General Course Information:

Meeting Times and Location: Monday, Wednesday, Friday 11:00-11:50 am
Tate 304 and online at https://cofc.zoom.us/j/93013969208
The password for the meeting will be posted on OAKS

Professor Information: Dr. Olga Biedova
Department of Supply Chain and Information Management
Beatty 314 and online at https://cofc.zoom.us/j/7647146892
biedovao@cofc.edu

Office Hours: MWF: 1:00-2:40 pm, no appointment necessary.
If you want to see me at a different time, please make an appointment.

Textbooks and Software:

  ISNB: 9780357700006
- **Required Software**: GMetrix, Microsoft Excel

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.

The 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.

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.

Method of Teaching/Learning

All classes in the first three weeks and the last week of the semester will be held online at normal schedule. These online meetings are synchronous, and students are expected to join them live via Zoom.

The remaining lectures will be delivered in a hybrid format: a portion of the students sits in the classroom (max 15 students at a time) while all remaining students join remotely via Zoom.

If the circumstances change and the face-to-face lectures are no longer possible and/or safe, the class will switch to the synchronous online meetings.

All Zoom online and in-class sessions will be recorded and posted on OAKS for playback.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>15%</td>
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<tr>
<td>Exam 2</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (Cumulative)</td>
<td>15%</td>
</tr>
<tr>
<td>Lab and Work in Class</td>
<td>15%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>MOS Excel Core Certification</td>
<td>5%</td>
</tr>
<tr>
<td>Excel GMetrix Practice Tests</td>
<td>10%</td>
</tr>
<tr>
<td>MOS Excel Expert Certification</td>
<td>10%</td>
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</table>

Grading Notes:

Excel Exams: Software exams will test your proficiency in Microsoft Excel, covering the functionality introduced in software lab work throughout the semester.

Final Exam: The final exam is cumulative and is worth 15 points. It must be taken at the time assigned by CofC for our time block

Final Exam: 12/9 (10:30 am - 12:30 pm)

The exams are proctored by the instructor on Zoom with student video on and sound muted. The exams are closed book, closed notes, closed phone, with no other browser windows or tabs open on your computer. Tests and the final exam are timed. Additional software may be enforced in order to facilitate these rules.
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 or MindTap 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 pre-assigned date. Multiple submissions are allowed while the last submission will be used for grading.

Homework Assignments will be done in Mindtap. Problems can be attempted an unlimited number of times. Late submissions are accepted with a penalty of 25% for each day after the deadline.

MOS Excel Core Certification: Student will take the MOS Core Certification for Excel. The obtained score will be counted towards the final grade. If a student passed the core level in the past, they may choose to use their past score for this portion of the grade.

Excel GMetrix: Students will use an online learning tool, GMetrix, to complete three Expert Excel tests in testing mode. Students may take the test as many times as they like up to the due date. Only the highest scores for each test will be counted towards the final grade.

MOS Excel Expert Certification: Student will take the MOS Excel Expert Certification for Excel. The obtained score will be counted towards the final grade.

Late lab and homework assignment submissions are accepted with a penalty of 25% for each day after the deadline.

There is no “extra credit” work in this course. No work for any additional credit will be given at the end of semester. You are responsible to keep up with the course material.

Course Policies

Attendance Policy
Students are expected to attend all live class sessions (playing back the recording of the class is not attending). Your success in this class depends on your participation and participation of your fellow students. However, your grade will not depend on the number of classes you miss.

The absence memo process will not be used this academic year. I will not need to provide me with documentation for absences. However, I ask you to tell me directly as soon as possible any time you miss class.

Late Work
Unless otherwise noted, all assignments are due on the due date and time listed in the OAKS calendar or by that graded item. All the deadlines are stated in the Eastern Time zone. If you are in a different time zone, make sure you keep track of the time difference and submit an assignment on time.
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.

If *extraordinary* circumstances arise (e.g., hospitalization) or family emergency, or network outage, notify me as soon as possible so arrangements can be made.

**Communication**
Communication will occur in multiple ways: Zoom (classes and office hours), face-to-face meetings, OAKS announcements, OAKS content, OAKS gradebook, OAKS discussions, and CofC email.

OAKS, including Gradebook, will be used for this course throughout the semester to provide the syllabus and class materials and grades for each assignment, which will be regularly posted. It is the student’s responsibility to ensure that all grades entered are correct. If I have made a mistake, the student has **two weeks** from when the assignment/exam was graded to notify me of the mistake.

**Email**
Typically, I will respond to your email within 24 hours, although my response time will be slower on weekends. If you do not receive a reply within 24 hours, please re-send your message.

**Technical Difficulties**
If you have questions or problems related to the course, please follow the communication procedures noted above. If you have technical problems, please contact Student Computing Support or Helpdesk using these methods:

Student Computing Support
843-953-5457
studentcomputingsupport@cofc.edu
blogs.cofc.edu/scs

Helpdesk
843-953-3375
helpdesk@cofc.edu
https://help.cofc.edu

It’s important to resolve technical problems swiftly, so do not delay getting support. Computer failure or unavailability does not constitute an excuse for not completing assignments.
Class Climate and Etiquette

To maintain a respectful and supportive environment, please uphold to the rules described in the Student Handbook as well as the rules of netiquette when joining the class online. Netiquette is network etiquette, the do's and don'ts of online communication.

- Be kind and ethical. Sexist, racist, and homophobic language will not be tolerated.
- Be aware of how your communication may be perceived by others. Ask yourself if your message or comment may be misinterpreted and offend someone.
- Be forgiving. Try first asking clarifying questions rather than attacking. But if you experience any questionable or outright inappropriate behavior from your colleagues, please let me know.
- Respect disagreement.
- Share your knowledge.
- Help each other.
- Cite your sources.

Zoom-Specific Rules

Please support an effective and friendly learning environment by following these rules:

- When taking the class, be sure that: (1) you are in the distraction-free environment, (2) you have a good Internet connection, and (3) your microphone and camera are working.
- Keep your microphone muted unless it is your turn to ask or answer a question.
- Zoom has some very useful functions and I will use some of them to facilitate the class: "raise hand" to ask or answer a question, the chat, Yes/No buttons to quickly answer my questions. Zoom also allows one to share their screen and I may ask you to do it at some point. So hide everything you do not want us to see from your screen.
- I will be posting the class materials on OAKS. Please have them open by the start of the class. Also, reading the chapters in advance will help you greatly.
- Use your real (or preferred) name when joining a class zoom session.
- If you decide to use a virtual background, choose one that will not distract other meeting participants.

Continuity of Learning (for hybrid classes with face-to-face meetings)

Due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. Before the drop/add deadline, students should decide whether the course plan on the syllabus matches their own circumstances.

During the course of class, in response to the development of COVID-19, the course delivery mode could be switched among face-to-face, online, or hybrid. The students need to make sure that their study will not be interrupted by the change of the delivery mode.
Recording of Classes (via ZOOM)

Class sessions will be recorded via both voice and video recording. By attending and remaining in this class, the student consents to being recorded. Recorded class sessions are for instructional use only and may not be shared with anyone who is not enrolled in the class.

Inclement Weather, Pandemic or Substantial Interruption of Instruction

If in-person classes are suspended, faculty will announce to their students a detailed plan for a change in modality to ensure the continuity of learning. All students must have access to a computer equipped with a web camera, microphone, and Internet access. Resources are available to provide students with these essential tools.

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 XXF 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 XX 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://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php
Disability Accommodation

1. Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

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

3. This College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please see an administrator at the Center of Disability Services/SNAP, (843) 953-1431 or me so that such accommodation may be arranged.

For more information, you may visit the disability services website: http://disabilityservices.cofc.edu/

Center for Student Learning:

The Center for Student Learning’s (CSL) academic support services provide assistance in study strategies, speaking & writing skills, and course content. Services include 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.

Mental & Physical Wellbeing:

At the college, we take every student’s mental and physical wellbeing seriously. If you find yourself experiencing physical illnesses, please reach out to student health services (843.953.5520). And if you find yourself experiencing any mental health challenges (for example, anxiety, depression, stressful life events, sleep deprivation, and/or loneliness/homesickness) please consider contacting either the Counseling Center (professional counselors at http://counseling.cofc.edu or 843.953.5640 3rd Robert Scott Small Building) or the Students 4 Support (certified volunteers through texting "4support" to 839863, visit http://counseling.cofc.edu/cct/index.php, or meet with them in person 3rd Floor Stern Center). These services are there for you to help you cope with difficulties you may be experiencing and to maintain optimal physical and mental health.

Food & Housing Resources:

Many CoC students report experiencing food and housing insecurity. If you are facing challenges in securing food (such as not being able to afford groceries or get sufficient food to eat every day) and housing (such as lacking a safe and stable place to live), please contact the Dean of Students for support (http://studentaffairs.cofc.edu/about/salt.php). Also, you can go to http://studentaffairs.cofc.edu/student-food-housing-insecurity/index.php to learn about food and housing assistance that is available to you. In addition, there are several resources on and off
campus to help. You can visit the Cougar Pantry in the Stern Center (2nd floor), a student-run food pantry that provides dry-goods and hygiene products at no charge to any student in need. Please also consider reaching out to Professor ABC if you are comfortable in doing so.

**Regarding Student Use Of Course Materials.** Lectures and course materials, including PowerPoint presentations, outlines, tests, and similar materials are protected by copyright even if there is no copyright notice on the material. You may take notes and make copies of course materials for your own use. You may NOT reproduce or distribute these materials publicly, without the instructor’s express written consent.

**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>
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