

# BUSI 2345.795

## Summer 7W2 2020

### Syllabus



#### Basic Information

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OFFICE HOURS:

This course is a Web Course and is conducted within Canvas  
<http://utpb.instructure.com>

**NOTE:** The due dates and times for the activities will adhere to the Central Time Zone.

#### Course Description

**Course Catalog Description:** This course is designed to introduce students to the more advanced data analysis features and tools in Excel. The course includes an exploration of basic mathematical and statistical formulas and functions, data validation, and data visualizations tools.

#### Measurable Learning Outcomes:

By the end of this course, you will be able to:

- Demonstrate the creation of Excel formulas and use of Excel functions.
- Demonstrate the creation and modification of charts and related visual representations of data.
- Demonstrate the use of PivotTables for data organization and analysis.
- Demonstrate the use of tables and other Excel features to build reports and present information.
- Demonstrate the use and interpretation of basic financial functions (time value of money).

**Prerequisites:** BUSI 2342 or any equivalent first-semester statistics course.

## Materials

### Required Materials:

You'll need a **textbook** and **MindTap** (to work the training exercises and take the exams). I strongly suggest you consider getting *Cengage Unlimited* to get access to *everything* Cengage offers for \$120. It's the cheapest way to go, especially if you're taking more than one course that uses Cengage products. It's available through the bookstore or online at <https://www.cengage.com/unlimited/>.

**Note: You'll set up access to MindTap in the course, in Canvas.**

If you decide to purchase the book and MindTap separately, here is the information:

- **Textbook.** New Perspectives Microsoft® Office 365® & Excel 2019 Comprehensive, Patrick Carey, 1<sup>st</sup> Edition, Cengage, 2020.
  - eBook (ISBN 9780357120019) or
  - Paperback (ISBN 9780357025765)
- **MindTap** for the course.
  - 6-month access (ISBN 9780357026205) or
  - 12-month access (ISBN 9780357042687)

### Other materials:

- Excel 2016 or higher. To download Excel, go to [office365.com](http://office365.com) and log in using your UTPB credentials.
- We've made available in MindTap exercises and practice exams for those of you interested in pursuing the Microsoft Office Specialist certification in Excel. That material is found in a module following the final course module, Module 11.

## Important Academic Dates

UTPB [Academic Calendar](#)

## Course Overview

**Readings:** Modules 3, 4, 5, 6, 7, 9, & 11

**Exams:** At the end of Modules 3, 4, 5, 6, 7, 9, & 11

**Grading:**

<b>Course Activity</b>	<b>Points</b>	<b>Percentage of Total Grade</b>
Exam Module 3	100	1/7
Exam Module 4	100	1/7
Exam Module 5	100	1/7
Exam Module 6	100	1/7
Exam Module 7	100	1/7
Exam Module 9	100	1/7
Exam Module 11	100	1/7
Discussions are not graded <i>per se</i> , but the instructor will award extra credit for students who are exceptionally helpful. Notice that it's not for those who post the most, but those who are the most helpful to other students.	Extra Credit	
<b>Total</b>	<b>700</b>	<b>7/7 = 100%</b>

All exams are automatically graded. Make sure your grades in Cengage are reflected in Canvas. If you can successfully complete the simulations, you will do well on the exams.

**Grading Scale:**

<b>Grade Range</b>	<b>Letter Grade</b>
630 and above	A
560 to 629	B
490 to 559	C
420 to 489	D
Less than 420	F

**Communication, Grading & Feedback:**

- The preferred method of contact is email. I will respond to your email within 24 hours. I will be posting regular announcements and likely participate in the discussions as well.

### **Time Management:**

- The course is designed to work through one module (chapter) per week. You should strive to maintain that pace. But the materials are all available from the first day and remain available until the last.

## **Policies**

### **Discussion Board**

Each module has a discussion board to help us all get better at using Excel. You can use them to ask for help in understanding the course material or ask how to do anything else in Excel. We'll tell you if we know how. You can answer other students' questions, present a useful tip or trick that you use in Excel, or share something online that is useful.

### **Rules of Behavior**

Discussion areas are public to every student in this class. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in gender, race, religion, sexual preference, or ethnicity.
- Do not use all caps in the message box unless you are using it sparingly to emphasize something.
- Be courteous and respectful to other people on the list.
- Do not overuse acronyms or jargon. Some of the list participants may not be familiar with those acronyms.
- Use line breaks and paragraphs in long responses to make them more digestible.
- Or, better yet, don't write long, rambling entries.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor. This is a difficult medium to convey one's intentions behind such writing. Misunderstandings abound.

### **Make-Up/Late Submission Policy**

- The only way to be late with a graded exam is to fail to submit it by midnight on the last day of class. That's a hard deadline. There will be no late submissions or

make-ups. Note that the last day of class is on a Thursday.

### **Academic Dishonesty/Plagiarism/Cheating**

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

### **Attendance and Class Participation**

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned and notify the instructor when emergencies arise.

### **Tracking**

Learning management systems have tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

### **Absenteeism**

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

### **Course Incomplete/Withdrawal/Grade Appeal**

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given and will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#)

### **Accommodation for Students with Disabilities**

**Students with Disabilities:** The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. \*\*Adapted from UTSA ADA syllabus statement.\*\*

**ADA Officer for Students:** Mr. Paul Leverington

**Address:** Mesa Building 4243/4901 E. University, Odessa, Texas 79762

**Voice Telephone:** 432-552-4696

**Email:** [ada@utpb.edu](mailto:ada@utpb.edu)

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#)

### **Computer Skills, Technical & Software Requirements**

This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

## **Computer Technical Requirements**

See [Technical Requirements](#).

## **Online Student Authentication**

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by an authentication assignment with an approved ID.

\*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

## **Preparation for Emergencies**

### **Computer Crash**

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### **Complete Loss of Contact**

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call me and leave a message regarding connectivity loss and contact information.

### **Lost/Corrupt/Missing Files**

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g.

virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

## End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	<a href="#">Services for Students with Disabilities</a> (432) 552-4696
Testing Services	<a href="#">Testing Services &amp; Academic Accommodations Department</a> (432) 552-2630
Advising	(432) 552-2661 <a href="#">UTPB Academic Advising Center</a>
Bookstore	<a href="#">UTPB Campus Bookstore</a> (432) 552-0220
Email, Office 365, my.utpb.edu	<a href="#">Information Technology</a>
Financial Aid and Scholarship	<a href="#">UTPB Financial Aid</a> (432) 552-2620
Library	The <a href="#">J. Conrad Dunagan Library</a> Online at (432) 552-2370
Registrar	<a href="#">UTPB Registrar</a> (432) 552-2635



SERVICE	CONTACT
Student Services	<a href="#">Student Services</a> (432) 552-2600
Technical Support	<a href="#">Canvas</a> 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: <a href="#">Smarthinking Online Tutoring</a> (provides tutoring services), <a href="#">SmarterMeasure</a> (measures learner readiness for online course).

### Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

### Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

### Schedule

DATE ASSIGNED	ASSIGNMENT	DUE DATE
June 29	Module 1 Exam (Diagnostic)	July 5
June 29	Module 2 Exam (Diagnostic)	July 5

**The following assignments are all available on June 29 and are available until August 13. What follows is a recommended one-module-per-week pace.**

June 29	Module 3 Exam	July 4
July 5	Module 4 Exam	July 11
July 12	Module 5 Exam	July 18
July 19	Module 6 Exam	July 25
July 26	Module 7 Exam	August 1
August 2	Module 9 Exam	August 8
August 9	Module 11 Exam	August 13