Professor information
Name: Dr. Rafael Teixeira
Office: Beatty Center 314
E-mail: teixeirar@cofc.edu

Office hours: TR: 9:30 – 12:30 pm and by appointment
Telephone: (843) 953 1052

Class Information
Time: TR 1:40 – 2:55pm
Classroom: Tate Center for Entrepreneurship T304

Course Textbook

Course Description
This course provides students with advanced knowledge and skills in the application of spreadsheet software to support information management, decision making, and problem-solving in business. Emphasis is placed on understanding various decision models and applying spreadsheet software to model building, data analysis, decision support, and custom application development.

School of Business Learning Goals
• COMMUNICATION SKILLS: Students will demonstrate the ability, via both written and spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner.
• QUANTITATIVE FLUENCY: Students will demonstrate competency in logical reasoning and data analysis skills.
• GLOBAL AND CIVIC RESPONSIBILITY: Students will be able to identify and define social, ethical, environmental and economic challenges at local, national and international levels. Students will also be able to integrate knowledge and skills in addressing these issues.
• INTELLECTUAL INNOVATION AND CREATIVITY: Students will be able to demonstrate their resourcefulness and originality in addressing extemporaneous problems.
• SYNTHESIS: Students will demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks.

Coursework Details
• SOFTWARE EXAMS – Software exams will test your proficiency in Microsoft Excel, covering the functionality introduced in software lab work throughout the semester.
• SOFTWARE LABS – Software lab work will expose you to the functionality of Microsoft Excel. These labs will be primarily delivered through the Lab questions in the textbook. The completed work should be submitted to the OAKS based on scheduled date and time, normally by the end of the class. Multiple submissions are allowed while the last submission will be used for grading. No makeup submission is allowed.

• OTHER WORK IN CLASS (WIC) – Additional lab work may be assigned in class, to be completed and submitted prior to the end of the class period. Announced and unannounced quizzes can also be given during the class and will fall under this category of coursework. Multiple submissions are allowed while the last submission will be used for grading. Multiple submissions are allowed while the last submission will be used for grading. Late and/or makeup

How can I be successful in this class?
Here are some guidelines that increase your likelihood of success in this class:

- **Attend all classes.** Computer modeling is very challenging and every class has a lot of new material and content. If you miss one class, you will miss many math details necessary to succeed.

- **Have total attention in the class.** If you do not pay attention to all details discussed in class, it will be more difficult for you to solve problems and succeed.

- **Take notes.** Classes are intense in the content and I communicate many details through different examples that might not be in the textbook or slides. If you do not take notes, it will be difficult to remember later.

- **Read the textbook prior to classes.** There are many terms and new information in every class. If you read the textbook, you will be more prepared to understand the class.

- **Make use of handouts, videos, and other resources.** I prepare handouts and post link to Youtube videos to help you summarize and have an overview of the statistical methods. Also, you can make use of tutors available to help you.

Class Policies

Exam Policy
Exams are your opportunity to score points by showing your knowledge, understanding, and skills. The primary purpose of exams is to evaluate your ability to understand and apply Excel tools to solve business problems. These are the guidelines to be followed during exams:
- Exams are closed books.
- Turn off your cellphones and all other electronic devices.
- If a student arrives late to an exam or continues working after time is called, the exam will not be accepted for grading.
- Students are not allowed to use any outside materials or leave the classroom during the exams, unless specifically authorized by the instructor.
- All exams are to be taken at the scheduled times.
- **No make-up exams will be given except for documented emergencies.**

**Homework and other submissions**
- Lab assignment are due before class begins on the scheduled due date.
- Late lab assignments will not be accepted.
- Please be advised that technology is not perfect. System downtime, computer crashes, slow networks, computer viruses, etc. are facts of life; it is each student’s responsibility to take the necessary precautions and safeguards so as not to fall victim to these potential problems. Technology-related issues and problems will not be accepted as reasonable causes for late assignments. Therefore, students are advised to protect their work and their computers. Save your files often, make backups, and check your computer frequently for viruses. Get in the habit of practicing “safe computing” and following good computing practices.

**Attendance Policy**
Since this is an interactive class with significant student participation, attendance to all class meetings is expected.

**Students with more than three unexcused absences will be assigned a WA grade.**

**Important: Do not schedule personal appointments, such as doctor visits or other meetings, during class times.**
Non-emergency doctor visits are considered unexcused absences. Students are responsible for all announcements and assignments are made in class and all course material distributed and covered, regardless of their presence or absence for any class.

Excerpt from the CofC catalog:
Because class attendance is crucial for any course, students are expected to attend all classes and laboratory meetings of each course in which they enroll. Instructors maintain the authority to determine how absences will be addressed, which should be detailed in their attendance policies. Participation in college-sponsored activities, where students are official representatives of the College of Charleston, may result in absence(s). Instructors will recognize absences in which students are official representatives of the College of Charleston (such as intercollegiate academic or athletic team competition, or academic program sanctioned research presentation or artistic performance) as excused. During the first week of classes, instructors will announce and distribute their attendance policies, including criteria to be used in determining excused absences. Instructors determine whether absences are excused or unexcused for the purposes of participation grades, in-class assignments, and laboratories. Regarding formal graded work (such as exams, presentations, papers), instructors will make “reasonable accommodations”
when a student misses class for an event at which s/he is an official representative of the College of Charleston. Examples of reasonable accommodations might include: rescheduling an exam, altering presentation times, or flexibility in assignment submission dates. Students are required to submit documentation of their College representation related commitment from the appropriate College authority at least one week prior to the scheduled absence in order to be eligible for reasonable accommodations by the instructor. Regardless of any accommodation granted, students are responsible for satisfying all academic objectives, requirements, and prerequisites as defined by the instructor and the College. Instructors ascertain whether both excused and unexcused absences count in determining the basis for a grade of “WA,” which stands for “withdrawn excessive absences” and is equivalent to a failing grade. If attendance is used for grading purposes, the instructor is responsible for keeping accurate attendance records. If a student has more than the maximum allowed absences as defined in the course syllabus, the professor may assign a “WA.” Instructors are required to submit an electronic “WA” form (located in MyCharleston faculty tab) to the Registrar on or before the last meeting day of the class. The Registrar will then send an email notification to the student. The student is responsible for keeping personal addresses and contact information current through the Office of the Registrar. All students, whether absent or not, are responsible for all information disseminated in the course.

Classroom Behavior
The Classroom Code of Conduct (from the President’s Advisory Committee) covers specific principles of civil conduct expected in a college classroom:

- Turn off cell phones and all other electronic devices. Do not use computers for tasks unrelated to the class. Using the internet during class is distracting to the professor and other students.
- Never get late or leave early during class.
- Do not talk with classmates while the professor (or another student) is talking.
- Visible and noisy signs of restlessness are rude as well as disruptive to others. (Student Handbook, pp. 58-59)

College of Charleston Honor Code and Academic Integrity
Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file. Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor
Board. Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu system/studenthandbook/index.php

Withdrawal Policy
The professor does not process Instructor Withdrawals for any reason.

Resources

Center for Student Learning
Center for Student Learning: I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies, speaking & writing skills, and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843)953-5635.

Students with Disabilities
The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsibility for notifying me as soon as possible and for contacting me one week before accommodation is needed.

Grading
There will be exams, Excel certification, homework and lab work. Grade points are given according to the following distribution:
<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>15</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20</td>
</tr>
<tr>
<td>Final exam</td>
<td>30</td>
</tr>
<tr>
<td>Excel certification</td>
<td>15</td>
</tr>
<tr>
<td>Lab work</td>
<td>10</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Final grades will be assigned according to the following grading scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 94</td>
<td>A</td>
<td>73 - 75.99</td>
<td>C</td>
</tr>
<tr>
<td>90 - 93.99</td>
<td>A -</td>
<td>70 - 72.99</td>
<td>C -</td>
</tr>
<tr>
<td>86 - 89.99</td>
<td>B +</td>
<td>66 - 69.99</td>
<td>D +</td>
</tr>
<tr>
<td>83 - 85.99</td>
<td>B</td>
<td>63 - 65.99</td>
<td>D</td>
</tr>
<tr>
<td>80 - 82.99</td>
<td>B -</td>
<td>60 - 62.99</td>
<td>D -</td>
</tr>
<tr>
<td>76 - 79.99</td>
<td>C +</td>
<td>&lt; 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**Important note about exams and grading:**

The professor encourages students to review in detail when exams are returned. You have two days after the graded evaluation was given to you to make any questions or complaints about it. If that time is passed, it means you have accepted the grade given. No complaints are accepted for any reason if the two days period has passed (non-negotiable).
## TENTATIVE SCHEDULE

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>20</td>
<td>Introduction, review syllabus and materials</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>22</td>
<td>Create, Navigate, Work With, and Print Worksheets</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Aug</td>
<td>27</td>
<td>Formats, Functions, and Formulas</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Aug</td>
<td>29</td>
<td>Formats, Functions, and Formulas</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Sept</td>
<td>3</td>
<td>Cell references, named ranges, and functions</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Sept</td>
<td>5</td>
<td>Cell references, named ranges, and functions</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Sept</td>
<td>10</td>
<td>Effective charts</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Sept</td>
<td>12</td>
<td>Effective charts</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Sept</td>
<td>17</td>
<td>Review</td>
<td>1, 2, 3 &amp; 4</td>
</tr>
<tr>
<td>Sept</td>
<td>19</td>
<td>Exam 1</td>
<td>1, 2, 3 &amp; 4</td>
</tr>
<tr>
<td>Sept</td>
<td>24</td>
<td>Complex Conditional and Retrieval Functions</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Sept</td>
<td>26</td>
<td>Complex Conditional and Retrieval Functions</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Oct</td>
<td>1</td>
<td>Integrating Complex Functions into Business Analysis</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Oct</td>
<td>3</td>
<td>Integrating Complex Functions into Business Analysis</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Oct</td>
<td>8</td>
<td>Multiple Worksheets, Workbooks, and Templates</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Oct</td>
<td>10</td>
<td>Multiple Worksheets, Workbooks, and Templates</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Oct</td>
<td>15</td>
<td>Building an Application with Multiple Worksheets/Workbooks</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Oct</td>
<td>17</td>
<td>Building an Application with Multiple Worksheets/Workbooks</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Oct</td>
<td>22</td>
<td>Review</td>
<td>5, 6, 7 &amp; 8</td>
</tr>
<tr>
<td>Oct</td>
<td>24</td>
<td>Exam 2</td>
<td>5, 6, 7 &amp; 8</td>
</tr>
<tr>
<td>Oct</td>
<td>25</td>
<td>Last day to withdraw from a class with a grade of W</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>29</td>
<td>Organize, Import, Export, and Cleanse Data Sets</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Oct</td>
<td>31</td>
<td>Organize, Import, Export, and Cleanse Data Sets</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Nov</td>
<td>5</td>
<td>Data Tables, Scenario Manager, and Solver</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Nov</td>
<td>7</td>
<td>Data Tables, Scenario Manager, and Solver</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Nov</td>
<td>12</td>
<td>Data Tables, Scenario Manager, and Solver</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Nov</td>
<td>14</td>
<td>Data Tables, Scenario Manager, and Solver</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Nov</td>
<td>19</td>
<td>The Excel Data Model and Business Intelligence</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Nov</td>
<td>21</td>
<td>The Excel Data Model and Business Intelligence</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Nov</td>
<td>26</td>
<td>Review</td>
<td>All chapters</td>
</tr>
<tr>
<td>Nov</td>
<td>28</td>
<td>Thanksgiving - No class</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>10</td>
<td>Final exam - from 4:00 to 7:00pm (Tuesday)</td>
<td>All chapters</td>
</tr>
</tbody>
</table>