

**MSIS 5393: Advanced Spreadsheet Modeling**  
**Spring Semester 2018**  
**March 12 – May 4**

*Distance students must contact the online learning office within the first three days of classes to arrange for exam proctoring. There is only the final exam, and you may schedule that from May 7th through May 9th. Proctor U cannot be used for this course.*

**This online course has the following technical requirements:**

- A broadband internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- [Google Chrome](#) or [Mozilla Firefox](#) web browser  
**Note:** lecture videos are **not** compatible with Internet Explorer or Edge.
- [VLC Viewer](#) video player

Additionally, for this course you must have access to Excel 2016 on Windows. Access to the SSB virtual lab images will be provided but you'll still need your own computer. The testing center that you choose for your final exam **MUST** have at least Excel 2013 on Windows.

**Sections:** MSIS 5393.29672

**Instructor:** Dr. Jim Burkman

**E-mail:** [jim.burkman@okstate.edu](mailto:jim.burkman@okstate.edu)

**Homepage:** <http://online.okstate.edu>

**Office:** BUS 306

**Office hours:** By appointment

**Phone:** 744-5142

**Required:** Excel 2016 for Windows

**Textbooks:** *Microsoft Excel 2016 Bible*, John Walkenbach (ISBN 978-1-119-06751-1)

Note: A physical, unshared copy of this book is the only resource allowed on the final exam. It cannot be a different version, but it certainly can be purchased used off of Amazon or whatever.

**Discussion Forum:** There is a discussion forum on Brightspace where you can share information, ask questions, etc. I'll be hanging out there as well.

**The OSU Syllabus Attachment includes important dates, information, and resources to HELP YOU SUCCEED and is available on the course Brightspace site.**

**Course Site:** (Brightspace by D2L): <http://online.okstate.edu> or <http://my.okstate.edu> (choose Online Classroom after logging in)

**Online Learning Support:** [spearsonline@okstate.edu](mailto:spearsonline@okstate.edu)

Phone: 405-744-4048

Facebook: Follow Spears School Online Learning on

Facebook! <http://www.facebook.com/SpearsOnline/>

**Course Description:** This course presents the student with a series of exercises and projects design to create a competency in advanced Excel skills focused on importing and massaging data, analyzing data with formulas and arrays, and finally presenting the data in a meaningful way designed to quickly extract business solutions. Spreadsheets are ubiquitous in business and are the primary interface between messy data and extracted information. Business professionals with spreadsheet skills find themselves immediately empowered when it comes to data analysis and decision making.

Be sure to check the Brightspace site often. This syllabus and the Brightspace site for this class will likely change in response to the progress of this class. I will make an effort to post course changes on Brightspace, and also bring them up in class. However, I'm prone to just saying things in class that you need to know, without further posting. More formally stated, the policies and schedule in this syllabus are subject to change at my discretion, upon notice in any form to the class. You are responsible for getting any downloads offered for upcoming classes from Brightspace. Handouts, assignments, slides, due dates, and other information will be posted on Brightspace.

## **Learning Goals and Course Objectives:**

### ***Critical Thinking***

Upon completion of this course the student should be able to:

Identify critical issues that are most deserving of attention in a complex problem scenario.

Break complex problems into component parts.

Make critical judgments based on both qualitative and quantitative information;

Apply technical knowledge to solve unstructured problems

Be able to evaluate the merit of alternate explanations for patterns in data and behaviors.

### ***Technological Competence***

Upon completion of this course the student should be able to:

Prepare data for analysis in Excel by importing data, using conditional statements, manipulating text, trapping errors, and appropriately naming variables.

Analyze and manipulate data with a wide range of formulas; utilize goal seek to identify missing values; and utilize arrays.

Present results professionally using tables, charts, formatting tools, and pivot tables.

**Disabled Students:** According to the ADA, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need classroom accommodations, contact the office of Student Disability Services (SU 315). Please advise the instructor of your disability as soon as possible, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability from SDS but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 744-7116 v/t for more information.

**Attendance:** Absent a verifiable emergency, there are no provisions for making up missed or late submissions of exams/homework, or for taking exams early. The exams and homework are based on my lectures, my slides, any outside videos or material that I may ask you to read/watch, and the material in the book.

Note that as this is a lab class you may often find the lecture portion ending early, depending on the level of classroom interaction. That extra “free” time isn’t free – it is intended to offset a small portion of the time you’ll be spending outside the classroom on the assignments.

**Participation:** Class participation is an integral part of the class. Ask questions, either in class or through the discussion forums. Forum questions can be answered by other students, my TA or me. I will also do short screencasts as necessary to further explain problem areas. These short videos will be made available on Brightspace.

**Academic Conduct:** Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, [academicintegrity.okstate.edu](http://academicintegrity.okstate.edu).

Note that any cheating on an assignment may result in an academic integrity sanction of a zero for the assignment, while cheating on any of the three projects or the final exam will result in an F! for the course.

**Class Conduct:** Watch all recorded lectures, read all the things posted, ask lots of questions. Grading questions and concerns are sent to me directly, **never to my TA**.

**Assignment Modules:** There will be 10 assignments modules that each focus on a particular set of Excel elements. Each module is worth 5% of your course grade, regardless of the number of individual scoring points in any one module. Each week will have two modules. The first is assigned on Monday then due on the Friday of that week. The second is assigned on Wednesday then due five days later on Monday. The overlap is there to provide some scheduling flexibility for you. If for any reason we do fewer than 10 modules the weight of each module will increase such that  $(50\%/\# \text{ of modules} = \% \text{ weight of each module})$ .

**Projects:** There are three projects, each worth 8.33% of your course grade, regardless of the number of individual scoring points in any one project. Each project will require the use of skills gained in all previous assignments and projects.

**Final Exam:** The final exam must be held in a testing center that has at least Excel 2013 for Windows. You need to contact the online learning office immediately and get your testing center approved and set up. You may NOT use Proctor U for this course. Within the first week of class, go to the Spears School of Business Online Learning website to choose a proctor at: <https://spearsonline.okstate.edu/proctor-per-course>. Then make your appointment directly with your testing center to take each exam. Contact the Spears School Online Learning office at [spearsonline@okstate.edu](mailto:spearsonline@okstate.edu), or call (405) 744-4048 if you have any questions regarding the proctoring process. You may also visit <http://spears.okstate.edu/online/guide>.

I will open the exam for access on the morning of May 7th through the evening of May 9th. Your completed exam must be uploaded to Brightspace within 1 hour 55 minutes of your download time.

**Make-up Policy:** Students are expected to take the exam on the dates given. Please contact me as quickly as possible if there is going to be a conflict.

Any/all skills used in the previous assignments/projects may be required to successfully complete all elements of the final exam. Due to the 1 hour 50 minute time constraint of the final it will be essential that students have reached a moderate level of mastery with the various Excel commands used in class. Students who bring their physical copy of the textbook may use that as an exam resource. No other resources may be used. Regular, moderate margin annotations and tabs are allowed in the book, but loose or taped in papers are not.

**Grading:**

Assignment Modules (10)	5%	50%
Projects (3)	8.33%	25%
Final Exam	25%	25%

A course grade of 90% or better will result in a letter grade of A, 80-89% B, 70-79% C, 60-69% D, <60% F. **NOTE!** I reserve the right to uniformly move the class average up at the end of the

semester. For example, if the course average is 70%, I will not move it to 68%, but I may move it to 72%. This is not a curving process, as all individual scores would move the same amount.

**Software:** Since you are enrolled in an MSIS class you will have access to our MSDNAA license. This allows you to download and use a huge amount of Microsoft software for free (including Windows 8 and 10). You should receive an email with information about this opportunity. Go to Login, click on the “I forgot my password”, and provide your Okey email as your login name. Your password will be mailed to you. Note that this can take a few days to get set up at the start of the semester. Documents are also available on this course’s Brightspace page that detail how to use the OSU VPN to connect to the virtual student labs. These have Excel 2016.

**Instructor Response:** You should hear back from me within the hour for most emails. If for some reason you’ve not gotten a response with 24 hours please email me again. That’s a rare oversight on my part. Remember, emailing me is the fastest way to get my attention! Grades for exams will appear on Brightspace right after you take the exam.

**Drop Policy:** Information about university drop policy and dates is at:

<http://registrar.okstate.edu/>

Click on “class schedules,” and “short, internet, and outreach courses”

To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through Banner Self Service.

Course Topics (Subject to Change)	
<b>Week 1 (3/12 – 3/16)</b>	Introduction/Basic Excel Module 1 – Importing Data
<b>Week 2 (3/19 – 3/23)</b>	Module 2 – Data Manipulation I Module 3 – Data Manipulation II
<b>Week 3 (3/26 – 3/30)</b>	Project 1 Module 4 – Formulas I
<b>Week 4 (4/2 – 4/6)</b>	Module 5 – Formulas II Module 6 – Scenarios and Goal Seek
<b>Week 5 (4/9 – 4/13)</b>	Module 7 – Array Formulas Project 2
<b>Week 6 (4/16 – 4/20)</b>	Module 8 – Charts Module 9 – Formatting
<b>Week 7 (4/23 – 4/27)</b>	Module 10 – Pivot Tables Project 3
<b>Week 8 (4/30 – 5/4)</b>	Review Final Exam