

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>NEW COURSE PROPOSAL</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Information Tech. and Operations Mgmt. College Business <i>(To obtain a course number, contact erudolph@fau.edu)</i>		
<b>Prefix</b> ISM  <b>Number</b> 6562	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> <b>Lab Code</b>	<b>Type of Course</b> Lecture/Lab	<b>Course Title</b> Data Management and Analysis with Excel
<b>Credits</b> <i>(Review Provost Memorandum)</i> 3	<b>Grading</b> <i>(Select One Option)</i>  Regular <input checked="" type="radio"/> Sat/UnSat <input type="radio"/>	<b>Course Description</b> <i>(Syllabus must be attached; see Guidelines)</i> Graduate students from all disciplines will solve research and business problems by leveraging the most powerful productivity tool, Excel. Curation, management, analysis, and visualization of information and data are covered by using PowerView, Vlookup, charts, pivot tables, scenarios, functions, macro programming etc.	
<b>Effective Date</b> <i>(TERM &amp; YEAR)</i> Spring 2019		<b>Prerequisites</b> Admission to graduate program	<b>Corequisites</b>  <b>Registration Controls</b> <i>(Major, College, Level)</i>
<i>Prerequisites, Corequisites and Registration Controls are enforced for all sections of course</i>			
<b>Minimum qualifications needed to teach course:</b> Member of the FAU graduate faculty and has a terminal degree in the subject area (or a closely related field.)		<b>List textbook information in syllabus or here</b> Winston, Wayne L. Microsoft Excel 2016: Data Analysis and Business Modeling, Microsoft Press, 2016, ISBN 9781509304219	
<b>Faculty Contact/Email/Phone</b> Dr. Tamara Dinev <tdinev@fau.edu(561) 297-3181="" <="" td=""> <td colspan="2"> <b>List/Attach comments from departments affected by new course</b>          N/A       </td> </tdinev@fau.edu(561)>		<b>List/Attach comments from departments affected by new course</b> N/A	

<b>Approved by</b> Department Chair _____ College Curriculum Chair _____ College Dean _____ UGPC Chair _____ UGC Chair _____ Graduate College Dean _____ UFS President _____ Provost _____	<b>Date</b> 11/4/2018 11/14/2018 11/28/18 1/23/19 1/25/19 1/31/19
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Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) one week before the UGPC meeting.

GRADUATE COLLEGE

DEC 05 2018

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**ISM 6562 Data Management and Analysis with Excel**

**ISM 6562 – 001**

**CRN Number: 23456**

**Data Management and Analysis with Excel**

**Fall 2019**

**FL 209**

**Wednesday 6:30 – 9:20 pm**

**Professor Information**

**Dr. Tamara Dinev**

**Fleming Hall 219**

**tdinev@fau.edu**

**(561) 297-3181**

**Office Hours**

**Monday, Wednesday, Friday 2:00 pm to 4:00 pm**

**Course Description**

Graduate students from all disciplines will solve research and business problems by leveraging the most powerful productivity tool, Excel. Curation, management, analysis, and visualization of information and data are covered by using PowerView, Vlookup, charts, pivot tables, scenarios, functions, macro programming etc.

**Course Prerequisites, Credit Hours, and Class Time Commitments**

**Admission to graduate program, 3 credit hours**

**Familiarity with Windows XP/Windows 10 environment and Microsoft Office applications;**

In order to complete this course, students need to work on a WINDOWS based computer, to do the lab assignments and exams in Excel. You will also need an operative web cam to take the lab exams. Apple MAC users will have difficulties, with using the MAC operating system, since they will have a slightly different version of Excel. It is advisable that a WINDOWS based computer be employed. Alternatively, these users can employ a dual boot program to run WINDOWS on the MAC. Please check system requirements. In addition, you must have access to Microsoft Office products, (specifically Excel 2016), to complete this course. If you do not, FAU provides two ways to obtain access to the necessary software. The first is as long as you are an FAU student you are entitled to install Microsoft Office 365 (includes Excel 2016) on your personal computer at no charge to you. See [www.fau.edu/oit/getoffice365/](http://www.fau.edu/oit/getoffice365/) for details and downloads.

The second is that FAU provides several Open Labs and computers which are available to students throughout the campus. Open Labs and hours of operation are listed on the

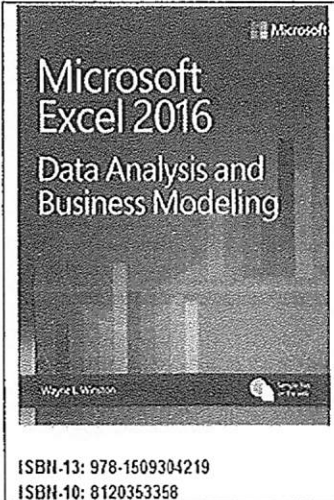
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FAU website. [http://www.fau.edu/oit/labs/open\\_labs/index.php](http://www.fau.edu/oit/labs/open_labs/index.php) for open lab locations and hours. Computers in the open lab need an operative web cam for the exams. USB Flash Drive (1GB or 2GB are recommended. These are available at the FAU Bookstore and most electronics retailers). A copy of all written assignments should be kept on a Flash Drive .

**Text Book:**

 <p>ISBN-13: 978-1509304219 ISBN-10: 8120353358</p>	<p>Winston, Wayne L. Microsoft Excel 2016: Data Analysis and Business Modeling, Microsoft Press, 2016, ISBN 9781509304219</p>
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**Additional Course Description.** Excel is used in all business organizations for collecting, organizing, processing, management, analysis and presentation of data and information. Every professional who works with data needs to know Excel. Excel know-how can increase job prospects as well as starting salary. Hiring managers consistently are looking for Excel skills in professionals. This course will teach the graduate student from any field how to work with Excel to solve business, scientific, or any type or problems that deals with data. Upon successful taking the course, students will be adequately prepared to take the Microsoft Excel certification, another important achievement valued by employers.

**Course Learning Objectives**

1. To learn spreadsheet management and data analysis by using the most powerful productivity tool, Excel
2. To learn how to solve problems by using charting, pivot tables, visualization, scenarios, functions, handling automating repetitious business task, conducting automatic analysis of complex business scenarios, integrating data from multiple workbooks, accessing data from databases such as Access, VBA programming of macros, etc.

## Grading Scale

Grade	Final Score
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## Course Evaluation Method

**Midterm Exam – 10%:** The Midterm exam will be open-book, open-notes with questions that require you to manipulate and analyze data with Excel on the computer during the test time.

**Final Exam – 15%:** The final exam will be open-book, open-notes with questions that require you to manipulate and analyze data with Excel on the computer during the test time. The material from the whole semester will be covered in the Final exam

**Excel Assignments – 35% (5% per assignment):** You will be given seven Excel assignments during the semester and each student should complete the assignment within two weeks independently. Mandatory oral exams on the assignment will be administered either in office or over the Internet and these who fail the oral exam will be given a second chance within one week to make another attempt. However, student who fails the first try will get maximum 70% of the points for the assignment.

**Real Business Project and Research Paper – 40%:** This project requires that you first identify a real business task in your company that relies on Excel, write a proposal to explain why it is a task suitable for excel, get the approval from the instructor, and then develop a comprehensive Excel analysis for the task. For a more complex project, a group of up to three students may be allowed.

## Additional Course Policies

### Missing Exams

If you are unable to take an exam due to an emergency, you must inform the instructor of that fact on or before the day of the exam and arrange for a make-up to be administered before the graded exam is returned to the class. Any student requiring a make-up has to document his/her excuse (e.g., a letter from a physician written on the physician's letterhead, University-approved activities). Please note that in no event will a make-up test be given after the graded exam is returned to the class.

### Late Assignments

Late assignment submitted within two (2) days of due date will incur a 10% penalty. Assignments after the two day period will not be accepted—no exception!

### Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above.

## Course Outline and Weekly schedule

Week	Topic	Textbook Chapters
1	Excel Spreadsheet Modeling and Principles	1, 2, 3
2	Lookup and Text Functions	4, 5, 6
3	Advanced Functions	7, 13, 21
4	Analysis and Charting	17, 18
5	IF statements. What-If and Sensitivity Analysis	12, 19
6	Conditional Formatting, Sorting and Filtering	24, 25, 45, 49
7	Importing, Curating, Validating, and Exporting Data	39, 40
8	MIDTERM EXAM	
9	Developing applications and macros	48, 49
10	Tables and PivotTables; Data Models	26, 43, 44
11	PowerView and Power Pivot	46
12	Using Solver	28, 29, 30
13	<b>Business Problems: Evaluating Investment; Internal Rate of return; Capital budgeting and Financial Planning</b>	8, 9, 33, 34
14	<b>Business Problems: Determining Optimal Product Mix; Schedule Workforce; Transportation and Distribution problems; Sports team ratings; Traveling salesperson</b>	30, 31, 32, 35, 38
15	Project presentations	
16	FINAL EXAM	

## **Selected University and College Policies**

### **Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student

enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

### **Disability Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at <http://fau.edu/sas/>

### **Religious Accommodation Policy Statement**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see Academic Policies and Regulations.

### **University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

### **College of Business Minimum Grade Policy Statement**

The minimum grade for College of Business requirements is a "C". This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a "C". Course syllabi give individualized information about grading as it pertains to the individual classes.

### **Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of

incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

### **Withdrawals**

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

### **Grade Appeal Process**

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor’s own grading system.

The procedures for a grade appeal may be found in Chapter 4 of the University Regulations.

### **Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as “... activities which interfere with the educational mission within classroom.” Students who behave in the classroom such that the educational experiences of other students and/or the instructor’s course objectives are disrupted are subject to disciplinary action. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor’s expectations for classroom conduct.

### **Faculty Rights and Responsibilities**

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

### **Counseling and Psychological Services (CAPS) Center:**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or

personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/> .

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