

**NOTE:** This syllabus may change with regard to scheduled lectures and assignments. A current version will always be posted on the course CANVAS site (see below). Your instructor will notify the class when the syllabus changes.

**UAPP 467/667 - 014**  
**Intro to Microsoft Excel**  
**Pearson 305 (LAB)**

**Instructor:** Mr. Demetrius Pinder  
**Office:** 190 Graham Hall (by appointment only)  
**Telephone:** Office (302) 831-2903  
**E-mail:** [dpinder@udel.edu](mailto:dpinder@udel.edu)

**Canvas@UD: Website:** [www.udel.edu/canvas](http://www.udel.edu/canvas)  
**MyITLab Website:** [www.myitlab.com](http://www.myitlab.com). **Course ID:** pinder11632

**Class location: Pearson Hall Room 305 And available via Zoom (online and in-person course)**  
**Winter (1/3/23 – 2/3/23):** 4 weeks, Thursday nights from 4-5pm.  
**Office Hours:** By appointment only

**Zoom Registration Link:**

<https://udel.zoom.us/meeting/register/tJwuce6hqTwuG9Do5N8EI4bsECgDKZrMdLrY>

**Passcode:**

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**REQUIRED ITEMS**

- **EXPLORING Microsoft 365: Microsoft Excel 2021, Comprehensive**, Poatsy, Mulbery, and Davison
- **MyITLab 12-month Student Access Code Card** that also includes access to the e-text of
- A **USB storage device** – at least 1GB in size recommended
- A **computer (laptop, desktop)** with **Internet Connection** to access **Canvas@UD Website** ([www.udel.edu/canvas](http://www.udel.edu/canvas)) and **MyITLab**

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## ***COURSE STRUCTURE***

This course is designed to provide a hybrid experience, including both face-to-face and online activities.

Contact time will be divided in the following way:

- 67% (two third) Face-to-Face (Excel help & support with Simulations and Homework and Excel exams)
- 33% (one third) Online Activities (online readings, watching videos, completing assignments)

Face-to-face sessions will be held in Pearson Lab 305.

Online sessions will consist of “self-paced” (i.e., you can submit the assignments any time BEFORE the deadlines), individual as well as team activities (e.g., readings, watching videos, completing individual as well team assignments). Pay close attention to deadlines. It may take a few hours to complete the assignments. Make-up assignments or quizzes, or late work are accepted for university excused absences only. You will need documentation, as described in the "Make Up Exams and Quizzes" section, to submit make-up assignments, quizzes, or late work.

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## ***COURSE OBJECTIVES***

UAPP467, Intro to Excel, is a course designed to develop your familiarity with this spreadsheet software. During the semester, you will be exposed to Excel's basic data entry functions, creating appealing charts, creating graphs and tables. This course includes usage of Excel simulations, videos, audio PowerPoint and in-class assistance from the instructor.

By the end of the semester, you are expected to be able to competently use Microsoft Excel.

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## ***GRADING***

### ***Point Structure***

50% of your Grade is from the Simulation Exams.

25% of your Grade: Excel Simulations

25% of your Grade: Excel Homework assignments

Check your grade, in real time, @ MyITLab.com

### ***Grade Distribution:***

<b>A</b> (93 – 100)	<b>B+</b> (87 – <90)	<b>C+</b> (77 – <80)	<b>D+</b> (67 – <70)	<b>F</b> (< 60)
<b>A-</b> (90 – <93)	<b>B</b> (83 – <87)	<b>C</b> (73 – <77)	<b>D</b> (63 – <67)	
	<b>B-</b> (80 – <83)	<b>C-</b> (70 – <73)	<b>D-</b> (60 – <63)	

### ***Notes:***

- All grades are final except for obvious grading errors
- Your final grade includes bonus or extra points given throughout the semester. And so, please do not ask for more bonus or extra points, with or without extra assignment or project. Your instructor cannot keep on adding bonus or extra points to your final grade until you get the grade that you want
- Your instructor CANNOT round the final grade up. For example, if your final grade is 89.90, you will get B+ and NOT A-
- Your instructor CANNOT give extra or make up assignments or projects to **individual** students to help improve his or her grade. If he did, it would be unfair to your fellow students.
- You CANNOT ask for extra or make up assignment or project to help improve your grade
- Your instructor reserves the right to adjust the point requirements for a given grade depending on the performance of the class as a whole
- Your instructor's evaluation process concerning your works is not open to debate, but suggestions are welcomed
- **If you do not submit your own, original work, MyITLab will know. If you get an "integrity check" flag, you will receive a ZERO for the assignment. Do your own work.**

## ***COURSE POLICIES***

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### ***Attendance***

- Attendance is mandatory.
- If you have to miss class, it is your responsibility to get any notes, important announcements, or changes to assignments from other students in the class.

### ***Cell Phones***

You must silence your cell phone while you are in class. Placing and receiving phone calls in class is unacceptable. Texting is also unacceptable. It is disruptive and discourteous to your fellow students and to the course instructor.

During exams and quizzes, you must turn your cell phone off and store it in your bag. Looking at or accessing a cell phone or any other personal portable electronic device (including dictionaries) during an exam and a quiz will be construed as a violation of academic honesty.

## *Exams and Quizzes*

- All portable electronic devices, such as mobile phones and music players (iPods, mp3 players), must be turned OFF during exams and quizzes, and stored in your bag (not in your pocket or your lap).
- You must take the exams and quizzes at the scheduled times.
- Make-up exams and quizzes will only be given for university excused absences. You will need documentation, as described in the "Make Up Exams and Quizzes" section, to sit for a make-up exam and quiz.
- The instructor has the right to seat you in particular positions in the room, and also has the right to move anyone during an exam and a quiz.

### **Software Exams: Excel Simulation Exams**

Software exams are given to test you on the specific software applications (Excel). These exams will test your knowledge of the software features used in the in-class and homework assignments. These exams will take place in the computing lab. These exams are open textbooks, which means that you may only use your Excel or Access textbook during these exams. You may use any other materials (e.g., your notes, Microsoft Excel Help, Microsoft Access Help, any information from the World Wide Web).

### **Final Exam**

No Final Exam

## *Make Up Exams and Quizzes*

Make up exams and quizzes will only be given if you have a University of Delaware sanctioned excuse. Those excused absences are as follows:

- Absences on religious holidays listed in the University calendars will be recognized as excused absences. You should remind your instructor of your absence on holiday.
- Absences on religious holidays not listed in university calendars, as well as absences due to athletic participation or other extracurricular activities in which you are an official representative of the University, will only be recognized as excused absences when you inform the instructor in writing during the first two weeks of the semester. Absences due to similar events which could not have been anticipated earlier in the semester will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or athletic coach.
- Absences due to serious illness or death within your family will only be recognized as excused absences when you validate such absences by presenting evidence to the Dean's Office of your college. The Dean's Office will then provide a letter of verification to all your instructors for the term.
- Anyone missing an exam or a quiz without a University of Delaware excused absence will receive a zero score.

## *Assignments*

Excel In-Class Assignments are due via MyITLab on the day and time designated in MyITLab. All of these assignments must be done individually, not collaboratively with any other student.

There will be 8 Excel MyITLab Homework Assignments that are due via MyITLab on the day and time designated in MyITLab. All of these assignments must be done individually, not collaboratively with any other student. These assignments must not be emailed directly to your instructor. You must download the starter file from your MyITLab account, complete the assignment by using that file, and submit that file in your MyITLab account. If you submit someone else's file, MyITLab will detect it, raise a flag in my gradebook, and it will be considered as cheating. As a penalty, you will receive 0 on that assignment.

## *Academic Honesty*

Only team assignments can be done in collaboration with other students. All of the exams, quizzes, and the rest of the in-class assignments and homework assignments must be done individually. Keep in mind that copying any other student's work is a form of academic dishonesty and will not be tolerated in this class. Any incidents of cheating or plagiarism will be penalized immediately and reported to the Office of Student Conducts immediately.

The followings are examples of violations of the University's guidelines for academic honesty and will be treated as violations of the Code of Conduct:

1. Copying a computer file that contains another student's assignment and submitting it as your own work.
2. Copying a computer file that contains another student's assignment and using it as a model for your own assignment.
3. Working together on an assignment, sharing the work involved, and then submitting an individual copy of the assignment as your own individual work.

4. Allowing another student to copy or use one of your computer files and to submit that file, or a modification of that file, as his or her individual work. You must protect your own file. Do not leave your file on a public computer.
5. Talking to other students during an exam or a quiz.
6. Seeing another student's work during an exam or a quiz.
7. Having any electronic device (e.g., mobile phones and music players (iPods, mp3 players) on your desk, in your hand, or in your lap during an exam or a quiz. Any electronic device must be stored in your bag.
8. Browsing, searching for information on the Internet during an exam or a quiz.
9. Using Excel or Access Help during an exam or a quiz.

If you still feel confused or have questions, please ask your instructor or refer to the university's policy on academic dishonesty found in the [Official Student Handbook](#).

### ***Note about MyITLab***

Files downloaded from MyITLab have an embedded ID code that links those files to YOUR personal account. Therefore, it is imperative that you download and use your own file. Every submitted file will be checked for this ID code. If you submit a file that does not have your ID code in it (that has somebody else's ID code in it), it will result in a case being opened with the Office of Student Conducts as a violation of academic integrity. You must protect your files. Do not leave your file or your work on a public computer. Someone could find your file and submit it as his or her own. Always save your file or your work on your personal computer or your personal USB storage device.

### ***FAQ***

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#### ***Can I use MAC in this class?***

***Answer:*** Yes, but you must have **MS Office 365** installed.

#### ***Which open labs on campus have MS Office 365?***

Check this website for hours: [www.it.udel.edu/computingsites](http://www.it.udel.edu/computingsites). Notice that the open lab in the library does not have MS Office 2013.

*Can I buy used textbooks for this class?*

*Answer:* Yes, **BUT** you must also buy **MyITLab 12-month Student Access Code Card** separately. There is **no** used MyITLab Student Access Code Card. To the best of my knowledge, buying the package in UD bookstore is cheaper than buying the textbooks and the **MyITLab 12-month Student Access Code Card** separately.

*What should I do if I do not know how to complete a task(s) in the MyITLab assignment?*

*Answer:* Read your textbook. If the textbook is not clear, watch the instructional videos in MyITLab. Those videos **show** you how to complete all of the tasks in the yellow page Hands-On Exercises in the textbook.

*For Excel/Access MyITLab homework assignments, you will be given more than one attempt. And so, if you do not get 100%, you may redo and resubmit the work. Any suggestions on what I should do before redoing the MyITLab assignment?*

*Answer:* Check the **report** of your previous attempt. The report shows you **what you did incorrectly and how to do it correctly**. To open the report, click the “**View Grade/Submission**” and then click the “**Summary Report**” (my preference), or the “**Marked-Up Report**”, or the “**Download Submission with Live Comments**”. You can also simply **fix the errors in the copy of the file that you already submitted and resubmit it**.

*To redo the MyITLab assignment, must I redo all of the tasks including the ones that I already did correctly, or can I just fix the mistakes and resubmit the file?*

*Answer:* You can just **fix the mistakes in the copy of the file that you already submitted and resubmit the file**. You do not have to re-download the starter file and redo all of the tasks.

*Can I email you, my assignments?*

*Answer:* No, you cannot. You must submit it in Canvas or MyITLab.

*What if I have a problem in submitting my file?*

*Answer:* Try again. Sometimes browser errors will prevent you from uploading your assignments. I can help you troubleshoot during class

*Below is a list of suggestions to succeed in this class:*

**The only way to fail in this class: If you CONSISTENTLY, CONTINUOUSLY not doing well in the course works (exams, quizzes, assignments).**

**Don't procrastinate!**

**Do Not Share Spreadsheets. MyITLab will know that you have uploaded work that's not your own.**

**Ask questions. Come during office hours. Talk to your instructor about any issue as soon as possible before the issue becomes too extreme.**

**Check Canvas and MyITLab calendar as frequently as possible for the new Weekly checklist!**

**NEVER save your work on a public computer's hard disk. Always save your work on your USB drive. Keep backups of ALL your course files by copying your files into your personal computer.**

**Don't be late for exam sessions! You may need all the allowed time!**

**Make sure you have all necessary software in your own computer so that you can complete the homework assignments without having to go to the lab!**

**Submit all assignments ON - TIME!!**

**Don't wait until the last minute to start your assignments.**

Don't forget to **SUBMIT** your assignments, even if they aren't complete, to make sure you obtain partial credit.

## ***SCHEDULE FOR UAPP 467***

Please log into [www.myitlab.com](http://www.myitlab.com) to see your course calendar. All assignments will be managed via My IT Lab. **My Course ID is: pinder11632**

### **Zoom Meeting information:**

You are invited to a Zoom meeting.

When: Jan 5, 2023, 4:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://udel.zoom.us/meeting/register/tJwuce6hqTwuG9Do5N8EI4bsECgDKZrMdlrY>

After registering, you will receive a confirmation email containing information about joining the meeting.

### **ASSIGNMENT CALENDAR:**

Class starts on 1/5/2023

#### **Assignment list:**

##### **1/10/23:**

Excel Chap 1, Key Terms Quiz

Excel Chap 1, Simulation Training

Excel Chap 2, Key Terms Quiz

Excel Chap 2, Simulation Training

##### **1/11/23:**

Excel Chap 1, Hands-On Exercise 1 Simulation Training

Excel Chap 1, Hands-On Exercise, Celebrity Musicians Souvenir Shop

##### **1/12/23:**

Excel Chap 2, Hands-On Exercise 1 Simulation Training

Excel Chap 2, Hands-On Exercise, Townsend Mortgage Company

-----2nd week-----

##### **1/17/23:**

Excel Chap 3, Key Terms Quiz

Excel Chap 3, Simulation Training

Excel Chap 4, Key Terms Quiz

Excel Chap 4, Simulation Training

**1/18/23:**

Excel Chap 3, Hands-On Exercise 1 Simulation Training  
Excel Chap 3, Hands-On Exercise, Computer Job Outlook

**1/19/23:**

Excel Chap 4, Hands-On Exercise 1 Simulation Training  
Excel Chap 4, Hands-On Exercise, Toy Store

-----3rd week-----

**1/24/23:**

Excel Chap 5, Key Terms Quiz  
Excel Chap 5, Simulation Training

Excel Chap 6, Key Terms Quiz  
Excel Chap 6, Simulation Training

**1/25/23:**

Excel Chap 5, Hands-On Exercise 1 Simulation Training  
Excel Chap 5, Hands-On Exercise, Ivory Halls Publishing Company

**1/26/23:**

Excel Chap 6, Hands-On Exercise 1 Simulation Training  
Excel Chap 6, Hands-On Exercise, Mortgage Analysis

-----4th week (last week) -----

**1/31/23:**

Excel Chap 7, Key Terms Quiz  
Excel Chap 7, Simulation Training

Excel Chap 8, Key Terms Quiz  
Excel Chap 8, Simulation Training

**2/1/23:**

Excel Chap 7, Hands-On Exercise 1 Simulation Training  
Excel Chap 7, Hands-On Exercise, Home Protection, Inc.

**2/2/23:**

Excel Chap 8, Hands-On Exercise 1 Simulation Training  
Excel Chap 8, Hands-On Exercise, Assessment