 28th (11:59 PM) <i>Due Date (Project): October 19th (11:59 PM)</i></p>

Week 4: 9/29	<b>Lab:</b>  Linking & Summarization   Work on project	<b>Lab:</b>  Read Microsoft Excel 2016 - Step by Step book - Chapter 6 & 7 & 8  <b>Linking &amp; summarization Exercise (5 pts)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: October 5th (11:59 PM)
Week 5: 10/6	<b>Lab:</b>  Sorting; Pivot Tables  Work on project	<b>Lab:</b>  Read Chapter 6 (pages 184 – 187) & Chapter 10  <b>Pivot Table exercise (10 pts)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: October 12th (11:59 PM)
Week 6: 10/13	<b>Lab:</b>  VLOOKUP  Finish and submit project	<b>Lab:</b>  <b>VLOOKUP exercise (10 Pts)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: October 19th (11:59 PM)
Week 7: 10/20	<b>Lab:</b>  Excel Re-enforcement exercise #1  Review for Excel quiz	<b>Lab:</b>  <b><i>Excel Re-enforcement exercise #1 (10 pts)</i></b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: October 26th (11:59 PM)
Week 8: 10/27	<b>Lab:</b> <b>Microsoft Excel "Hands-On" Quiz 1</b>  <u><b>Quiz is Open Book, however you must work alone</b></u>	<b>Lab:</b> <b><i>Quiz (60 PTS)</i></b>  <b><i>Deadline for Lab assignment Re-submissions (Week 1 through week 7 Exercises)</i></b>

Week 9: 11/3	<b>Lab:</b>  Microsoft Access Overview (This is the only week we will be talking about Microsoft Access)	<b>Lab:</b>  Open the Assignment titled "Microsoft Access Overview" and follow its instructions  <b>Exercise (10 PTS)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: November 9th (11:59 PM)
Week 10: 11/10	<b>Lab:</b>  Microsoft Excel – "Advanced Pivot Tables"	<b>Lab:</b> <b>Advanced Pivot Tables Exercise (15 PTS)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: November 16th (11:59 PM)
Week 11: 11/17	<b>Lab:</b>  IF Statement excel function	<b>Lab:</b> <b>If Statement Exercise (15 PTS)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: November 23rd (11:59 PM)
Week 12: 11/24	<b>NO Class – Thanksgiving break</b>	
Week 13: 12/1	<b>Lab:</b>  <b>Goal Seek Excel function</b>	<b>Lab:</b> <b>Exercise (10 PTS)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: December 7th (11:59 PM)
Week 14: 12/8	<b>Lab:</b>  Excel Re-enforcement exercise #2 / Excel quiz review	<b>Lab:</b> <b>Excel - Re-enforcement exercise #2 (15 pts)</b>  File(s) needed: Listed in weekly Canvas Announcement  Due Date: December 12th (11:59 PM)
Week 15: 12/13 <i>(Final Quiz is on Tuesday)</i>	<b>Lab:</b>  <b>Microsoft Excel "Hands-On" Quiz 2</b> <u><b>Quiz is Open Book, however you must work alone</b></u>	<b>Lab:</b> <b>Quiz (60 PTS)</b>  <b>Deadline for Re-submissions (Week 9 through week 14 Exercises)</b>

## COVID-19 STATEMENT - Fall 2022

**Panther Community Health and Safety Standards:** UWM has implemented reasonable health and safety protocols, taking into account recommendations by local, state and national public health authorities, in response to the COVID-19 pandemic. As a member of our campus community, you are expected to abide by the Panther [Interim COVID-Related Health & Safety Rules](#), which were developed in accordance with public health guidelines. These standards apply to anyone who is physically present on campus, UWM grounds, or participating in a UWM-sponsored activity:

- All individuals visiting UWM facilities must wear face coverings while indoors;
- Unvaccinated students coming to campus are required to test weekly for COVID-19;

And,

- You should check daily for COVID-19 symptoms and not come to campus if you are feeling sick. Additional details about student and staff expectations can be found on the [UWM COVID-19 webpage](#).