COS 103 Introduction to Spreadsheets (1 cr.)

Purpose:
This course studies spreadsheet design using Microsoft Excel 2016 for Windows. Topics include data entry, formatting, formulas, functions, and charting. Be sure you have reliable access to the software before starting the class. This software is available at UM public computer areas such as the Memorial Union and Fogler Library. It can also be downloaded from University of Maine at IT Department.

Instructor:
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Office Hours: Will be posted as a Blackboard Announcement

Text:
You should purchase this textbook at the UM Bookstore promptly as you will need it to complete Assignment #1. Remote students can call the UM Bookstore at 207-581-1700 to have the text mailed to them. One copy of the text is on reserve in UM Fogler Library.

Grading:
Grades are based upon performance on assignments (70%) and final exam (30%). The final exam must score a minimal grade of 60 to pass the class.
A 90-100 B+ 88-89 B 80-87 C+ 78-79 C 70-77 D+ 68-69 D 60-67 E 0-59

Homework:
There will be three assignments based upon the readings. Assignments have a due date but can be submitted by the late due date with a penalty. Homework is to be completed individually by each student in the class. It is not acceptable to submit work similar to another student in the class. Assignments are graded prior to the next assignment due date and the grade report is available by clicking the score link in the My Grades utility on Blackboard.

Final Exam:
There will be a live final exam consisting of multiple choice questions and creation of an Excel workbook demonstrating knowledge of material in the chapters. You may bring one page of hand-written notes. The exam may be taken during the semester and several scheduling opportunities will be listed under Blackboard Announcements.

Assistance:
Instructor office hours and undergraduate consulting hours are posted on Blackboard Announcements. Email is answered daily; be sure to attach your workbook to your emailed question. Email can be sent to carolr@maine.edu.
Incompletes:
The Computer Science department does not grant the Incomplete grade unless the student has completed all work up to date but has missed material at the end due to a medical or other emergency.

Academic Honesty:
As a student at a distance, it is important that you know about the University of Maine policy on academic integrity. Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means (e.g. cheating, plagiarism, fabrication or academic misconduct). Students may be accused, charged, and penalized for any violations as appropriate. Please refer to the UMS Student Conduct Code for definitions and procedures. Any obvious duplication of submitted work is cause for dismissal.

Disabilities:
For further information about assistance please call the Services for Students with Disabilities office of the University of Maine at 207-581-2319.

Course Access: This class will use Blackboard software. You must have an Internet connection to access this software.

- Go to: bb.courses.maine.edu
- Enter your UMS login and password. Contact Technical Support if you do not know this information.
- In the My Courses area, click on the link for this course.