

Course Information

Course Number: Math 225
Course Title: Advanced Spreadsheet Techniques
Sections: 501 - 503, 510 - 512
Lecture Times: Section 500: Wednesday 2:55 – 3:45
Section 501: Wednesday 4:15 – 5:05
Location: Chen 104*
Credit Hours: 1

**Note: Class will also be available online via Zoom during our published class time. Zoom link is located in canvas.*

Instructor Information

Instructor: Joe Kahlig
Office: Blocker 328D
Phone: Math Department: 979-845-3261 (There is no phone in my office, so email is a better way to reach me.)
E-Mail: kahlig@math.tamu.edu
Course Webpage: <https://www.math.tamu.edu/~kahlig/>
Office Hours: Tuesday/Thursday from 1pm – 2:30 via Zoom. Link located in canvas.

Course Description

Advanced commands, formatting and functionality of spreadsheets, with Excel being the particular example.

Course Prerequisite

Prerequisite: MATH or APMS major.

Textbook and/or Resource Materials

Textbooks:

The only resource for this class is help file in Excell and the ability to search the internet.

Grading Policies

The course grade will be the average of the class assignments. **Due to FERPA privacy issues, I cannot discuss grades over email or phone.** If you have a question about your grade, please schedule a one-on-one Zoom meeting with me.

Grading Scale:

A: [90, 100] B: [80, 90) C: [70, 80) D: [60, 70) F: [0, 60)

Grade Appeal Policy:

If you believe an error has been made in grading of an assignment, you have one week from the return of the assignment to talk to me about the grade. A very good reason will be needed to talk about an assignment's grade after that one-week period. If a grade has been recorded incorrectly, you may talk to me anytime during the semester about fixing the grade. I will need to see the actual assignment before the grade will be changed.

Assignments

Assignments will be given weekly. Assignments will be posted and submitted in the Canvas Learning Management System. Assignments will be graded for both correctness and presentation.

Late Work Policy

Assignments will not be accepted late unless you have a University approved reason or have contacted me with prior to the due date with a reason that is compelling.

Attendance and Make-up policies

Attendance is essential to complete this course successfully.

- For an absence to be considered **excused**, the student must notify the instructor in writing (e-mail is acceptable) prior to the day of absence. In cases where advanced notification is not possible (e.g. accident, or emergency), the student must provide notification by the end of the second business day after the last date of the absence. This notification must include an explanation of why notice could not be sent.
- Make-up work will NOT be allowed unless a **University approved reason is provided in writing**. You must notify me **within 2 working days** of the missed assignment to arrange a makeup. In all cases where an exam/quiz/assignment is missed due to an injury or illness, whether it be more or less than 3 days, I *require a doctor's note*.
- **For Fall 2020 only, students may use the Explanatory Statement for Absence from Class form in lieu of a medical confirmation. Students must submit the Explanatory Statement for Absence from Class within two business days after the last date of absence.**

Academic Integrity

"An Aggie does not lie, cheat, or steal, or tolerate those who do."

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. For additional information please visit <http://aggiehonor.tamu.edu/>.

- Providing a fake or falsified doctor's note or other falsified documentation will result in an F* in the course.
- Copying solutions from other sources (i.e. the internet, other groups, friends in other classes or past classes, ...) is considered academic dishonesty.

Instances of Academic dishonesty will be reported to the Aggie Honor Council. The punishment for cheating may be increased if the student has been found to have committed academic dishonesty in other courses.

Other Course Information

Class Announcements, E-Mail Policy and Communications:

Class announcements will be posted to my class web page and sent to your university e-mail account. If you send me an e-mail, please include your name and course information (i.e. class and section) as well as any additional information that I might need to help respond to your e-mail.

TECHNOLOGY SUPPORT

As much of our learning experience relies on technology, many students can get overwhelmed when something goes wrong or things get overwhelming. If you're looking for a curation of online learning resources, consider checking out <https://keeplearning.tamu.edu/>

If your need is specific to a technology issue, consider seeking help from the 24/7 TAMU IT Help Desk. <https://it.tamu.edu/help/>

University Policies

Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to [Student Rule 7](#) in its entirety for information about **excused absences**, including definitions, and related documentation and timelines.

Makeup Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to [Student Rule 7](#) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" ([Student Rule 7, Section 7.4.1](#)).

"The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" ([Student Rule 7, Section 7.4.2](#)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

Academic Integrity Statement and Policy

"An Aggie does not lie, cheat or steal, or tolerate those who do."

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](#)).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at aggiehonor.tamu.edu.

Americans with Disabilities Act (ADA) Policy

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit disability.tamu.edu. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](#)):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, you will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University’s goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with [Counseling and Psychological Services](#) (CAPS).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University’s [Title IX webpage](#).

Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in proper self-care by utilizing the resources and services available from Counseling & Psychological Services (CAPS). Students who need someone to talk to can call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at suicidepreventionlifeline.org.

Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**
- Face Coverings—[Face coverings](#) (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the [Face Covering policy](#) and [Frequently Asked Questions \(FAQ\)](#) available on the [Provost website](#).
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the [Student Conduct office](#) for sanctions. Additionally, the faculty member may choose to teach that day's class remotely for all students.

Personal Illness and Quarantine

Students required to quarantine must participate in courses and course-related activities remotely and **must not attend face-to-face course activities**. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence (See [Student Rule 7, Section 7.2.2.](#)) To receive an excused absence, students must comply with

the documentation and notification guidelines outlined in Student Rule 7. While Student Rule 7, Section 7.3.2.1, indicates a medical confirmation note from the student's medical provider is preferred, **for Fall 2020 only, students may use the Explanatory Statement for Absence from Class form in lieu of a medical confirmation. Students must submit the Explanatory Statement for Absence from Class within two business days after the last date of absence.**

Operational Details for Fall 2020 Courses

For additional information, please review the [FAQ](#) on Fall 2020 courses at Texas A&M University.