Instructor: Ryan Kobbe, P.E.
Office: EN 2080
Office Hours:
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Text: Introduction to Excel, 4th edition, Kuncicky/Larson


Meeting Times: Conference Call: TBA

Grading:
<table>
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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Homework</td>
<td>30%</td>
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<td>Labs</td>
<td>40%</td>
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<td>Final Project</td>
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<td>Total</td>
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Prerequisites: MATH 1400 or MATH 1450 or ACT Math Score of 25 or Math Placement Exam score of 4.

Calculator: A scientific calculator with the capability of trigonometric and logarithm functions along with the capability to solve simultaneous linear equations may be useful in order to verify calculations performed using Excel.

Lecture Notes: Lecture notes, recorded lectures, and supplemental information will be posted to WyoWeb. This class will utilize Adobe Captivate as a delivery method for lectures. Lectures will be prepared in advance and can be accessed on WyoWeb. Adobe Captivate allows considerable flexibility for lecture delivery. Recorded lectures will include a brief discussion of the day's topic as well as instructor lead demonstrations conducted directly in Excel. These multimedia files are viewable with Adobe Acrobat Reader.

Homework: Homework sets will be given on a weekly basis, with due dates provided with the assignment. No credit will be given for late assignments. Solutions to the homework will be posted on the ES 1061 course site accessible from WyoWeb. Homework assignments will be reviewed and graded, but students are responsible for verifying individual solutions.

Laboratory: Lab exercise instructions will be available on the class website prior to the lab session. Satisfactory completion of all labs is required in order to pass the course. No credit will be given for late lab assignments.

Final Project: In lieu of a final exam, you will be required to successfully complete a final project. The final project will consist of a student created workbook, utilizing the skills gained in this course, to solve a problem relative to their discipline or industry. A full description of the final project will be provided.

Issues of Expected Academic Practice: Students are encouraged to discuss course topics and assignments with one another. However, the homework, lab solutions as well as the final project turned in by each student must consist of that individual’s own work as noted in the University Regulations (e.g., UNIREG 802). Representing another individual’s work as one’s own is considered academically dishonest and will result in a grade of F (failure) for the course.

ADA Compliance Statement: The University of Wyoming is an affirmative action/equal opportunity educator and employer. If you have a physical, learning, sensory or psychological disability and require accommodations, please let me know as soon as possible. You will need to register with, and provide documentation of your disability to, University Disability Support Services (UDSS) in SEO. You may apply on-line at UDSS' web site: www.uwyo.edu/udss or you may contact UDSS for more information at (307) 766-6189, TTY: (307) 766-3073.
Course Site: All information relevant to this course, including the syllabus, course outline, homework and lab assignments/solutions, course objectives, grades, notes, supplemental material, etc. will be provided through the course site in WyoWeb. Find at WyoWeb / <login> / Student / My Courses / Engineering Problem Solving with Spreadsheets / Files.

Course Outline: The course will consist of one 5-week module as outlined below.

Module 1 – Spreadsheets
Computer Tool: Excel
Objective: Introduction to spreadsheets, data plotting, parametric equations, and linear equations
Weekly topics:

1. Introduction to spreadsheets
2. Tables and figures, importing to Word
3. Cell referencing and parametric equations
4. Experimental data plots and regression trendlines
5. Linear equations, matrices and Solver

Additional Policies and Expectations
Exceptions, if possible, must be arranged in advance with the instructor.

1. Electronic mail, as registered with the University of Wyoming Office of the Registrar, will be utilized frequently for course information and some assignments. Be sure to register your email and check it frequently.
2. The course website will be used to provide reading materials, examples, supplemental materials, details of assignments, and solutions. The student is expected to become familiar with accessing the site and using it on a daily basis.
3. All homework and laboratory work must be submitted in the format provided by your instructor. The page header information, identifying the student and assignment, must be strictly followed. The complete problem description, assumptions, pertinent theory, solution work and conclusions must be clearly stated.
   a. **Hand Written Assignments**: Use dark pencil lead for all written work. Annotated computer output should be neatly appended as necessary. All appended output must be appropriately labeled and referenced.
   b. **Electronic Assignments**: Electronic assignments submitted by email must follow strict file naming and subject line conventions, as prescribed by the instructor.
4. All computer work should be stored on two separate media at a minimum. Students are responsible for keeping their electronic data safe.
5. Students are expected to observe all rules and regulations regarding use of computing resources provided by the University of Wyoming. Illegal and unethical use of computing resources will be dealt with according to the appropriate University, State and/or Federal regulation.
6. The University of Wyoming is built upon a strong foundation of integrity, respect and trust. All members of the university community have a responsibility to be honest and the right to expect honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated. Teachers and students should report suspected violations of standards of academic honesty to the instructor, department head, or dean.
7. University regulations can be found at [http://uwadmnweb.uwyo.edu/legal/universityregulations.htm](http://uwadmnweb.uwyo.edu/legal/universityregulations.htm)