If you wish to do well in this course, please carefully read ALL aspects of this syllabus and fully understand all policies, deadlines, etc. Failure to do so could have undesirable consequences.

Course Dates: Week of Jan 20th through the Week of Mar 9th

Due to the large number of students enrolled in this course, please initially contact your GTA (Graduate Teaching Assistant) Tania before contacting the supervising instructor of the course. When emailing the GTA (or instructor), include your full name, course number (CIS102) and the section enrolled (Online). If this information is not included, response will be delayed until this info is looked-up.

Lead GTA
Tania Bandyopadhyay (taniab@ksu.edu)
Office: Nichols 227G

Supervising Faculty/Course Facilitator
Dennis Lang, Ph.D. (dlang1@ksu.edu)
Office: Nichols 231

COURSE POLICIES

Due to the sizeable number of students enrolled in the CIS 10x courses (500+), policies must be set at the beginning of the course and followed by ALL students. By enrolling in this course, the student agrees to carefully read through and abide by all policies set forth in this syllabus. Please be aware that, unless there is a documented, unforeseen emergency (e.g. medical, funeral, etc.), no exceptions are made to the stated policies.

a) The primary policy of this course is quite simple: Deadlines are absolute. If you don’t properly submit the proper file by the deadline given in the course schedule, it will not be accepted regardless of the reason it was not submitted on time. This policy applies to ALL students, no exceptions. It would not be fair to other students in the course to allow an exception for one student without allowing for all, so please don’t email me asking for an exception due to your ‘unique’ issue. I nor the GTAs have the time to go back and check file time stamps (which can be manipulated) of those files not properly submitted to KSOL. If it is submitted by the deadline, then we know it was completed before the deadline. This is why I proactively include this policy on p.1 of my syllabus as well as include the ‘verify all submissions’ document in the KSOL dropbox that stresses, “Take 1 minute to verify that the CORRECT assignment has been submitted.”

Procrastination/Poor time management on your part will NOT constitute special consideration on my part

b) Your grade consists of not only mastering the concepts of the class but being able to adhere to the policies set forth in this syllabus and to complete and properly submit all assignments by the stated deadline. Please carefully read the DEADLINES/LATE POLICIES and ATTENDANCE sections given on the subsequent pages as well as the Course Schedule/Due Dates listed at the end of the syllabus.

c) It is the student’s responsibility to allow enough time to seek assistance so that if problems arise, the issue can be addressed in a timely manner. Please allow a minimum of 24 hours for a response to any email sent during the week and 48 hours on the weekend. Do not expect an immediate reply to your email.
d) Deadlines are clearly given in the course schedule on the last page of this syllabus and are the same for all students in a given section. Again, we cannot fairly grant an extension to one student without offering the same opportunity to all students enrolled in the course. Realize that all students are given a 3-day late period to complete the homework assignments within K-State Online (KSOL) and a week late period for the weekly research projects (penalty applies). Be aware that homework assignments must be completed within KSOL by 11:59pm (CST) on the due date given in the course schedule. Those completed after 11:59pm (CST) will be considered late, so allow yourself ample time to complete your assignments.

e) Since this is an online course, students are expected to have available to them a working computer with Internet access 24-7 throughout the entire course. Be aware that you are responsible for completing all assignments by the stated deadline. Personal computing problems are not an accepted reason for missing a deadline. If your personal computer stops working, your Internet goes down, etc. then you are expected to find another method (friend’s computer, public library, campus computer if in Manhattan) to complete assignments before stated deadlines. Deadlines will not be extended due to technical issues.

f) No incompletes are given for this class. If desired, it is your responsibility to drop the course. There are no Automatic” drops due to non-attendance. As this is a non-traditional course (8 weeks), the deadline to drop the course is not the same as a standard course. You must drop before the start of Week 5 or a grade will be issued. The following link lists the exact drop deadlines for all CIS10X courses: http://courses.k-state.edu/spring2015/information/deadlines.html

g) This course requires the use of MS Office 2013. If you are in Manhattan, all computers at K-State have MS Office 2013 installed and can be used to complete assignments for this course. If the use of campus machines is not possible, you will need to either purchase MS Office 2013 or find a machine with the newest version of this software installed. Purchasing information is found under the textbook information on this syllabus. Please realize that textbook instructions follow MS Office 2013 steps. Other versions of the software will not be compatible, including MS Office 2011 for the MAC.

h) Instruction in this course is provided through material posted ONLINE through K-State Online (KSOL) and assignments requiring the use of the assigned textbook. You are introduced to concepts through an initial chapter review assignment. Concepts are then reinforced by working through a more extensive homework assignment. Please schedule 3-4 hours per week to complete assignments.

______________________________

TEXTBOOK AND MATERIALS:

In addition to the textbook below, you will need ONE USB Flash drive (any capacity) to save your work.

REQUIRED TEXTBOOK – (Yes, the textbook IS required!)
(Neasily purchased text may include an access code that provides additional course materials. These materials are NOT required for this course.)

The textbook listed below is used in CIS 102, CIS 103, and CIS 104.
(*These ISBN’s are for the full textbooks, if searching online. Customized versions sold in bookstore have a different ISBN)
FYI: There is ONE copy of the textbook on reserve in the library. It can be checked-out for up to 2 hours but can’t leave the library.
Although I strongly recommend that each student has their own textbook, I realize textbooks are expensive, so it is possible to share textbooks. However, as with choosing to work on a personal computer vs. an on-campus computer, be aware that you will still be responsible for completing the work by the stated deadline. **Problems resulting from sharing a textbook (or using the library copy) are not an accepted reason for missing a given deadline.** Sharing a textbook or using the library copy is simply an option of convenience for the student.

Both the Union Bookstore (www.bkstr.com) and Varney’s in Aggieville (varneys.verbacompare.com) carry the required text for this course. However, if you can find a new or used copy of the same book elsewhere, that’s fine! (Search by ISBN listed above). Several sites like Amazon and Course Smart (coursesmart.com) allow you to rent a digital version of the text (eText) at less than purchasing the text (Search by ISBN). This gives you access to your textbook on laptops, tablets and mobile devices. Be aware that the access code (not required) is not available in the e-text version.

**SOFTWARE REQUIRED:**

Please use MS Office 2013 to complete the assignments for this course (there only 3 HW assignments and 1 project). Instructions within the required course textbook are based on Office 2013. Other versions, while similar, do not contain the exact same features, menus, themes, fonts, etc. so points may be deducted off your submission if it does not match the answer key created with 2013. If you do not have this version of the software installed on your personal PC or you are using Office 2011 on a MAC, you must either purchase the software or use the computers available on-campus with MS-Office 2013 installed. Here are the options if you need to install:


Be aware that the Student version of MS Office 2013 (which is usually more expensive than the University version) does NOT include MS-Access. If you are taking CIS 103, make sure you purchase the University version.

**COURSE DESCRIPTION:**

This course is designed for students wishing to add the use of spreadsheets to the tools they have available for problem solving. Basic knowledge of computers and mathematical principles is assumed. The student is introduced to spreadsheet applications (specifically Microsoft Office 2013: Excel) through textbook readings and in-class assignments. The student is initially introduced to the fundamental terminology and basic functions of Excel spreadsheet design. By the end of the class, the student should be able to use Excel to create basic spreadsheets; use mathematical operations in spreadsheet design; present excel data using a graphic or visual representation of the data such as charts. In addition, the student will be working with large worksheets and what-if analysis.

**Course Prerequisites:** Although there is no prerequisite coursework for CIS102, Excel requires extensive use of mathematical formulas, which require a basic knowledge of mathematical principles. If you are having difficulties on the formulas, seek help from your GTA. Some hands-on experience with PCs or MACs is assumed.

**INTENDED STUDENT OUTCOMES:**

- Thinking analytically;
- Communicating information using spreadsheet worksheets and graphical display of data;
- Understanding basic spreadsheet terms and definitions;
- Using mathematical functions to calculate data;
- Designing graphical representations of data for presentation to others;
- Analyzing the data in a spreadsheet;
COURSE OBJECTIVES:
- Define and discuss basic spreadsheet terminology
- Discuss the planning and development of good workbook design
- Present math basics for spreadsheet design
- Present data presentation concepts in spreadsheet design
- Provide hands-on practice in creating and managing spreadsheet worksheets

COURSE GRADING:

Note: No make-up assignments or extra credit will be given. No late submissions will be accepted except for the Homework assignments, under the guidelines specified below.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weighted Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class Assignment* (5 of 6)</td>
<td>20%</td>
</tr>
<tr>
<td>Homework Assignments (3)</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm Exam (1)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Project (1)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (1)</td>
<td>20%</td>
</tr>
</tbody>
</table>

*The lowest score on an in-class assignment will be dropped from the final score.

GRADING SCALE:
- A: 90% or above
- B: 80%-89.9%
- C: 70%-79.9%
- D: 60%-69.9%
- F: Below 60%

DEADLINES/LATE POLICIES:
Listed on the course schedule (available on the last page of syllabus) are the due dates for all assignments.

REVIEW ASSIGNMENTS: Will NOT be accepted after the deadline list on the course schedule, regardless of the reason it is not submitted on time. However, to allow for an unforeseen emergency, technical problems, sickness, conflicts, etc. your lowest review assignment score will be dropped.

HOMEWORK: ONLY homework assignments can be turned in late and will be accepted up to 3 days late, but penalized 10% for each day late (a max of 30%). NO HOMEWORK will be accepted for credit 3 days after the due date. Student’s that procrastinate and wait until an assignment is due to begin or complete the assignment leave themselves little opportunity to address problems if they arise. It is important to work within deadlines as you will face them continuously in upper level coursework as well as in business and industry. If you fail to complete any assignment before the 3-day late deadline, a zero is recorded. So plan and use your time wisely and don’t procrastinate!

Procrastination/Poor time management on your part will NOT constitute special consideration on my part

MIDTERM EXAM: Made available at the start of Week 5, all students are required to complete by Friday, 5pm (CST). There is NO MAKE-UP for this exam. A score of zero will be recorded if you miss the deadline without a documented emergency or extenuating circumstance or prior approval from either the instructor or your GTA. Emergencies or extenuating circumstances must be supported with appropriate documentation (doctor’s note, funeral announcement, police report, etc.). A reminder that providing a false document is a violation of the honor code and will be reported to the honor council.
FINAL PROJECT: **ABSOLUTELY NO LATE SUBMISSIONS ACCEPTED** (so please do not ask.). The absolute deadline - due in KSOL dropbox by **11:59pm (CST)**, Fri, **Week 8**. To help you do well on the final exam, I strongly suggest you complete the project *before* taking your final in-class exam Week 8 and submit your final project early!

**FINAL EXAM:** Made available on Monday of **Week 8**. The Final Exam is a **TIMED** assignment. Once exam is started (i.e. opened), you have 60 minutes to complete AND submit the document. All students are required to complete the exam by **11:59pm** Friday of **Week 8**. A score of zero will be recorded if you miss the deadline without a documented emergency or extenuating circumstance or 48-hour prior approval from either the instructor or your GTA. Emergencies or extenuating circumstances must be supported with appropriate documentation (doctor’s note, funeral announcement, police report, etc.). A reminder that providing a false document is a violation of the honor code and will be officially reported.

**Description of COURSE WORK**

*As a member of the honor council, I take academic honesty very seriously!* All assignments in this class are expected to be individual work, unless clearly stated otherwise. They are NOT team assignments. Helping a friend complete his/her assignment can quickly cross the line of unauthorized collaboration (resulting in a zero *for both*), so do not share your work with anyone and be very careful of the assistance you offer! *(See p.7 of the syllabus for a full description of the academic integrity expectations of this course)*

**REVIEW ASSIGNMENTS**

1) You must use MS Excel 2013 to complete these assignments. These assignments are based on the chapter exercises from the textbook. You will complete the instructions/steps given in the textbook and submit the completed Excel sheet to the K-State online (KSOL) course drop box. Pages to be completed for each deadline are given in the course schedule.

2) Skip any printing instructions in the assignment.

3) **These assignments can be completed only during the specified week** (refer to course schedule). If you miss the deadline, a score of zero will be recorded (review Assignments are NOT accepted after the deadline). As a courtesy, your lowest review score will be dropped from your final grade.

4) If you miss submitting a review assignment, it is your responsibility to review the material and seek help, if needed.

**HOMEWORK ASSIGNMENTS**

1) A homework assignment is given for *each* chapter. **MS Excel 2013** must be used to complete the assignment to get full credit. *(Skip any printing instructions in the assignment)*

2) These assignments must be completed and submitted to the dropbox within KSOL by the **11:59 pm (CST) deadline**, otherwise a late penalty will be accessed. If you have questions, remember to allow 24 hours for a response from your GTA or instructor.

**MIDTERM EXAM**

1) The Midterm Exam is a **TIMED** (40-minute), **CLOSED book/note** exam anytime during Week 5. Once exam is started, you must complete (single submission only)

2) The midterm exam will cover material in Chapter 1 and Chapter 2 and consist of true/false, fill in the blanks, and multiple-choice type questions.

3) **There is no Make-up session for the midterm exam. If you miss your class session, a zero is recorded.**

4) No Windows or other applications can be opened during the exam, other than the exam.

5) You are not required to have proctor for the midterm exam. It is a closed book/notes exam taken *on your honor*. All guidelines of the honor code are enforced.
FINAL PROJECT
1) A final project is to be completed using MS Excel 2013. Details will be given Week 6 and located in KSOL → Files and Content → Final Projects

2) I strongly suggest you complete and submit before taking your final Week 8. However, the absolute deadline for ALL sections (i.e. ALL students) - due in KSOL dropbox by 11:59pm (CST) Fri, Week 8. ABSOLUTELY NO LATE SUBMISSIONS ACCEPTED so please don’t procrastinate! Discuss any questions with your GTA as needed - allow 24 hours for a response.

FINAL EXAM
1) The Final Exam is a TIMED assignment. Once exam is started (i.e. opened), you must complete and submit within 60 minutes.

2) You are not required to have proctor for the Final exam. It is a closed note exam taken on your honor. All guidelines of the honor code are enforced.

3) Detailed information about the final exam will be sent in an email to your KSU email address.

COMPUTER AVAILABILITY AND SUPPORT:
Reminder: Use of a non-campus computer is done at your convenience. Personal computer/internet problems are NOT a valid excuse for missing an assignment due date or deadline.

1) The CIS department, the course instructor, and the Graduate Teaching Assistants are NOT responsible for technical issues related to students’ personal computers. If you need help with your personal computers, the IT Help Desk is located in 214 Hale (785-532-7722).

2) If you experience problems with your personal computer, remember that you are required to use any of the public computing labs on campus. (See http://www.k-state.edu/its/labs/#labs for a list of available labs and schedule of hours)

ACCOMMODATIONS:
Students with disabilities who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center and their instructor. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety. If you are a student enrolled in campus/online courses through the Manhattan or Olathe campuses, contact the Student Access Center at accesscenter@k-state.edu (785-532-6441); for Salina campus, contact the Academic and Career Advising Center at acac@k-state.edu (785-826-2649).

EXPECTATIONS FOR CLASSROOM CONDUCT:
All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.

CAMPUS SAFETY STATEMENT:
Kansas State University is committed to providing a safe teaching and learning environment for student and faculty members. In order to enhance your safety in the unlikely case of a campus emergency make sure that you know where and how to quickly exit your classroom and how to follow any emergency directives. To view additional campus emergency information, go to the University's main page (www.ksu.edu) and click on the Emergency Information button.
COLLABORATION ON ASSIGNMENTS (Academic Honesty / Honor System):

As a faculty member of the K-State Honor Council, I take this issue of Academic Honesty very seriously. Please do your own work...it is the only way to learn the material.

“[Plagiarism] is theft, plain and simple ... It is theft of another writer’s ideas, work, and time; it is theft of [your] fellow students’ time; it is theft of [your] own time, honor, and education; and it is a theft of your [Professor’s] time.” -Segal, C. (Sept. 15, 2006). Chronicle of Higher Education; B5

Academic honesty and integrity are essential to the existence and growth of the academic community. Academic dishonesty violates the most fundamental values of an intellectual community and deprecates the achievements of all graduates from that institution.

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via www.ksu.edu/honor. A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

All assignments in this class are expected to be individual work, unless clearly stated otherwise. They are NOT team/group projects. Helping a friend complete his/her assignment can quickly cross the line of unauthorized collaboration, so do NOT share your work with another student.

All students are expected to abide by this policy. My goal is to ensure that honest students are not disadvantaged by students who violate this policy. Assistance from a tutor, student or any other source must not cross the line of unauthorized collaboration (usually defined as “Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor”) plagiarism (the act of representing someone else's work as one's own) or copying, which includes any of the following:

1. Any act of copying info from another student by any means to obtain an advantage for one's self.
2. Any act of conveying info to another student that provides an unfair advantage to that student.
3. Any act of representing others' work, whether copyrighted or not, as one's own.

Be forewarned: If two (or more) students are involved in ANY violation of this policy, ALL students involved receive a zero for the assignment and the offense is officially reported to the K-State Honor Council. The second offense results in a failing grade for the course and possible suspension from the university (this decision is made by the K-State Honor Council).

The ethical path (or choice) is rarely the easy path (or choice). Go beyond legality (i.e. avoiding punishment) and do what is right. There are no shortcuts in learning. You must put in the work.

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**CIS 102 ONLINE: SPRING 2015 Course Schedule/Due Dates**

Strongly suggest you *work ahead on all assignments!* *Review* assignments are not accepted late. Homework can be submitted up to 3 days late, with a 10% penalty assessed per day. *This should NOT be a difficult class.* Simply complete weekly review assignments, 3 HW assignments, 1 final project and take final exam during the last week of the class. That’s it!

All due dates are based on **Central Standard Time (CST)**. If taking this course in a different time zone, it is the student’s responsibility to submit assignments before the CST posted deadline.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Textbook Reading / Topics Presented</th>
<th>Review Assignments</th>
<th>Homework (Weeks 2, 4, 6 ONLY submitted to KSOL dropbox)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Carefully review Syllabus &amp; Policies! <em>Start</em> Chapter 1 - Creating a Worksheet and a Chart</td>
<td>Read &amp; complete EX1-36 in the textbook. When submitting to KSOL, you must use filename <strong>Week1Review</strong>.</td>
<td><strong>-None-</strong></td>
</tr>
<tr>
<td><strong>Jan 20th – 23rd</strong></td>
<td></td>
<td><em>Submit file no later than 11:59pm Friday. Not accepted after deadline</em>*</td>
<td></td>
</tr>
</tbody>
</table>
| **Week 2**    | *Finish* Chapter 1 - Creating a Worksheet and a Chart                                               | Read/complete EX 37-45 in textbook, up to the section on Printing. Read through rest of chapter but do not complete any of the steps. When submitting to KSOL, you must use filename **Week2Review**. | **Homework Assignment #1**  
  *Don’t print NOR change doc properties*  
  If letter of your last name is ‘A’-'M’  
  **Lab 1 on EX59-60 (Instr 1-8 only)**  
  If letter of your last name is ‘N’-‘Z’  
  **Lab 2 on EX61-62 (Instr 1-7 only)**  
  For full credit, submit no later than 11:59pm Fri, Jan 30th  
  Accepted up to 3 days late (-10% per day) |
| **Jan 26th – 30th** |                                                                                                     | *Submit file no later than 11:59pm Friday. Not accepted after deadline**             |                                                          |
| **Week 3**    | *Start* Chapter 2 - Formulas, Functions and Formatting                                               | Read & complete EX66-88 in the textbook. When submitting to KSOL, you must use filename **Week3Review**. | **-None-**                                                 |
| **Feb 2nd – 6th** |                                                                                                     | *Submit file no later than 11:59pm Friday. Not accepted after deadline**             |                                                          |
| **Week 4**    | *Finish* Chapter 2 - Formulas, Functions and Formatting                                              | Read & complete EX89-109 in the textbook. When submitting to KSOL, you must use filename **Week4Review**. | **Homework Assignment #2**  
  *Don’t print NOR change doc properties*;  
  for last instruction use YOUR NAME and CIS 102 for the header info.  
  If letter of your last name is ‘A’-'M’  
  **Lab 1 on EX123-124 (Instr 1-10 only)**  
  If letter of your last name is ‘N’-‘Z’  
  **Lab 2 on EX125-126 (Instr 1-13 only)**  
  For full credit, submit no later than 11:59pm Fri, Feb 13th  
  Accepted up to 3 days late (-10% per day) |
| **Feb. 9th–13th** |                                                                                                     | *Submit file no later than 11:59pm pm Friday. Not accepted after deadline**         |                                                          |
| **Week 5**    | *Midterm Exam*  
  *Must complete by no later than 11:59pm Friday (Feb 20th)*                                   | NO Review assignment                                                                | **NO Homework**                                                |
| **Feb. 16th – 20th** |                                                                                                     |                                                                                     | Info regarding the final project will be made available in KSOL Week 6 |
| Week 6  | Start Chapter 3-Working with Large Worksheets, Charting, What-If Analysis | Read & complete EX130-154 in the textbook. When submitting to KSOL, you must use filename Week6Review. Submit file no later than 11:59pm pm Friday. Not accepted after deadline | -None- |
|---------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|        |
| Feb 23rd – 27th | | | |
| Week 7  | Finish Chapter 3-Working with Large Worksheets, Charting, What-If Analysis | Read & complete EX154-190 in the textbook. When submitting to KSOL, you must use filename Week7Review. Submit file no later than 11:59pm pm Friday. Not accepted after deadline | Homework Assignment #3 Don’t print NOR change doc properties; for instruction #6, use YOUR NAME. In addition, add a header with YOUR NAME and CIS 102 for the header info. ALL students - complete Lab 1 on EX198-200 (Part 1, Instr 1-11 only) For full credit, submit no later than 11:59pm Fri, Mar 6th. Accepted up to 3 days late (-10% per day) |
| Mar 2nd – 6th | | | |
| Week 8  | * Final Exam * Due in KSOL dropbox by 11:59pm (CST) Fri, Mar 13th Final NOT accepted after this date/time! | Final Project due in KSOL dropbox for ALL sections by 11:59pm (CST) Fri Mar 13th Project will NOT be accepted after this date/time! | |