



SYLLABUS

Course: MGT 447
VA

Location: McLean,
VA

Instructor: Jack L. Espinal

Contact: I am generally available at home in the evenings. Feel free to call me at home or at work. If I am not at my desk there will be no answer.

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COURSE LEARNING OBJECTIVES

1. Students will appreciate the historical development of the spreadsheet for the personal computer and will understand how the spreadsheet changed the computer industry.
2. Students will develop the skills necessary to use spreadsheets in a modern office environment as part of a Decision Support System (DSS).
3. Students will demonstrate the use of spreadsheet sorting techniques on multiple rows and columns in order to make their spreadsheets more useable for problem solving.
4. Students will develop proficiency using spreadsheet tools for finding specific information in large complex spreadsheets. They will be able to select the best spreadsheet tool for a given information need.
5. Use of graphics and other advanced display capabilities will be demonstrated by students. Students will also be able to select appropriate display options as part of decision support systems.
6. Students will be familiar with functions and algorithms built into spreadsheets and be able to use them effectively as part of spreadsheet based Decision Support Systems (DSS).
7. Students will be able to integrate data in their spreadsheets with other computer applications running on their computer as well as be able to exchange data/spreadsheets between computers, over Local Area Networks (LANs), and over the Internet.
8. Students will learn techniques to "help themselves" solve problems while using spreadsheets.
9. Students will be able to use the spreadsheet as a tool to set up and solve complex business problems as demonstrated by the class project.
10. Students will understand how to automate repetitive actions within individual spreadsheets.
11. Students will understand the procedures that are used to build custom functions that can be used in spreadsheets.

TEXTBOOK

Dodge, M. & Stinson C. (1999). Running Microsoft Excel 2000. Redmond, Washington: Microsoft Press. (ISBN 1-57231-935-6)

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READING ASSIGNMENT

<u>Date:</u>	<u>Day</u>	<u>Session:</u>	<u>Assignments:</u>
21 October 2003	Tue	1	Read Chapter 1 Getting your Bearings Read Chapter 2 Getting Help Scan Chapter 3 Toolbars and Menus Scan Chapter 4 Managing Files Read Chapter 5 Worksheet Basics
23 October 2003	Thur	2	Read Chapter 6 Building Formulas Read Chapter 7 Formatting a Worksheet Read Chapter 8 Editing a Worksheet Scan Chapter 9 Worksheets and Windows Scan Chapter 22 Changing the Appearance of your Charts Scan Chapter 25 Managing Information in Lists
28 October 2003	Tue	3	Read Chapter 12 Common Worksheet Functions Read Chapter 13 Dates and Times Read Chapter 18 Importing and Exporting Read Chapter 21 Basic Charting Techniques
4 November 2003	Tue	4	Read Chapter 14 Financial Analysis Read Chapter 15 Statistical Analysis Read Chapter 16 What If Analysis
11 November 2003	Tue	5	Read Chapter 17 Integrating Applications with OLE Read Chapter 19 Sharing Files with Others Read Chapter 20 Hyperlinks and the Internet
18 November 2003	Tue	6	Read Chapter 27 Using Pivot Tables Read Chapter 28 Creating Macros Read Chapter 29 Custom Functions Read Chapter 30 Sample Visual Basic Application

GRADED ASSIGNMENTS

Students should complete and turn in the graded home work assignments as follows:

Homework:

Spreadsheet One (Navigating and Formatting)	10 Points
Spreadsheet Two (Preparing Spreadsheets for Printing)	10 Points
Spreadsheet Three (Importing, Parsing and Printing ASCII Data)	10 Points
Quiz One	10 Points
Quiz Two	10 Points
Major Spreadsheet Course Project	50 Points
Total Possible Points	100 Points

GRADING SCALE

95 - 100 Points	A
80 - 94 Points	B
70 - 79 Points	C
60 - 69 Points	D
Below 60	F

ATTENDANCE

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Attendance at all class sessions is mandatory for all students. However, if you do miss a session we will negotiate a learning contract to make up the work for the session. A typical makeup assignment will be to write a paper describing how Spreadsheet functions covered in the missed class session might be used by a manager (approximately 8 pages) that integrates the concepts presented in the tape with those in the assigned reading for the class session missed. You will still be responsible for homework and deliverables due that class session. However, please be aware that it will be difficult for you to complete your other assignments and your learning contract. Missing over two sessions requires the makeup of the entire course.

Please notify me ahead of time if you know that you will have to miss a session so that we can both plan accordingly.

ACADEMIC HONESTY

It is expected that all material submitted as part of any class exercise an/or course requirement, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. In addition, no assistance is to be obtained from commercial organizations which sell or lease research help or written papers.

NLU's Americans with Disabilities Act (ADA) Policy

NLU seeks to ensure that its programs are accessible to all persons. Students in need of special assistance or an accommodation regarding any of the course requirements as outlined in this syllabus, the course objectives and/or course evaluation and assessment criteria, are advised to notify me within the first two weeks of class. We will meet privately to discuss a resolution of your issue, which may or may not include an appropriate referral (e.g., a Writing Specialist, the academic Accommodations Coordinator, the Director of Diversity, or the Office of Student affairs). Confidentiality will be maintained regarding your special needs.

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