

# **BDAN-305 Principles of MIS With Spreadsheets**

## **Course Syllabus**

**Instructor: Steve Parris**

**E-mail: [Steve.Parris@wku.edu](mailto:Steve.Parris@wku.edu)**

---

Keep this syllabus with your course materials at all times and refer to it first for any questions you may have. I am an adjunct instructor based in the Elizabethtown area so I do not have office hours on campus. However, I am available to answer your questions via e-mail. Please do not hesitate to ask for clarification on any subject.

---

### ***COURSE OBJECTIVES***

This course is designed to provide students of any discipline with a working knowledge of how spreadsheet skills and modeling are useful as one component of information systems and basic data analytics. Because this course is required for all Data Analytics majors and most certificate seekers, it is focused primarily on a business student audience. Prior coursework assumed is CIS141 or other approved equivalents.

Upon completion of this course, the student should be familiar with the following topics:

#### **Skill Objectives**

- 1.The student should be able to apply basic to immediate spreadsheet skills to business scenarios using spreadsheets.
- 2.The student should be able to demonstrate a basic understanding of data analytics concepts using spreadsheets.

Skills learned include, but are not limited to:

- Relative vs absolute cell referencing
- The use of formulas and built-in functions
- Charting and basic visualization techniques
- Pivot tables
- Macros and VBA
- What-if analysis tools

### ***MODE OF INSTRUCTION***

This course is delivered in an online format. The course is available at the following website: <https://wku.blackboard.com>.

## COURSE MATERIALS

### Required Text:

1. *Microsoft Excel 365 Complete: In Practice 2019 – Access*; Nordell, Randy, ISBN: 9781260818680
2. *Data Visualization, Exploring and Explaining with Data*; (E-Book) Camm, Cochran, Fry and Ohlmann 2022, Cengage Publishing, ISBN: 9780357631430R1808

### Big Red Backpack

The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

- An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
- The Big Red Backpack Program site:  
<https://www.wku.edu/bigredbackpack/>

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

- Regular access to a computer with high-speed Internet access
- WKU email and Blackboard accounts
- A Windows-based computer recommended (*Mac's are usually okay, but some assignments may require a Windows PC!*)
- Access to the current version of Microsoft Office (Office 365).

## ASSURANCE OF LEARNING

Critical Thinking - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking using projects and simulation activities. Specifically, they should be able to: (1) identify various approaches to defining

business problems, (2) recognize the impact of various influences on potential solutions to business problems, (3) identify alternative solutions to business problems, recognizing the impact on a variety of stakeholders and (4) demonstrate the ability to make sound decisions based on data-driven evaluation.

Student Use of Technology - Students will demonstrate the ability to strategically employ information technology. Competency in current technology encompasses the ability to use information technology when undertaking business decisions. The specific skills include: (1) collecting and analyzing data using spreadsheets, and (2) business problem modeling using spreadsheets.

### ***GRADING AND EVALUATION PROCEDURES***

Assignments will come from the SIMNET materials and from the 'Data Visualization' textbook.

Access to MS Excel materials and assignments is provided through the SIMNET web site. It includes an electronic version of the Excel textbook, video, step-by-step tutorials, and step-by-step practice exercises to guide you in the learning process. Assignments are also administered through SIMNET. Grades will be electronically transcribed to the gradebook in Bboard.

Assignments in the 'Data Visualization' textbook will be presented in the Bboard site.

Assignments open on Monday of the week their chapter opens and have due dates as specified in the course calendar. With a few exceptions, assignments will continue to be available after their due date and until the end of coursework but will count only 50% of their original value. Also, you have two submissions for each assignment. The higher of the two submissions will be recorded for the assignment grade. The exceptions are four Data Visualization assignments which must be manually graded.

The 'Capstone Project' is the last assignment of the course. It will be available during the last week of the course and its due date is the last day of coursework.

In the BlackBoard site, course materials are separated into weekly sections. Each section contains all the course materials and assignments for that week. These sections will become available according to the course calendar.

Assignment	Points
Assignments (28@35 pts. each)	980
Capstone Project	50
TOTAL	1030 pts

The grading scale is:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 and below

The grading scale is 0-1000 points, and you have a total of 1030 points available. Consider those extra 30 points as bonus points.

You are responsible for tracking your own grades.

**No “extra credit” activities will be provided so please do not ask.**

### *COMPUTER ACCESS*

This course requires each student to make use of software tools and the Internet. All required resources are available either in the general Student Computer Labs across campus and on WKU Extended campuses. Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable excuse! You may work from any location you prefer (home, work, etc...), but you will need access to MS Office software. You should use only the current version of MS Office.

**As a student at WKU you may download, at no cost, a fully functional copy of MS Office, also called Office 365. Follow this link for information:**

**<https://www.wku.edu/its/software/>**

**I recommend using a Windows PC for this course, not an Apple computer. If you are using an Apple computer for this course, you may find some features taught in the Excel spreadsheet tutorials are not available in the Apple version of Excel. This can cause minor problems with grading of the assignments. This is usually not a big problem as we can overcome the issues as they arise. Just be aware of the possibility.**

### *E-MAIL*

As a student, you are assigned an email account within the WKU network. All students must check their student email account daily for updated information about the course. Throughout the term, communications will be sent using this medium and each of you is responsible for receipt of these messages. **All email communication to me must be through your student e-mail account.**

## *COURSE WEB-SITE*

(Blackboard Site)

We will use the WKU Blackboard Site to administer this course. You must go to <https://wku.blackboard.com> and follow the "Login" instructions. This site will be the primary means for course materials, announcements, scores, reading materials and supplemental course information. **Be sure and check this site regularly!**

## *ATTENDANCE and POLICIES*

Attendance is defined as active participation in all course activities, including but not limited to, completion of assignments, and viewing e-lectures. Reading the syllabus and schedule is mandatory during the first week of class.

**Assignments are due and must be uploaded to the appropriate location by the announced due date. Your assignments must be uploaded to the correct location to receive a grade. Don't email your assignment to me unless I instruct you to.**

It is the student's responsibility to check the SIMNET or Bboard site to make sure the assignment upload was successful. However, if you don't see it immediately you should wait at least a couple of hours to give the online system time to process the upload. If the upload was not successful, repeat the process. If you are still having problems, contact the appropriate tech support service for assistance. You should also keep the instructor informed of the issue.

Tech support numbers are:

Blackboard tech support (IT Helpdesk): 270-745-7000

SIMNET tech support: 800-331-5094

The course policies apply to all students. Students experience personal illnesses, a family crisis, work schedule problems, automobile trouble, and similar "life" situations every semester. These are not typically unusual circumstances and do not warrant exceptions to course policies. Good planning and proactive efforts on the part of the student can avoid many of the problems that arise from these situations.

I cannot diagnose problems with your computer. If your computer is not functioning correctly, go to the nearest lab to do your coursework. **A malfunction of your personal computer is not a reason for not completing an assignment on time.**

## *ADDITIONAL COURSE POLICIES*

- The instructor reserves the right to make changes to the syllabus or schedule as necessary; it is your responsibility to be aware of these changes.
- Simnet assignment grades will be posted on the Simnet gradebook after submission. The grades will then be electronically transcribed to the Blackboard gradebook.

- Any grade may be contested for 5 days after it is initially posted.
- It is your responsibility to be familiar with the academic calendar as posted on the WKU website: [https://www.wku.edu/registrar/academic\\_calendars/](https://www.wku.edu/registrar/academic_calendars/)
- Exceptions will not be made regarding late adds, drops, or final exam conflicts.
- Incompletes and deadline extensions will not be allowed in this course except in rare emergencies.

## *ACADEMIC DISHONESTY*

Cheating is defined as submitting another student's work regardless of the circumstances. All materials submitted for grading must be 100% the work of the submitting author. Students who choose to share computers (or other resources, e.g. USB drives) should be aware that they are responsible for ensuring that they download their own personal, initial version of the file(s) needed, and that they submit their work and not another student's work. The Simnet site includes a cheating detection algorithm that flags any file submitted that is not an individual's original download and work. Additionally, the student may be referred to the Dean of the College of Business and/or the University Dean of Students for additional disciplinary action.

## *UNIVERSITY POLICIES*

### ADA Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodation directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

### Title IX/ Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak

with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

## COVID-19

All students are strongly encouraged to get the COVID-19 vaccine. In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. [www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill)

## WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's [Counseling and Testing Center](http://www.wku.edu/counseling) at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745-2548.

## Regular and Substantive Interaction

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning](http://www.wku.edu/regularandsubstantiveinteraction) webpage.

In this course, regular and substantive interaction will take place in the following ways:

- Weekly announcements
- Timely and detailed feedback on assignments
- Detailed instructional videos

## IF YOU NEED ASSISTANCE

I am an off-site adjunct instructor, so I do not have an office on campus. Hence, I do not have office hours. I check email several times a day through the week and at least once daily on weekends. If you encounter difficulty understanding any of the course material, you should contact me immediately via email. I will assist in any way necessary to help you understand the material.

Don't procrastinate. Get started on your assignments as soon as possible. Then if you have problems with the assignment, you still have time to get assistance and get the assignment turned in on time. Don't wait until an assignment is due to ask for assistance.