

BDAN 305 (Principles of MIS – with Spreadsheets)

Course Syllabus

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Course Website: <https://blackboard.wku.edu>

Office Hours

All by appointment but my hours re very flexible

The best method of reaching me is via email.

*I typically respond to email within 24 hours, Monday-Friday. I do NOT guarantee responses to emails on the weekend or at the last minute on due dates.

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 on primarily 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,

1. Relative vs absolute cell referencing,
2. The use of formulas and built-in functions,
3. Charting and basic visualization techniques,
4. Pivot tables,
5. Macros and VBA,
6. What-if analysis tools

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COURSE MATERIALS

Required Text:

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:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. 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.

Course Material:

BDAN 305 701 | DATA MODELING AND ANALYSIS

SIMnet 3P Digital Fulfilment Excel 365/2019 Complete by Nordell, Randy ▼ ELECTRONIC PRODUCT

9781266301131 Simnet 3P Digital Fulfilment Excel 365 by Nordell ▼ ELECTRONIC PRODUCT

9781265444457 Introduction to Business Analytics - Connect Access by Richardson, Vernon J. ▼ |

Other Requirements:

- ★ Regular access to a computer with high-speed Internet
- ★ **A Windows-based computer recommended (Mac's are usually okay, but some assignments may require a Windows PC!)**
- ★ **Microsoft Office latest edition (Excel 365).**

**Recommendations:
(Optional)**

- ★ Cloud storage and/or USB Storage Device (e.g. WKU My Files)

ASSURANCE OF LEARNING

Critical Thinking - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking through projects and simulation

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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, 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, (2) business problem modeling using spreadsheets, and (3) understanding the purpose and concepts of data analytics.

GRADING AND EVALUATION PROCEDURES

Assignment	Number	Points Each	Total Points
Syllabus Quiz*	1	0	0
Spreadsheet Assignments			
SIMnet Excel Simulation	8	15	120
SIMnet Activities			
SIMnet Guided Projects	8	40	320
SIMnet Independent Projects	1	60	60
Connect Analytics Projects	4	100	400
Technical Skills Exams >=60%			
Final Exam-Excel	1	100	100
**Optional: Excel 365/2021 – Level 4 Black Belt – Credential Exam			100
Total			1100

Grading Scale***
A: >=900
B: 800-899
C: 700-799
D: 600-699
F: <600

***Please note that the syllabus quiz is mandatory and a grade of 100% opens the rest of your Blackboard (hereafter Bb) site for use. There is 0 points earned for taking this quiz.**

Grades will not be rounded, and extra credit will not be given on an individual basis. No division necessary, total points system!

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** Optional: Excel 365/2021 –
Level 4 Black Belt – Credential
Exam is the only extra credit
available for this course.

Spreadsheet - Lessons & Projects:

This course will use SimNet and Connect which will be supplied for this term on day one of the semester! Please ensure that you attend class on a regular basis AND view any video aids designed to assist you in properly completing these projects.

Analytics Activities

This course also requires the completion of several analytics assignments. It is impossible to earn an A in this course without the completion of these assignments. Course videos in Connect are available to assist in this work.

Exams:

Final Exam: A final Excel exam will be administered on Blackboard. **The Excel exam will be available in Blackboard 11/23 – 12/5.** This is an open-book, open-resources exam! You may not use other students or your professor as a resource for the final exam.

It is not the intent to fail any student, however, these skills are deemed critical not only your professor, the college, and the university but also, by [industry leaders](#). Industry Certification Exams are often required in a variety of disciplines. The exam indicates a 60% or better score, this simply means that in environments requiring certification, a minimum score is required. That score is typically higher than 60%, so use your final exam score as an indicator of potential success on certification exams.

Course Policies:

Course Schedule

Please see the Course Schedule **on Blackboard** for all due dates. The ending date for an assignment implies 11:59 PM CT. Be aware that the course schedule is tentative and subject to change at the discretion of the professor. Refer regularly to the electronic schedule posted on Blackboard (not a printed copy).

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Due Dates and Assignment Availability

This class has a strict policy on deadlines, which are clearly indicated on the course schedule in Blackboard. You are expected to submit your assignments by the deadline listed in the course schedule and should manage your workload accordingly. However, assignments can be submitted after deadline until 12/1 with an automatic 50% deduction on the grade for that assignment (Module 13 assignments deadline is on 12/1 and MUST be submitted by 12/1 for credit). Please do not fall behind in this class, as it will be hard to catch up later.

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Academic Honesty



Honesty in all you do for this course (and in life) is assumed and expected. No form of academic dishonesty (cheating, copying assignments, plagiarism, forgery, etc.) will be tolerated. **The first offense, regardless of whether you provide your work to another or you copy the work from another is an automatic F for the class. This is not to be construed as a complete list; should a student be unsure of whether a planned activity is within course policy, ask in advance!**

The SimNet software tool is armed with a cheating detection algorithm that flags any file submitted that is not an individual's original download and work.

ADA Accommodations-Title IX/ Discrimination & Harassment-WKU Counseling and Testing Center

[Please use this link for the most current information](#)

Email and Blackboard as Official Means of Communication

Each student must have a WKU email address and Blackboard account for class participation. *Email and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only to official WKU email addresses. If you use a different email package at home, please ensure that your WKU email is forwarded correctly. It is your responsibility to check WKU email and Blackboard regularly and to be aware of all class reminders and announcements. **When contacting me via e-mail, make sure that you include BDAN 305 as well as your last name in the subject line of the e-mail.***

Additional Course Policies

1. The professor reserves the right to make ANNOUNCED changes to the syllabus or schedule as necessary; it is your responsibility to be aware of these changes. **Last minute and retroactive changes that negatively impact students will never be made!**
2. Grades will be posted promptly on Blackboard after each assignment or assessment has been completed. Any grade may be contested for **only 5 business days** after it is posted.
3. It is your responsibility to be familiar with the academic calendar as posted on the WKU website http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/acad_calendar.htm

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4. Exceptions will not be made regarding late adds, drops, or final exam conflicts.
5. Incompletes and deadline extensions will **not** be allowed in this course except in rare medical emergencies.
6. Schedule exceptions are **not** allowed under any circumstances.
7. Problems with Blackboard should immediately be reported to Information Technology Services at (270)745-7000.