**Northeast Wisconsin Technical College**

***Land Acknowledgement Statement***

The region served by NWTC **occupies the ancestorial home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day. The College’s Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation.** We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations as are the **lands of all First Nations People.**

# See more detail at <https://tinyurl.com/244wh3xf>

Logo, company name

Description automatically generated

# EXCEL SYLLABUS

## Catalog #10-10311-13

## Class #00000

## Starts: Enter date Ends: Enter date

Welcome to NWTC! It is a privilege to be your College of choice. Our staff and faculty are excited for what is ahead of you. We welcome your unique perspectives and experiences and ask that you respect the backgrounds and experiences of others as we learn together. College can be challenging at times so please reach out to our staff and faculty. We are here to help you learn and support your success. We believe you can be successful!

## INSTRUCTOR INFORMATION & RESPONSIBILITIES

**Instructor** Name

**Office** Location

**Telephone** (000) 000-0000 or through Microsoft Teams

**Email** first.last@nwtc.edu

**Availability** *List specific hours, virtual hours or in person along with By Appointment.*

*To help you be successful, I will*

* Maintain an inclusive, safe learning environment
* Provide open and frequent communication regarding your progress in this class.
* Reply to communications within 48 business hours.
* Grade assignments regularly and provide feedback to guide you toward improvement of your coursework.
* Communicate changes due to student and instructor needs, class cancelations, or college closures in a timely manner.

## CLASS INFORMATION

### Class Schedule & Meeting Location: This class meets in enter campus and room number as described below. Our class is delivered in a enter format.

*Choose the statement(s) fits your delivery mode:*

* *In-Person – Classes will meet on campus at specific dates/times with your instructor, fellow students, and you in face-to-face small class settings.*
* *Online – There are no scheduled class times. You can learn anytime and anywhere you have access to the internet. You will connect to your instructor and classmates through online discussion boards and other platforms.*
* *Online Live – At least half of your class is delivered through live virtual meetings, at specific dates/times. The rest of the course instruction and assignments can be accessed anytime and anywhere you have internet access.*
* *Blended – You will learn through a combination of in-person, online, and/or Online Live class meetings. In-person and Online Live class sessions will meet at specific dates/times.*

This class meets on the following days/times:

*Enter days of the week and* *times the class meets weekly into the chart below. Use as applicable and modify as needed to best inform students.*

| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

### Course Description: *Copy and paste the official course description as it appears in PeopleSoft.*

### **Credits:** *Enter the official credit value as it appears in PeopleSoft.*

### Pre-requisites/Corequisites: *This MUST match the prerequisite/corequisite information as it appears in PeopleSoft.*

### Textbooks: *This MUST match the textbook on file for the course as it appears in PeopleSoft**. Please consider properly citing textbook resources in* [*APA*](https://nwtc.libguides.com/c.php?g=29261&p=7170609) *or* [*MLA*](https://nwtc.libguides.com/c.php?g=29261&p=3737747) *style to model proper citation expectations for this course. To order your course materials from the NWTC Bookstore for shipping to your home or pick up, please* [*click here*](https://www.nwtcbookstore.com/SiteText?id=70670) *to find the instructions to start your order.*

**Supplies/Technology**:*Include required supplies & technology. At a minimum, students would need access to a computer for email, Canvas, and Teams meetings (if applicable). If you are using Respondus LockdownBrowser/Monitor, please include those requirements as well. Encourage them to download the Mobile Canvas Student App for their devices (*[*Android*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fplay.google.com%2Fstore%2Fapps%2Fdetails%3Fid%3Dcom.instructure.candroid%26hl%3Den&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540086730%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mM2A6CuNwPLv3VvKlIijpCku1oz4AJmIOy9%2Ferg%2BIgo%3D&reserved=0) *or* [*iOS*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapps.apple.com%2Fus%2Fapp%2Fcanvas-student%2Fid480883488&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540086730%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XvGb5PqAoXD89q%2By3DcyM4Hrj5RlLpNsohBuGjHbDNk%3D&reserved=0)*), use the Get Help button on your course’s homepage for Canvas technical support and tutorials, and review the* [*Technology 101 video series*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F278494&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540086730%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dJCnnq2pGT896%2FgYMFd2NpadrqnC3fXz6b2K3lb7Q7g%3D&reserved=0)*.*

*Consider searching Canvas Commons for “library” to import the NWTC Library’s latest technology instruction modules/pages to your course. Move applicable pages to the “How this Course Works” area of the course (for example,* [*Using Respondus Lockdown Browser or Monitor*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F293607&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540086730%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vmGtNlSG%2FBuK9Gnmcdw30vkxU0Fdmkxz9j8EbrNVjR0%3D&reserved=0)*,* [*Applying to Borrow a NWTC Laptop or Hotspot*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F291733&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540242949%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=AbYlYr1EhUTrgue8Lnzd0S1btyseeb4iFzx%2Fq5HMqxo%3D&reserved=0)*,* [*Using TurnItIn to Check Papers for Similarity*](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F381373&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540242949%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Mo9b%2FjT%2BWCVOAvtffYyK7uCo%2BN8Jdof%2BuPzmB2jghPU%3D&reserved=0)*, etc.). Mention those instructions here.*

### 

### Course Competencies: Upon successful completion of this course, you will be able to: *These MUST match the official competencies for this course as approved in* [*WIDS.*](https://nwtc.wids.org) *Add additional rows as needed to represent this course’s competencies.*

1. Creating and Editing Documents
2. Formatting and Customizing Documents
3. Collaborating with Others and Working with Reports
4. Using Tables, Columns, and Graphics

### Employability Skills: In addition to specific job-related training, NWTC has identified the following transferrable employability skills reaching beyond the context of a specific course:

1. Communicate Effectively
2. Work Cooperatively and Professionally
3. Think Critically and Creatively
4. Solve Problems Effectively
5. Value Individual Differences and Abilities
6. Demonstrate Personal Accountability
7. Demonstrate Community and Global Accountability

**Course Engagement**: *In this section, include expectations and thoughts related to:*

* *Attendance/Participation: Please include information for class participation that supports learning and creates a sense of belonging. If your team or department has a specific attendance policy, please include it here. (e.g. for in person classes, you are expected to come to the campus and classroom for each day and time we are scheduled to meet). Include expectations of students in the event that class is cancelled for any reason (i.e. instructor illness/weather cancellation).*
* *Academic Integrity: If you want to add your thoughts on plagiarism, cheating and collusion, please do so here.*
* *Group Work: If you offer group work, please post expectations.*

**Estimated number of hours required to be successful in the class, (class hours and outside hours for homework, readings, etc.)** *Use the information provided in the NWTC student handbook under Academic Credit Hours to help you determine this value -* ***In a lecture class, for every one hour in-class, you are expected to spend two hours of outside effort; in a lab class, for every two hours in-class, you are expected to spend one hour of outside effort.***

*Consider adding this text to further explain this to students:* *The amount of time you spend on reading, completing course assignments and activities will differ. Typically students spend # hours outside of the course studying.*

### Use of Technology in Class: *Include a statement that addresses Instructor-level expectations for use of social media, cell phones, and other electronic devices. Students are expected to respect others’ views and display common courtesy when posting their views to online discussions. It is important that everyone understands how to use online course tools and etiquette in a way where ALL students feel safe and supported.*

*If you are using Respondus Lockdown Browser/Monitor, include the statements below.*

*Some, or all, exams in this class will be administered using “remote proctoring” software. This means that the web camera on your computer/laptop will require you to scan your desk and room, as well as record video of you and your surroundings while completing the test.*

*If you have any concerns regarding testing in this manner, please communicate with your instructor a minimum of 48 hours prior to the first exam.*

### Campus Closure Day(s) Procedure: In the event of a campus closure,

*Faculty are to choose* ***one*** *of the two options below to communicate expectations to students in the event of a college cancellation. The other option should be deleted.*

**Option 1:** Save the date(s) *(indicate the actual date(s) from the* [*Academic Calendar*](https://nwtcedu.sharepoint.com/Academic%20Calendars/Forms/Folders.aspx)*)* for potential make up due to emergency closure(s) in this 8-week session.

OR

**Option 2:** *(Faculty to fill in their own Instructor-level expectations based on their team’s decisions or collaboration with instructional supervisor.)*

### Syllabus Changes: Instructors may make changes to the syllabus based on the timeline of the class, feedback from learners and/or logistical issues. You will be informed as soon as a change is made. A current copy of the course syllabus will be maintained by the division office. *Add to the statement above as needed to capture Instructor-level expectations for making syllabus changes.*

**Course Assignments:**

The course utilizes SIMnet, which is an easy-to-use digital platform that teaches and assesses skills in Microsoft Office. It provides opportunities for students to engage in their learning using a variety of learning tools. In the Canvas LMS, you will be provided direct links to the learning activities in SIMnet for the applicable Chapter. By clicking on any of the SIMnet links through Canvas, the system will connect you to the appropriate assignment. Within each Chapter, you will be completing the followine assignments:

**SIMbooks “How To” 25 points**

The SIMbook incorporates both reading and practice. Students will be required to work through the required “How To” sections provided in each of the chapters to practice and build their knowledge. It will be required for students to complete the *Let Me Try* option in each section before progressing to the next section in the chapter.

File Management Basics Required

Windows 11: An Overview Required

**Chapter Independent Projects 30 points**

Students will be provided an opportunity to assess their level of knowledge after exploring each Chapter by working through a series of questions based on the chapter learning objectives. Feedback will be provided, and students will be provided two attempts with the highest of the two scores recorded.

**Exams (Week 4 & Week 7) 30 points**

Students will complete two exams throughout the course. Exam 1 will be based on chapters 1 & 2 learning objectives and Exam 2 will be based on chapters 3 & 4 learning objectives. You will be given 90 minutes to complete the exam, one attempt, and two attempts per question.

### Course Reflection Assignment 20 points

Upon successful completion of the above assignments, comes the last activity which is the Course Reflection. The end of any course should bring a sense of accomplishment as the time and effort you put in on the activities has produced new knowledge. This assignment provides you an opportunity to reflect upon your growth and experiences in the course.

### Grading Policy:

#### Late Submissions

Projects and Exams - late work will be accepted 7 days after the due date with an opportunity to earn up to 90% of the original points.

#### Extra Credit

Instead of assigning more work which would take away from the focus of the class, there are not any extra credit assignments.

#### Score Inquiries

Any inquiries relating to scores issued on an assignment are to be submitted in writing to the instructor within five (5) days of the assignment date.

### Grading Scale:

|  |  |  |
| --- | --- | --- |
| Points | Percentage | Grade |
| 300 – 270 | 90% | A |
| 269 – 240 | 80% | B |
| 239 – 210 | 70% | C |
| 209 – 180 | 60% | D\* |
| Below 180 |  | F |

\* Minimum passing grade for this class.

### Course Calendar:

|  | **✓** | **ASSIGNMENTS, ACTIVITIES,**  **AND ASSESSMENTS** | **COMPETENCIES** | **EMPLOYABILITY SKILLS** | **DUE DATE** | **POINTS** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Week 1 |  |  |  |  |
|  |  | Review Course Syllabus |  |  |  |  |
|  |  | Discussion Board: Introduce Yourself |  |  |  |  |
|  |  | Complete the Syllabus & Course Quiz  Retake until 100% is achieved |  |  |  |  |
|  |  | Assignment #1 |  |  |  |  |
|  |  | Assignment #2 |  |  |  |  |
|  |  | Week 2 |  |  |  |  |
|  |  | Read Chapter 1 |  |  |  |  |
|  |  | Complete the SIMBook assignment |  |  |  | 25 |
|  |  | Complete the Chapter Project |  |  |  | 30 |
|  |  | Week 3 |  |  |  |  |
|  |  | Read Chapter 2 |  |  |  |  |
|  |  | Complete the SIMBook |  |  |  | 25 |
|  |  | Complete the Chapter Project |  |  |  | 30 |
|  |  | Week 4 |  |  |  |  |
|  |  | Complete Exam 1 |  |  |  | 30 |
|  |  | Week 5 |  |  |  |  |
|  |  | Read Chapter 3 |  |  |  |  |
|  |  | Complete the SimBook |  |  |  | 25 |
|  |  | Complete the Chapter Project |  |  |  | 30 |
|  |  | Week 6 |  |  |  |  |
|  |  | Read Chapter 4 |  |  |  |  |
|  |  | Complete the SIMBook |  |  |  | 25 |
|  |  | Complete the Chapter Project |  |  |  | 30 |
|  |  | Week 7 |  |  |  |  |
|  |  | Complete Exam 2 |  |  |  | 30 |
|  |  | Week 8 |  |  |  |  |
|  |  | Complete the Final Course Reflection |  |  |  | 20 |
|  |  | **Total Points:** |  |  |  |  |

**Student Services to Support You:** Being in college is an exciting time to develop skills, further your career path, and build community. We want to make certain that financial, physical and mental health, or technology challenges do not get in your way! Our staff and faculty at NWTC are ready to support your needs to help keep you on track with your studies and educational goals.

We encourage you to visit [www.nwtc.edu/current-students](https://www.nwtc.edu/current-students) or click on the Student Resources button in your Course Home Page on Canvas to learn more about the resources available to you, ranging from student involvement and personal counseling to academic, financial aid, and career advising, to food pantry, housing assistance, and transportation services.

Many students use these resources and services on a daily and weekly basis. Services are included in your tuition and are free to use! To access services, please contact your instructor or academic advisor via Starfish, or by calling (920) 498-5444.

### Academic Coaching and Tutoring: Academic Coaching and Tutoring provides an additional layer of support to ensure you achieve your academic goals. Academic Coaching is committed to serving all students as an academic resource to promote student growth and success. Students who use Academic Coaching and tutoring receive course specific help along with practical experience with study skills, organization skills, time management, and confidence. We understand that school can be challenging; let us help you reach your academic goals at [www.nwtc.edu/academiccoaching](http://www.nwtc.edu/academiccoaching)

### Technology Skills & Assistance: Everyone comes to class with a variety of technology skills and experience. If you have questions about the technology needed to be successful in this course, reach out. As your instructor, I will provide an overview of needed technologies and connect you to additional resources. You can also visit the Technology Resources at <https://www.nwtc.edu/current-students> or click on the Student Resources button in your Course Home Page on Canvas for information on Canvas, printing and copying, and software or get technical assistance by calling the Student Help Desk at ([920) 498-6900](tel:19204986900) or [1-866-235-5037](tel:18662355037).

### The Library is a great resource for learning how to navigate your classes. Visit the Library during [open hours](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F212590&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540399174%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qiqwC91Meb50Y3AtVjbYjExa513t2AUYOfaCfv4j0nc%3D&reserved=0) or schedule an [appointment](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnwtc.libanswers.com%2Ffaq%2F212590&data=05%7C01%7CKarla.Sampselle%40NWTC.EDU%7C6a016a89a422435cf4be08daffc9d304%7C00d501fb5a6842d6b3d8e8b2f16906d4%7C0%7C0%7C638103539540399174%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=qiqwC91Meb50Y3AtVjbYjExa513t2AUYOfaCfv4j0nc%3D&reserved=0).

**NWTC All College Policies:** In addition to your course policies, there are policies and procedures that apply to all students taking classes at NWTC. Please refer to the NWTC Student Handbook to raise your awareness and understanding of the College’s expectations. The Handbook can be found at <https://www.nwtc.edu/current-students> or click on the Student Resources button in your Course Home Page.Policies you may want to learn about more include:

* Academic Integrity (includes Plagiarism, cheating and collusion)
* Drop from a Class or Program
* Student Academic Grievance
* **Discrimination and Harassment Prevention:** We are committed to creating a respectful environment for each member of our college community. We prohibit discrimination and harassment in our educational programs and employment. Please reach out to us if you have any questions or concerns. You will find the contact information by following these links for questions or concerns related to [discrimination or harassment](https://www.nwtc.edu/about-nwtc/policies/nondiscrimination-anti-harassment-policy) or specifically related to  [sexual harassment](https://www.nwtc.edu/about-nwtc/policies/sexual-harassment-and-title-ix).
* **Disability Act Statement:** NWTC is committed to creating a learning environment that meets the needs of its diverse student body. NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If you have a disability or experiencing difficulties with accessibility, please call Disability Services at (920) 498-6904 to begin a conversation regarding the support services available to you or to request an official accommodation.

### Student Academic Calendar: Visit the [Academic Calendar](https://www.nwtc.edu/about-nwtc/overview/academic-calendar) for important College dates like registration, campus closings, and graduation. Add these important dates to your personal calendar.

*Include any department-specific policies here.*

*FINAL REMINDERS*

* *Once you have completed your Syllabus, please run an accessibility check. Go to File > Check for Issues > Check For Accessibility. Please check out Accessibility Resources on the TLC HUB site. Contact the TLC with any questions.*
* *To remain consistent with the Student Resources button on your Canvas home page and to reduce broken links and syllabus revisions, please refrain from adding student resource specific links. Please direct students to the Current Students page at https://www.nwtc.edu/current-students*
* *Consider including language that creates a sense of belonging for your students in the Syllabus and throughout the Canvas shell.*