



Dillard College of Business Administration

SYLLABUS: Electronic Commerce

MIS 4173 Section X10

Fall Semester 2019

Contact Information

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Tuesday 9:30a – 12:30p

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Course Materials:

Excel 2019 Bible, by Michael Alexander, Richard Kusleika, and John Walkenbach, Wiley, 2019. (ISBN-13: 978-1119514787)

Other reference books:

- Business Analytics: Data Analysis & Decision Making, 6th edition, by S. Christian Albright, Wayne Winston, Cengage Learning, 2016. (ISBN-13: 978-1-305-86647-8)
- Business Analysis: Microsoft Excel 2010, by Conrad Carlberg, Que Publishing, 2010. (ISBN-10: 0789743175)
- Microsoft Excel 2010: Data Analysis and Business Modeling, 3rd edition, by Wayne L. Winston, 2011. (ISBN-10: 0735643369)
- Excel 2010 Bible, by John Walkenbach, Wiley, 2010. (ISBN-10: 0470474874)
- Microsoft Excel 2016 (Step By Step), by Curtis Frye D., Microsoft Press, 2010. (ISBN-13: 978-0-7356-9880-2)
 - Management Science: The Art of Modeling with Spreadsheets, 4th edition, by Stephen G. Powell, and Kenneth R. Baker, Wiley. (ISBN-13: 978-1118582695)

Software

- Lab use: Microsoft Excel 2016 is available in the Lab Dillard 335.
- Home use: Complementary Microsoft Office 365 Online for students is available at <https://products.office.com/en-US/> .
- Excel version: The acceptable Excel versions for assignments and exams are 2016, 2013, 2010, Office 365 online, and 2016 for Mac.

Additional readings are posted to D2L.

Course Description:

Covers advanced spreadsheet decision making tools. Business problems from across the enterprise will be solved using EXCEL functions, pivot tables, scenario evaluation and others.

Course Prerequisite(s):

MIS 3003 or equivalent

Learning Goals

I. General Learning Goals:

- Our students will be effective at problem solving and decision-making.
Objective: Our graduates will demonstrate problem solving and decision-making abilities through the critical analysis, evaluation, and interpretation of business information.
- Our students will be effective communicators.
Objective: Our graduates will be able to demonstrate a competency in speaking and writing for common business scenarios.
2a: Our graduates will be able to demonstrate a competency in speaking for common business scenarios.
2b: Our graduates will be able to demonstrate a competency in writing for common business scenarios.
- Our students will be technologically prepared.
Objective: Our graduates will be able to utilize available technology for business applications.
- Our students will be ethical decision makers.
Objective: Our graduates will demonstrate ethical reasoning skills within a business environment.
- Our students will be effective team members.
Objective: Our graduates will know how to use team building and collaboration to achieve group objectives.
- Our students will be multicultural and globally aware.
Objective: Our graduates will have an understanding of the influence of global and multicultural issues on business activities.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

II. Course Specific Learning Goals: After completing this course, students should be able to:

- Analyzing data across different dimensions using pivot table and chart.
- Looking up and comparing records efficiently.
- Importing and cleaning data from external sources.
- Evaluating different outcomes by changing assumptions.
- Automating routines with macros.

Course Policies

Attendance Policy: Regular attendance is expected. Participation in class discussion is graded, so reading the assigned material and completing assignments prior to coming to class is also expected. See the university catalog for the University Class Attendance Policy. Upon a student's **fifth unauthorized absence**, that student can be **dropped** for nonattendance and receive a grade of **WF** for the course. Participation in class discussion is mandatory.

Other Related Policies

Missed Examination Policy: Students with **excused absences** may make up missed examinations, quizzes (announced and unannounced), and in-class activities, but **supporting documents are required**. Arrangements must be made in advance if at all possible. In all cases, the instructor must be contacted no later than the day of the scheduled exam or no make-up will be allowed. At the instructor's discretion, a deduction may be assessed for a late exam.

Excused absences include active military/police/firefighter assignment, jury duty, university-authorized absences (for example, athlete events or study-abroad programs), and medical emergency for yourself or your immediate family member. For more information about university authorized absences, please refer to Midwestern State University Undergraduate Catalog:

http://catalog.mwsu.edu/content.php?catoid=7&navoid=228&hl=authorized+&returnto=search#General_Information

Grading and Evaluation:

Student's performance will be assessed using the following elements.

- Class Participation

Class participation is an important part to evaluate a student's engagement in this online course. It is evaluated based on the online discussion activities. There are 12 discussion topics in the discussion forum on our D2L course website. Students are required to posted questions related to the discussion topics and/or answer other students' questions in the online discussion. Credit will be given if a student post at least 1 message for each two discussion topics within the specific timelines. The timelines for online discussion can be found in the calendar on our D2L course website.

- Assignments

As this course focuses on practical tools, hands on experience is extremely important. The students will be given an assignment for each topic in this course. The assignments are not simple repetitions of the lecture video contents. Students are expected to complete the assignment by creatively using contents learned from the lecture videos. All completed assignments are to be uploaded to the D2L Dropbox for evaluation.

- Examinations

The exams will cover all course contents up to the exam date. Exam 1 will cover Course Topics 1 – 6. Exam 2 will cover all course topics, with an emphasis on the contents after Exam 1 (over 90%). In an exam, the students are instructed to complete a few Excel tasks on a computer within given time. The exams are open-book, open-notes, and open-Internet, but strictly individual work. The schedule of exams is 10/23 and 12/6 at 5:30-7:30pm. Students will meet at Dillard 335 to finish the exam.

Points will be allocated using the following scheme. Grades will be based on the recorded points only. Personal reasons (e.g., need a specific grade to graduate, to keep financial aid, to keep straight A record, etc.) are not considered in the grade calculation.

Items and Weights	
Class Participation	12%
Assignments	48%
Exam 1	20%
Exam 2	20%
100%	

Table 1

The final grades will be given based on the following table:

Course Grade	Total Score (x)
A	$x \geq 90\%$
B	$80\% \geq x > 90\%$
C	$70\% \geq x > 80\%$
D	$60\% \geq x > 70\%$
F	$x < 60\%$

Table 2

To earn an A, an average student is expected to invest at least 3 hours per week in this course. The instructor reserves the rights to curve the grades, offer extra credits to every student, and/or modify grades based on the overall class performance.

Semester grades will be reported through normal University channels with no exceptions.

Grading Policies:

My intent is to motivate and educate you toward excellence. Therefore, for each assignment you will see a clear definition of what constitutes excellent work. My written comments back to you usually focus on what was excellent about your work rather than what was wrong. However, I will be quite clear on why a piece was unsatisfactory in the unlikely event that you submit unsatisfactory (C or less) work.

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C (D or F) at the midway point should schedule a meeting with the professor.

Course Content and Outline: See the attached content outline/schedule.

Academic Integrity:

With regard to academic honesty, students are referred to the "Student Honor Creed" in the graduate catalog. Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. **Please understand that integrity is very important to me. Cutting and pasting text from the internet without citing the source and setting off the "pasted text" in a form that identifies it appropriately constitutes plagiarism.** My rule of thumb is that if you are using three or more words in a row from a source, it needs to be identified as a direct quote and cited.

Americans with Disabilities Act:

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request accommodation, that student should please contact me as soon as possible. Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

Syllabus Change Policy:

This syllabus is a guide for the course—not a "contract"—and is subject to change. Syllabus changes will be communicated via D2L and/or in class. I'll provide a minimum of 48 hours' notice before the relevant change takes place if at all possible.

Additional Information

Classroom behavior

- No food or beverage is allowed in the classroom. This is a college policy.
- Please come to class on time. Take care of personal business prior to class. I do not expect you to leave and return to class (unless there was an emergency and you explain it to me after class).
- Class time is not for surfing the Web, monitoring Facebook, texting, or catching up on email. You will be asked to leave the class if you continually violate this policy. The same thing applies to cell phone usage for messaging during class.
- Turn off or silence your cell phones and any other electronic devices and put them away. Please, no texting. I think we can all go a little over an hour without contact with the outside world! Leaving class to return calls and coming back is not acceptable. If you have an emergency situation that requires your cell phone to be on, let me know and we'll work something out.
- Dress appropriately and conduct yourself professionally and with respect toward your peers and the instructor. Please don't talk while the instructor or others are discussing course materials. Participating in the class is the best way to avoid disturbing the class.

Professionalism:

The faculty, staff, and students of the Dillard College of Business Administration are committed to being a “professional” in our words, conduct, and actions. The qualities of a professional include:

- A commitment to the development of specialized knowledge
- Competency in analytical, oral and written communication skills
- Self-discipline
- Reliability
- Honesty and integrity
- Trustworthiness
- Timeliness
- Accountability for words and actions
- Respect for others and other cultures
- Politeness and good manners
- A professional image (professionals look professional)
- An awareness of their environment and adaptability to different settings
- Confidence without arrogance
- A commitment to giving back to your community

Tentative schedule (See attached.)

Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus, which will be announced in class.

Course Schedule

Table 3: The below table has the class date, major topic and activity for each date, the associated readings, as well as the assigned projects and quizzes

Topic	Assignment	Assignment deadlines & exam dates	Class Participation	Recommended Readings (Chapters in Excel 2019 Bible)
Introduction	Survey	09/04		1, 2, 3
Formula Basics	1	09/09	1	4, 20, 25, 32
Text & Date	2	09/16		11, 12
Array & Table	3	09/23	2	13, 16
Lookup	4	09/30		14
Reference	5	10/07	3	14, 17
What-If Analysis	6	10/14		36
Exam 1		10/21 – 5:30pm		
Pivot Table	7	10/28	4	34, 35
Pivot Chart	8	11/04		34, 35
Statistical Functions	9	11/11	5	38
Financial Functions	10	11/18		15
External Data	11	11/25	6	
Macro	12	12/02		39
Exam 2		12/04 – 5:30pm		