

MIST 2090: Intro. to Info. Sys. in Business
Introduction to Information Systems in Business, Part B: Excel
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Professor of Management Information Systems
Spring Semester 2021
<http://www.elc.uga.edu>
Terry College of Business – MIS Department – The University of Georgia
Sections: 22567 (A), 22995 (B), 23018 (C), 48911 (D), 56317 (E)

Read this syllabus and its supporting documents (in eLC > Part B > Course Information) at least twice.

The “MIST 2090B Syllabus Details Aronson” document, called “The Syllabus Details” document, explains specific aspects of the material here. Consider the “Details” document to be part of this syllabus.

Also read the MIST 2090B Schedule document as it is part of this syllabus.

Read them before and after viewing the “Introduction to Part B During Part A” Video and before taking the Open Book/Open Notes eLC At Home “Introduction to Part B During Part A” PreTopic Quiz before its due date/time.

Reread the documents, watch the “Introduction to Part B” Video, and complete the Open Book/Open Notes eLC At Home Syllabus Pretopic Quiz before 7:00 a.m. of the scheduled day of the first Part B Lecture class.

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

This Syllabus is for Part B ONLY of this two part course. The only Part A connections are

1. Combining scores to determine your total course points and your course grade,
2. That the “Welcome to Part B During Part A” work is due a couple of weeks into Part A, and
3. That the Part B Readiness Exam 00 is due before we begin Part B Lectures.

There is a separate Part B Course Schedule document (“MIST 2090B Schedule Aronson”), and several additional, syllabus supporting documents that describe important course points in even greater detail. Read all these documents carefully.

This syllabus and its supporting documents attempt to eliminate ambiguity in this large class. They cover the organization, structure, and critical details of the course. Please read and become familiar with them.

You are responsible for knowing about the Part B course schedule, assignments, exams, quizzes, policies, etc.

COURSE MEETING AND INSTRUCTOR INFORMATION

Lectures: TR:

- (A) 9:35 a.m. – 10:50 a.m. (Flipped/Synchronous/Zoom Part B: Dr. Aronson; Part A: Dr. Jetha).
- (B) 11:10 a.m. – 12:25 p.m. (Flipped/Synchronous/Zoom Part B: Dr. Aronson; Part A: Dr. Jetha).
- (C) 12:45 p.m. – 2:00 p.m. (Flipped/Synchronous/Zoom Part B: Dr. Aronson; Part A: Dr. Jetha).
- (D) 2:20 p.m. – 3:35 p.m. (Flipped/Synchronous/Zoom Part B: Dr. Aronson; Part A: Dr. Jetha).
- (E) 3:55 p.m. – 5:10 p.m. (Flipped/Synchronous/Zoom Part B: Dr. Aronson; Part A: Dr. Jetha).

Part B Lecture sessions will be ONLINE SYNCHRONOUS. They will be flipped.

Check the Part B Schedule for dates and times for portions of Part B that occur during Part A.

The Part B Lecture date is scheduled to begin on the Tuesday or Thursday following the Part A Exam.

There is assigned work to be completed before midnight the day before each scheduled Lecture date.

The “Part B Welcome to Part B During Part A” work is due a couple of weeks into Part A.

The Part B Course Readiness Exam 00 during Part A is due before the first scheduled Part B Lecture. Start working on this on the first class day of the semester. Dr. Aronson will send you the MyITLab CourseID and inform you when you may enroll in the MyITLab course.

We use the Pearson MyITLab (also known as MyLab IT) courseware at pearson.com/mylab or www.myitlab.com. Use the Google Chrome browser to access it. Use this URL directly. Do NOT use Google to find the site. Often you may get the wrong URL and have login problems.

OIT staff members in the Terry OIT Brother Solution Center can help you with technology and software once you have worked with either a TA or your Part B Professor. You might only be able to access them online and/or by email.

There is a Piazza Community Q&A Platform for asking and answering questions about the course for both Parts A and B. You MUST subscribe to this forum. Use this for questions about the course and coursework after you read these course documents and contact one of your course buddies. Do not use this for discussions about your scores/grades, nor for discussions about personal issues. Do NOT treat this as a social network site. If you do, your access may be cancelled. It is not anonymous in Part B. Dr. Aronson will refer to you by name in her replies. Please use Piazza before you contact a TA or Dr. Aronson. The TAs and Dr. Aronson will monitor Piazza.

Generally email or visit online one of your Lecture TAs with a question before contacting Dr. Aronson for most matters.

Use your own networked notebook computer, ideally a PC, for ALL Part B coursework. You will need a networked computer, ideally a PC, to complete all coursework.

Instructor: Dr. Janine Elyse Aronson

Office: ONLINE VIA ZOOM (Physical Office: Benson Hall Room C418).

Communication Preferences:

E-mail: Use eLC Mail from within the eLC course (only use UGA email for emergencies).

Post questions to Piazza about Part A and Part B questions not involving your specific scores and grades or personal issues or complaints.

Email ONLY your Part B Lecture TAs and then your Part B Professor about most Part B issues.

Email ONLY your Part A Lecture TAs and Professor about Part A issues.

(Google Voice) Phone: 706.389.0293 for emergencies. Leave a message including what time your Lecture meets/met as I do not answer calls from numbers that I do not recognize and need to know in which course section we will meet online in eLC.) I will call you back. Be sure to tell me when the best (Eastern U.S.) times to call back are. The number I call you from might not match mine.

Office Phone at UGA: 706.542.0991 – I will inform you if and when I will use this phone number other than for messages.

Dr. Aronson's Office Hours: Check Piazza and email for updates.		
ONLINE ONLY. First Half of Semester: By Appointment Only. Second Half of Semester: Tue./Thu., 5:25 – 6:15 p.m. ET Via Zoom. Link provided in eLC. Or by appointment on Zoom or telephone. Email me for an appointment. I will send you a link.	Drop in during the scheduled days/times, or Email me for a Zoom meeting appointment or a telephone call. Include in your email <u>what time your Lecture meets/met</u> and blocks of days/times that work for you. I will email you back when we can meet and a Zoom link.	
MIST 2090 Teaching Assistant Office Hours: Check Piazza and email for updates.		
Mon. – Fri., 12:00 noon – 1:30 p.m. ZOOM ONLY. TAs will monitor the Zoom Meeting. These are first come/first served.	If you want to discuss grading issues or go over a quiz, he or she will take you to a Breakout Room so that your discussion is confidential. The TA may set up a separate session.	

COURSE FORMAT: HOW PART B OF THIS COURSE WILL BE CONDUCTED

The Terry College of Business defines our course structure as **Online Synchronous**: “All students attend class remotely, but teaching activities are completed through live or synchronous instruction delivered remotely via Zoom, eLC, or some other online means during the regularly scheduled days/times. There is no expectation for students or faculty to attend any activity or class in person on campus, although faculty may choose to be available in person for office hours, additional help sessions, or the like.” In addition, every scheduled lecture class is **flipped**.

Whenever we start a new course Topic, all PreTopic Lecture work will be delivered asynchronously online. The PreTopic Quiz will be administered asynchronously online and is due at 11:59 p.m. ET on **the day before** the scheduled Lecture date.

Our scheduled Lecture Classes are **flipped**, synchronous online in Zoom. That means that you must complete viewing the scheduled day's Lecture Video (asynchronously), its Lecture Participation Assignment and In-Lecture Try This Assignment by 11:59 p.m. ET **the day before** your **synchronous Zoom Lecture** is scheduled. In the Zoom Lecture sessions, we will conduct Q&A, complete a **Live Lecture Participation Assignment** and take a **Live In-Lecture Try This Assignment**. The **After Lecture Test Your Knowledge Quiz** is due at 11:59 p.m. ET of the scheduled Lecture date. See the **Course Rhythm document** for more on how the course works.

See the Part B Course Schedule for specific due dates.

Exams will be synchronously online during their scheduled day/time. You must be available during scheduled class days/times to take exams. Exams may be proctored pending Regents / USG / UGA / TCB capabilities / regulations / rules. Remote proctoring may require you to install screen monitoring software and to have a working Webcam. Details are forthcoming.

It is important for you to stay on schedule.

If you desire, you may complete viewing all the PreTopic Lectures, (Pre)Lectures, Assignments and Quizzes at your own pace until their due dates/times as they will all be open soon after the first semester course day. The PreTopic Lecture and (Pre) Lecture Videos are available for review after the scheduled due dates. **Be careful** because the eLC-based quizzes, exams, and assignments are timed and allow only one attempt. You may not exit and come back if the time expires. Make sure you are ready to take these because once you start them, you must finish them.

All TA and Professor Office Hours and meetings will be conducted synchronously online via Zoom or by telephone. TAs have regular Zoom Online Office Hours.

The specific hardware and software requirements are described elsewhere in this and the Syllabus Details document. Essentially, you need a Windows 10 or higher PC or Mac with a reasonable broadband connection. You may be required to have a working Webcam. Your PC must be able to run Microsoft Office 2016 ProPlus or Microsoft Office 2019 (This is the Microsoft Office version you can download free from UGA.). If you use a Mac (not recommended), it must be capable of running the free Citrix Receiver and vLab on which you will run the already installed version of Microsoft Office.

COVID-19 STATEMENTS

Covid-19 has clearly disrupted University operations. This course is online or mostly online because of this.

What do I do if I have symptoms - Students showing symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5 p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see <https://www.uhs.uga.edu/info/emergencies>.

What do I do if I am notified that I have been exposed? Students who learn they have been directly exposed to COVID-19 but are not showing symptoms should self-quarantine for 14 days consistent with Department of Public Health (DPH) and Centers for Disease Control and Prevention (CDC) guidelines. Please correspond with your instructor via email, with a cc: to Student Care & Outreach at sco@uga.edu, to coordinate continuing your coursework while self-quarantined. If you develop symptoms, you should contact the University Health Center to make an appointment to be tested. **You should continue to monitor your symptoms daily on DawgCheck.**

How do I get a test? Students who are demonstrating symptoms of COVID-19 should call the University Health Center. UHC is offering testing by appointment for students; appointments may be booked by calling 706-542-1162.

UGA will also be recruiting asymptomatic students to participate in surveillance tests. Students living in residence halls, Greek housing and off-campus apartment complexes are encouraged to participate.

What do I do if I test positive? Any student with a positive COVID-19 test is **required** to report the test in DawgCheck and should self-isolate immediately. Students should not attend classes in-person until the

isolation period is completed. Once you report the positive test through DawgCheck, UGA Student Care and Outreach will follow up with you.

COVID-19 Syllabus **Face Coverings** Statement - Effective July 15, 2020, the University of Georgia—along with all University System of Georgia (USG) institutions—requires all faculty, staff, students and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use is in addition to and is not a substitute for social distancing. Anyone not using a face covering when required will be asked to wear one or must leave the area. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Students seeking an accommodation related to face coverings should contact Disability Services at <https://drc.uga.edu/>.

COVID-19 Syllabus **DawgCheck** Statement - Please perform a quick symptom check each weekday on DawgCheck—on the UGA app or website—whether you feel sick or not. It will help health providers monitor the health situation on campus: <https://dawgcheck.uga.edu/>

COURSE GEOGRAPHY

See the **The Syllabus Details** document for the **Course Geography**: a map of and directions for all the locations of the course and instructor (Irrelevant for our online course delivery).

COMMUNICATION

Who To Contact For What?

This course has many dimensions and different people should be contacted for different aspects and issues. These include your Part B Professor, your Part A Professor, Piazza, Lecture TAs, Office Hour TAs, Other TAs, Office of Information Technology (OIT) Staff, EITS Staff, and Pearson MyITLab Help Desk Staff. In general, the Part A Professor and Lecture TAs handle all Part A issues; the Part B Professor handles all Part B issues not designated to someone else. Most Lecture issues are handled by your Lecture TAs. Generally contact TAs first. The **Syllabus Details document** describes *Who to Contact for What*. To find your specific TAs and their contact information, refer to the **TA Schedule document**.

Generally, first read the syllabus, syllabus details and the schedule documents about course details. If you still don't know the answer to your question, try contacting one of your course buddies. If they don't know the answer, post your question to Piazza (Dr. Aronson and the TAs are present here). Before making a post, do read the **Netiquette** section of **The Syllabus Details** document first. Then, Then contact one of your Lecture or other **TAs** (go to TA Office Hours) as is appropriate directly as he or she can answer most questions. Only after all that, contact Dr. Aronson. Remember always to use eLC Email when you are logged into eLC from within our eLC course for contacting Dr. Aronson.

Piazza is **NOT** a social network. Inappropriate use will result in loss of access.

eLC Courseware

Check the eLC site (www.elc.uga.edu) and Piazza for Course Announcements prior to each scheduled Lecture class for the most up-to-date information. Check the eLC site for the files to download before Lecture class/video viewing. Use the Google Chrome browser. All course files, updates, materials, scores,

and grades are posted to eLC, except for scored MyITLab assignments which appear there. Login using your UGA MyID and password. For eLC login problems and vLab problems, please contact the EITS Help Desk (706.542.3106 or use their online ticketing system: <https://eits.uga.edu/support/request>). For MyITLab access problems, contact the Pearson Help Desk directly (there is a link from pearson.com/mylab or www.myitlab.com).

PREREQUISITES

None.

PART B COURSE DESCRIPTION

This course is about the effective use of spreadsheet software for the development and use of worksheets. Electronic spreadsheet software (like Excel) is among the most powerful application programs available for PCs. This software provides users with a wide, valuable array of internal and external management tools for many applications, especially those in accounting and finance. These tools include forecasting, budgeting, cash flow projections, and more. This software is ideal for manipulating and displaying numerical and textual data. **The emphasis of this course is hands-on learning with Microsoft PC Excel 2016/365.** Microsoft PC Excel 2019/365 may also be used.

PART B COURSE PHILOSOPHY

This course is a journey through Excel and how to use it in practice. We cover many major concepts and implement them in Lecture classes, through online and out of class exercises, and during quizzes and exams. The spreadsheet was the first wildly successful personal computer business application. It was marketed initially and still is used for handling accounting and finance applications, and more recently for its data management and business analytics capabilities. Excel knowledge and ability will prove time and again to be very, very important in your future. The skills you learn in this class will last a lifetime. An understanding of Excel can impact you and your career for years to come. We use the most popular business PC-version of Excel 2016 ProPlus (a.k.a. PC Excel 365) in the Microsoft PC Office Professional Plus 2016 (365) software suite (PC Office 2019/365 may be used). In this course, we cover exciting material and create a bridge to the future. The course philosophy may be viewed as one of the student gaining **fluency in Excel** as one would any language. Our goal is for you to become **fluent** in Excel for your own success in other courses, summer jobs, internships, and throughout your careers.

I am confident that you want to learn, and I too want you to learn this material. Learning this material will lead to course and career success. Let's form a partnership so that we can meet this goal.

PART B COURSE DETAILS

This course provides the foundation for immediate spreadsheet use and future development with an emphasis on creating Formulas, Charts, Data Management, What-if Analyses, PivotTables, using Functions, and efficiently managing Excel worksheets. These are the foundations of modern business analytics and big data analysis.

Using Microsoft PC Excel 2016/365 or 2019, students learn to create and manipulate worksheets, and master basic and advanced capabilities to gain a ***strong*** working knowledge of Excel and its use in managerial applications.

You will use the material learned in the course in most of your Terry College of Business classes, other classes, internships, volunteer work, summer jobs, part-time jobs, and full-time jobs. Fluency in Excel will enable you to master additional and advanced Excel capabilities (do finish the textbook), to thoroughly master other PC Office suite software, and, in general, other software. This course will have life-long career and personal impact.

COURSE GOAL

Upon successful completion of this course, the student will be fluent in Excel.

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to

- Design, develop, and analyze Excel models as applied in relevant business contexts in support of effective managerial decision making.
- Organize, analyze and display data in Charts, Tables, PivotTables, and PivotCharts.
- Utilize formulas and functions to model and evaluate business scenarios.
- Perform What-If analyses of business situations.

LESSON LEARNING OUTCOMES/TOPICAL OUTLINE

See The Syllabus Details document.

HOW TO SUCCEED IN THIS COURSE

I am the first to admit that MIST 2090 Part B is not particularly difficult if you focus on the course. The success factors can be summed up as “**Pay attention and do everything assigned on time.**” Here are the activities that you must complete to be successful: Read all the course documents and know the course schedule. Come to or view each Lecture. Complete the preTopic work and quizzes before each new Topic Lecture. Focus on and complete the classroom work while in the Lecture classroom or while viewing the Lecture video. Each of the seven Topics/Chapters has a consistent set of activities/assignments that are scored (see the Course Rhythm document). Complete all of the activities/assignments for each Topic (see the Syllabus Details document for the best order). Spread your activities out across the days of the week instead of trying to complete them all at once. Do not leave your major assignments until the last minute as that is when technological problems will occur. And use a PC, NOT a Mac. More details are in The Syllabus Details document.

ACTIVE LEARNING STATEMENT

This course portion is in Active Learning mode. We deliver the material in a variety of formats (flipped lectures, immersive interactive in person or video lectures, pre-class activities, in-class activities, after class activities, etc.) that intentionally engage students to be fully present both physically and cognitively. Students experiencing this deep learning will retain their knowledge leading them to attain high levels of course success, success in later courses and in their careers.

ASSIGNMENTS, QUIZZES AND EXAMS

Also see The Syllabus Details document.

You will develop a higher comfort level and deeper understanding of Excel with each subsequent assignment that you complete. As we progress through the assignments, they give you a higher level of freedom just like when a person learns to ride a bicycle. Through this process we will gain Excel fluency.

1. **Exam 00** (5 points/0.5%) is the Part B Readiness Exam 00 to certify that you and your notebook computer are ready for Part B of the course. You take the one appropriate for your computer. You must have your computer, its software, and your MyITLab account set up properly before we begin the scheduled Part B Lectures. Answer the questions honestly.
2. **Lecture Participation/Attendance Assignments.** (14 total, 65 points/6.5%. 5 points/0.5% each; I drop the lowest. You get one unexcused Participation Assignment that will not affect your course grade.) In the video

or live Lecture, together we develop an Excel Worksheet that you will submit to an eLC Participation Assignment coded by day, date, Topic Number, and Lecture Number.

Important Participation/Attendance Note: To encourage active Lecture Participation, for every missed 25% (4 or more) of the Lecture Class Participation/Attendance for which you do not have a valid excuse, your Part B score drops a nonnegotiable 50 points (a full letter grade for Part B; a half letter grade for the course). See the **Syllabus Details document** for details.

3. **At Home PreTopic Quizzes.** (30 total points/3% total) For the new Topic Lectures, these cover the introductory material in our flipped classroom so we can dive deep into Excel in Lecture. These are to be done at home in eLC Quizzes before 7:00 a.m. of the scheduled day of the first Lecture of each new Topic including the first Part B Introduction Lecture Class, and by the due date/time, following your reading the syllabus and supporting documents, and viewing the **Introduction to the Course During Part A Video**. I drop your lowest score.
4. **In-Lecture Try This Assignments** (30 total points/3% total.) so you can try out the concepts just covered. We may have several in each video or live Lecture. This is a separate grading category from Lecture Participation Assignments. There are no makeups. I drop several of your lowest scores from the entire set.
5. **Live Lecture Participation Assignments** (26 total points/2.6% total.) are similar to the Lecture Participation/Attendance Assignments. These are due during or just after the Live Lecture sessions.
6. **Live Lecture Try This Assignments** (24 total points/2.4% total.) are similar to the In-Lecture Try This Assignments. These are due during the Live Lecture sessions.
7. **After Lecture Test Your Knowledge Quizzes** (30 total points/3% total) to test your knowledge of the Lecture material after the entire Lecture has been completed. These are similar to the In-Lecture Try This Quizzes. I drop your lowest score.
8. **After Topic Test Your Knowledge Quizzes.** (30 total points/3% total) Once we complete all the materials and assignments for a Topic, you take this as a practice exam to be completed the day after we complete all the materials and assignments for a Topic (comprising from one to four Lectures). I drop your lowest score.

For Each Excel Chapter/Topic:

Each assignment provides you with more practice and familiarity with Excel. I drop your lowest score of each category.

9. Seven (7, one per chapter) **Textbook Chapter Hands-On Assignments** (Text Hands-On) Assignments (30 points/3%), one per Excel textbook chapter. These are the “Hands-On Exercises” in the text chapter. There are several exercises in each chapter that are cumulative. You must do all of them in the chapter.
10. **MyITLab** (7, one per chapter) **Simulation Training Assignments** (30 points/3%), scored directly by and stored in the **MyITLab** Grades.
11. **MyITLab** (7, one per chapter) **LAB Grader Project Assignments** (30 points/3%), scored directly by and stored in the **MyITLab** Grades.
12. **MyITLab** (7, one per chapter) **EXAM Grader Project Assignments** (30 points/3%), scored directly by and stored in the **MyITLab** Grades.

Exams:

13. **B Exam 01** (45 points/4.5%) is the Part B midterm during Lecture class. The questions are similar to those of the **In-Lecture Try This Assignments**, the **After Lecture Test Your Knowledge Quizzes**, and the **After Topic Test Your Knowledge Quizzes**. This covers Topics/Chapters 1, 2 and 3. These are word problems presented in an eLC Quiz to be solved using Excel. You will be given a set of worksheets in an Excel Workbook file, solve them, and enter your answers into answer fields of the questions of an eLC Quiz. You also submit your correctly named, saved and closed Excel work file to an eLC Assignment. These will be scheduled to start at

the start of the scheduled Lecture day/time. The University of Georgia and the University System of Georgia will set the rules for how these will be administered, including how they will be proctored possibly using screen and camera access.

14. **B Exam 02** (95 points/9.5%) is the mandatory, comprehensive Part B Final Exam focusing mainly on Chapters 4-7 scheduled during finals week in the Lecture classroom. The process for this exam is similar to that of B Exam 01. These will be scheduled to start at the start of the official scheduled Final Exam day/time. The University of Georgia and the University System of Georgia will set the rules for how these will be administered, including how they will be proctored possibly using screen and camera access.

See the Exam Preparation Tips section of **The Syllabus Details** document for how to prepare for these.

Other:

15. **Part A** of the course contributes 500 points (50.0%). There may be some Part A Bonus points.
16. **Rounding Points** (10 points/1%). There are ten (10) Rounding Points bonus (1%) to accommodate being close to the next higher grade. There will be no further rounding. Don't ask. Really... Don't ask.
17. **Extra Credit Part B Course Evaluation** (5 points/.5%). You earn these points by filling in and properly submitting the online Part B Course Evaluation.

There are **NO** additional and/or extra credit Part B assignments. Again, don't ask. Really... Don't ask.

GRADING/EVALUATION AND POLICIES

The evaluation of work in the course is based on performance in the above areas over the semester. The point values are summarized in the table below. There are sharp deadlines for these scored items.

Scoring Table

The **entire** course requirements are weighted as follows:

Lecture/Participation/Attendance (14 classes * 5 pts. Drop the lowest)	65	_____
Live Lecture Participation/Attendance (14 classes * 2 pts. Drop the lowest)	26	_____
Exam 00 (Part B Readiness Exam) (5%)	5	_____
B Exam 01 (3.5%)	45	_____
Final B Exam 02 (Comprehensive) (6.5%)	95	_____
At Home PreTopic Quizzes	30	_____
In-Lecture Try This Assignments	30	_____
Live Lecture Try This Assignments	24	_____
After Lecture Test Your Knowledge Quizzes	30	_____
After Topic Test Yr Knowledge Quizzes (5 ea)	30	_____
Textbook Hands-On Exercises (5 pts ea)	30	_____
MyITLab Simulation Trainings (5 pts ea)	30	_____
MyITLab Lab Grader Projects (5 pts ea)	30	_____
MyITLab Exam Grader Projs (5 pts ea)	30	_____

Part B TOTAL Max = 500

Total Points from Part A	Out of 500	_____
Rounding Points	10	10 _____
Extra Credit Part B Course Evaluation	(5)	_____

Total Score: TOTAL = 1000 _____

Course Grades will be assigned as follows:

A	930 and above
A –	900 – 929.99
B +	870 – 899.99
B	830 – 869.99
B –	800 – 829.99
C +	770 – 799.99
C	730 – 769.99
C -	700 – 729.99
D	600 – 699.99
F	below 600

You may earn up to 500 points for each of Part A and Part B. The Rounding Points and the Extra Credit Part B Course Evaluation Points are bonuses. It is possible to earn up to 1015 course points. There may be additional points for Part A.

Rounding

The cutoff points for determining the final grade are strictly enforced. I calculate the scores to 6 or more significant digits, combine the Part A points, then add ten (10) rounding points to your score, and the five (5) extra credit Part B course evaluation points if appropriate. If, after your score is calculated, you earn 855.000000 points, then after adding the rounding points and extra credit bonus points, your score becomes 870.000000, which is a B+ for the course grade. On the other hand, if, after your score is calculated, you earn 854.999999 points, after adding the rounding points and extra credit bonus points, your score becomes 869.999999, which is a B for the course grade. There is no further extra credit or rounding up. Don't ask.

Grade Calculator

I will post an Excel Course Grade Calculator worksheet to eLC so you may estimate your course score and grade.

MyITLab Scores

These are posted on a 0 to 100% scale directly in the MyITLab Grades shortly after you finish each one. Check MyITLab Grades to see your scores. In MyITLab, go to the Grades tab, select the specific Chapter folder, then the Assignments folder for the chapter. Your scores for that chapter should appear. You can click (possibly the arrow, or

a right click) on an [Exam](#) or [Lab](#) Grader Project Assignment's score to get your scoresheet for your highest-scored submission. You can then see specifically what to improve, update your file, and resubmit it for a higher score before the due date. Ignore anything indicating that an assignment is "Past Due." It means that the due date has passed, not that your submitted assignment is late. Do **NOT** check for your MyITLab scores in [MyITLab Course Materials](#) > ... > Submissions or the eLC MyGrades. Dr. Aronson uploads the contribution to your total course score from [MyITLab](#) to eLC MyGrades at the end of the semester.

Dropping the Lowest Score

In each Assignment category, I drop your lowest score in case of invalid excuses or technology problems. I may drop several of your lowest scores for the In-Lecture Try This Assignments. You may, without a valid excuse, miss one of each of the After Lecture Test Your Knowledge Quizzes, the After Topic Test Your Knowledge Quizzes, the Textbook Hands-On Exercises, [MyITLab](#) Simulation Training Assignments, [MyITLab](#) LAB Grader Project Assignments, and [MyITLab](#) EXAM Grader Project Assignments. Be aware that I do not drop your lowest scores out of the eLC or MyITLab Grades. I drop them when I compute and post the sums of each category at the end of the semester.

About Chapter 7

I **strongly recommend** doing the Chapter 7 Assignments even if you do not need the points. You need the knowledge, especially for Exam 02. Students who skip the assignments in the last chapter generally do worse on Part B Final Exam 02. And, they are not fully prepared for future Terry courses.

COURSE STRUCTURE WITH DELIVERABLES

See [The Syllabus Details](#) document.

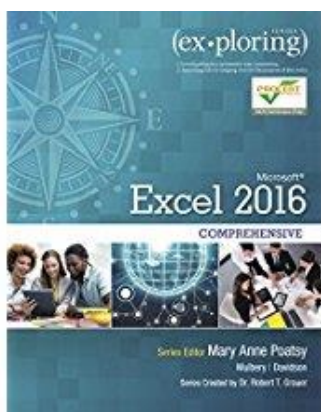
COURSE SCHEDULE

The [course schedule](#) is in a separate document in eLC > Part B > Course Information. It includes the Course Finals Schedule at the bottom.

COURSE MATERIALS

Also see [The Syllabus Details](#) document.

REQUIRED TEXTS AND MATERIALS



(Note the **Excel 2016**. Do not purchase [Office 2016](#) books.)

But, the MyITLab Access Code has "Office 2016" in its title.

1. **MyITLab Access Code with eTextbook:** (The text for Mac users and PC users is the same.) This eText Bundle includes access to <1> the electronic textbook at MyITLab and <2> a Pearson MyITLab Access License Code. You may purchase the eTextbook Bundle as listed at the UGA Bookstore as [Exploring Microsoft Office 2016 \(MyLab IT Digital Access Code\)](#) for Follett (ISBN 9780135374764) for \$112.50. If you

do, your receipt will contain your Access Code, or you might have an Access Code Card. **The preferred way to purchase the eText and Access Code** is to purchase the MyITLab Access Code (with the eText) directly from Pearson when you log into the MyITLab course at pearson.com/mylab or www.myitlab.com. For instructions on redeeming your MyITLab Access Code, see the **MIST 2090B Starting MyITLab** document in eLC > Part B > Course Information.

For a modest additional fee (around \$35) you may purchase a black and white, hard copy, loose leaf version of the text once you access the MyITLab course. You may also choose to purchase a new or used hard copy version of the text. Be sure to purchase a text **only** with the title: **Exploring Microsoft Excel 2016 Comprehensive**. Do NOT purchase a used MyITLab Access Code.

2. **Computer and Software:** There are two options:

[1] For PC Users: A notebook PC computer running Windows 10 or higher and Microsoft PC Office 2016 ProPlus (same as Microsoft PC Office 365 from UGA) available from The University for free download from ugamail.uga.edu , or Microsoft PC Office 2016 (any except the Starter Versions) on Windows. Microsoft PC Office 2019/365 may work as well. The Google Chrome browser must also run on the PC.

[2] For Mac Users: (Not Recommended, but allowed): a McIntosh notebook computer running the Google Chrome browser, and the Citrix Receiver and vLab that you install from vlab.uga.edu (accurate documentation is provided in eLC > Part B > Course Information; vLab already has Microsoft PC Office 365/2016 ProPlus installed on its Windows desktop (or, it may have Microsoft PC Office 365/2019 installed). Other, earlier versions of Microsoft Office, native Mac Microsoft Office, Google Chrome versions of Microsoft Office, Online versions of Microsoft Office, and nonMicrosoft Office software suites may **NOT** be used. Be careful as Macs often do not function well in this course. Macs typically have stability problems.

Additional Details: Generally, the computer must have an 8" or larger diagonal screen, and the screen resolution must be 1024x768 or more. Your notebook computer must have an active wireless LAN (Local Area Network) connector for every Lecture class. This notebook computer must also be capable of connecting to the UGA network. Suggested configurations are posted on the Terry College Web site. (You may not use a ChromeBook. You may not use an iPad.) Get all this installed before the **Part B Readiness Exam 00** due date/time before Part B Lectures begin. You can get help during online TA Office Hours and from OIT staff members (once you have worked with a TA or your Part B Professor).

3. **USB flash drive** for file backup and transfer. This is especially important for Mac users.

4. **Piazza account.** You must activate your Piazza access to receive course announcements and emails.

MyITLab Account

Dr. Aronson will email you when you may access MyITLab. She will email you the MyITLab **CourseID**. You may not use a Temporary Account to access MyITLab. Assignments completed when using a Temporary Account are not eligible for scoring. They will NOT earn course credit. When you set up your access, follow the instructions in the **MIST 2090 Starting MyITLab** document in eLC > Part B > Course Information. Also see **The Syllabus Details** document.

Computer

See <http://www.terry.uga.edu/academics/policies/computers> for the Terry College of Business **Laptop + Software** recommendation. I quote from that Web page "Terry College's Office of IT (OIT) highly recommends that you do **NOT** purchase a Mac if you are not prepared to deal with the added complications, cost, and time required to install Windows on a Mac. " **I very strongly recommend a PC**

running Windows 10 or higher, not a Mac. Businesses use PCs and this is a Terry College of Business course. If you plan to major in a business discipline, you will need a PC.

Student Text Files: The textbook's student CD files are in a single zip file in the eLC Course under Part B > Course Materials and as separate files at the Pearson Web site www.pearsonhighered.com/exploring . Choose our text, Exploring Microsoft Excel 2016 Comprehensive. Then choose Student Resources. (There is an error in one of the Text Hands-On Assignment Start files, so use the ones posted in eLC > Part B > Course Material

ACADEMIC HONESTY AND CHEATING

See the **Course Syllabus Details document** for more information and examples of Academic Honesty violations. Also watch the Academic Honesty video posted to the course in one of the Topics.

ACADEMIC DISHONESTY IS CHEATING. Cheating reflects badly on The University and reduces the integrity of its programs and the integrity and value of your degree. I appreciate the fact that most of you choose to abide by the Academic Honesty Pledge that you signed before enrolling in UGA. Unfortunately, not everyone is honest. These policies exist to inform you as to what is considered academically dishonest in this course at its onset so that you can be proud that you earned your grade in this course and your degree from UGA.

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in a "Culture of Honesty" found at <http://ovpi.uga.edu/academic-honesty> . Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

"The academic honesty policy of the University is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the UGA Admissions Application." Source: <https://ovpi.uga.edu/sites/default/files/uga-academic-honesty-policy-may-07.pdf> .

Do NOT share files. The action of sharing files is academically dishonest in this course. Both the student who provides the file, and the student who receives the file have each committed an infraction. Even if the submission is accidental, it violates the UGA Academic Honesty Code. You may help each other with the Assignments (not Exams), but **you may not share files**.

You must obtain your initial Excel assignment file directly from the MyITLab courseware when logged into your own account at UGA during the current semester. Submitting someone else's file or a portion of someone else's file is academically dishonest. Submitting a file or a portion of a file that originated even from your own work not from UGA nor from this semester's course is academically dishonest. Submitting a file or a portion of a file which originated from another site such as Course Hero or a similar site is academically dishonest. MyITLab automatically detects when files are shared. I will be notified if you've submitted a shared file along with its source.

MyITLab detects when a student copies even one cell from another's assignment file or from a file you may have worked on in a different course. This is academically dishonest.

If you submit a file with no work done (the start file), you may earn negative points and have violated the Academic Honesty Code.

Submitting a file to someone else's account is academically dishonest.

You are NOT to receive ANY assistance on exams, quizzes, assignments, or any other graded component of the class, unless otherwise announced. If you have any doubts about whether or not working with someone is acceptable or not, contact your professor (Dr. Aronson) or an MIST 2090 Teaching Assistant. You may also contact

Mr. Phillip Comer Griffeth (honesty@uga.edu). Alleged honor code violations will be reported to the Office of the Vice President for Instruction's Academic Honesty Office.

If you accidentally submit someone else's file or even paste in a single cell from someone else's file to an Assignment, contact Dr. Aronson immediately by email and explain exactly what happened before the assignment's due date/time so she can delete the file, reset the assignment, and not pursue an Academic Honesty violation case.

Potential Cases of Academic Dishonesty

Potential cases of Academic Dishonesty upon detection will be sent to Mr. Phillip Comer Griffeth, UGA's Academic Honesty Officer in the Office of the Vice President for Instruction (OVPI). He will contact you to arrange a facilitated discussion between you and me. **We may NOT communicate about the situation until we meet in a facilitated discussion.**

The recommended sanction for a first case of academic dishonesty is a zero on the item (assignment, quiz, exam, and so on), a grade of F in the course, an academic dishonesty mark on your transcript, and 50 hours of community service, at least half of which is to be performed in the Athens area. The community service may not be performed for or with any Greek or religious organization.

This sanction applies even if the academically dishonesty activity is minor.

Second offense issues and sanctions go to a panel with a designated set of extremely severe sanctions.

Disability Statement

The University of Georgia is committed to the success of all learners, and we strive to create an inclusive and accessible online environment. In collaboration with the Disability Resource Center (<http://drc.uga.edu/>), we work with students who have documented disabilities to access reasonable accommodations and academic supports. For more information or to speak with a Disability coordinator, please call the Disability Resource Center at 706.542.8719, TTY only phone 706.542.8778.

Even if you filed disability paperwork with your Part A Lecture Professor, please contact me and provide me with new documents for Part B. I need to be aware of your needs in order to prepare for them.

Inclusivity Statement

Our class environment and my offices are safe spaces. I strive to provide what you need to maximize your learning. We respect each other. Our behaviors enhance each other's learning. I encourage each of you to consider what you can do and what you need to do to maximize your learning and your recognition and appreciation of the diversity of humanity. Please contact me if an issue arises that affects your ability to learn.

Mental Health and Wellness Resources:

- If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu/>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.
- UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).
- If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

- Additional mental health resources are available on the UGA App.

FERPA Notice

The Federal Family Educational Rights and Privacy Act (FERPA) grants students certain information privacy rights. See the Registrar's explanation at <https://apps.reg.uga.edu/FERPA/>.

COURSE POLICIES HIGHLIGHTS

Much more is in The Syllabus Details document.

1. **Learning:** Respect each other's desire to learn.
2. **Pay Attention** to the details and the rhythm of the course.
3. **Focus** on class work when in class.
4. **No Cell Phones:** No phone use in the classrooms or when preparing to view an online Lecture after you log in to vLab and/or eLC. Put your cell phone on Airplane Mode, turn WiFi off, turn it off, and put it away. They distract everyone around you, **you**, and me.
5. **No Other Networked Devices:** Put all other devices that grab network ports on Airplane Mode, turn WiFi Off, turn them off, and put them away, too.
6. **No Late Assignments.** Turn them in within 48 hours for half credit.
7. **No Makeup Assignments.**
8. **No Makeup Exams.**
9. **Come to Class/View Online Lectures.** There are severe course point deductions for missing 25% or more of the Lecture classes.
10. **Valid Excuses** require documentation within a reasonable time frame.
11. **Assignment Issues:** Generally contact one of your Lecture TAs.
12. **Exam Issues:** Contact Dr. Aronson.
13. **DO NOT SHARE FILES.**

FURTHER READING

See The Syllabus Details document for Detailed Course Policies, Syllabus Notes, and Dr. Aronson's Bio Sketch. Other important course information is in additional documents in the eLC > Part B > Course Information folder.

Version: 20210110

Dr. Janine Elyse Aronson
