School of Management

MIS 102_209, Spring 2012 (Jan 23-Mar 11, Thursdays at 7:30 am)
Business Spreadsheets (self-study)

Instructor:
Dr. Prosenjit Mazumdar
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Instructor’s e-mail: pmazumda@gmu.edu
Instructor Tel: (703) 993-1756
Meet with Professor or TAs: on any lab day before or after class in Innovation Hall room 223. No formal office hours…only self study (see preparation materials below).

Teaching Assistants: tsummer2@gmu.edu (Tyler Summers), sthoma12@gmu.edu (Sunil Thomas)

Course Objectives:
This offering is a 1-credit self-study "Satisfactory/No Credit" course designed to test whether students possess an adequate level of proficiency and comfort with spreadsheets in order to pursue an undergraduate degree in any area of the School of Management. Also, today’s business employers expect their new hire to be proficient in Excel.

The students will learn on their own how to enter, update and analyze data appropriate to different business scenarios in a spreadsheet environment while exploring the rich range of capabilities of Microsoft Excel. This course will help SOM students become aware of the uses of spreadsheets in business which is the one of the school’s undergraduate learning goals.

Formal Lecture:
The only formal lecture will be held on the first day of classes in INNOVATION HALL room 223 to familiarize you with the lab setup, course content and rules of the lab for taking the exams. Other weekly meetings in the term will be used only for taking your exams in the same lab (IN 223). The exam schedule is shown on page 3. You must pass two separate exams to get a “satisfactory” grade in MIS 102. You get a maximum of two attempts to pass each exam. You must pass Exam 1 in order to be eligible for Exam 2. If you fail Exam 1 twice, you cannot take Exam 2 and will get a "no credit" for the course.

Required and Suggested Materials:
Required
1. SimNet (online) one module (Excel 2007) registration card - available at the registers in the bookstore (all students must get this card before taking the tests). This card will allow students access to SimNet for more than a year.
**Suggested Study Materials**

1. **Microsoft Office Excel 2007 Introductory edition**
   by T.J. O'Leary and L.I. O'Leary
   *(This textbook is optional but recommended as a preparation aid for both exams)*
   (This textbook is available in the GMU bookstore)

2. **The SimSearch section of the SimNet software**
   *(This option is free and comes with SimNet's registration card)*

3. **The Help section of Microsoft Excel 2007**
   *(This option is free)*

**Course Passing Requirements with "Satisfactory" grade:**

Students must take and pass two exams during the term. The exams must be taken in Innovation Hall 223 on the days and times listed in the schedule on page 3. Each exam must be passed within a maximum of two attempts and **you must score at least 75%** to pass each exam. Exam 1 is in SimNet and is a multiple choice exam containing 25 questions on general Excel 2007 proficiency. Exam 2 is in SimNet and involves completing 20 hands-on exercises in an Excel 2007 simulated environment. You'll have about an hour for each exam and at the end of the class period all unanswered exam questions will be counted as incorrect.

**SimNet:**

Students must buy the SimNet registration card (from the GMU bookstore) for Excel 2007 in advance of taking the exams. After buying the card go to [https://gmu.simnetonline.com](https://gmu.simnetonline.com) to complete the SimNet registration. IMPORTANT: **Each student must enroll in the section that they have actually registered in GMU. Students trying to take exams with another section will be disqualified for the entire term.**

After entering SimNet you will have access to the various practice exams at appropriate times during the duration of this course. I strongly recommend that you go through the Practice Exam 1 to become familiar with the type of questions and to better understand the course’s content expectations of Exam 1. You’ll have three sessions (three weekly meetings after first class) and **a maximum of two attempts within that period** to pass Exam 1. I also recommend that you go through Practice Exam 2 and other lessons in SimNet to become familiar with the SimNet hands-on format that Exam 2 uses in a simulated Excel 2007 environment. You’ll have three sessions (three weekly meetings near end of session) and **a maximum of two attempts within that period** to pass Exam 2.

You can take the practice exams at any time and any place you desire on a computer that has internet access and minimal hardware-software specifications (see next section). However, you must take the actual exams in Innovation Hall Lab 223 during your designated class times shown on page 3. Remember, you do NOT come to the classrooms to practice…only to take exams when you are ready.

**Possible Problems Using SimNet**

1) You must use Internet Explorer versions 7 or higher or Mozilla Firefox versions 3.0 or higher to have SimNet work properly while you practice outside the lab. The Innovation Hall lab (IN 223) computers have both browsers – however, you should use **Mozilla Firefox** in the lab as your recommended browser.

2) While in SimNet you should turn the Pop-Up Blocker off – i.e., (in Firefox) Tools / Options / Content / uncheck “Block Pop-Up Windows”.

3) Make sure that you have Adobe Flash Player (latest free download version) to simulate the test environment in Simnet.
Suggested (though not complete) list of topics:

You must know how to use formulas involving arithmetic operators +, -, *, and /.
You must know the proper use of parentheses and percentage calculations.
You must know the difference between numbering formats – currency, accounting, comma, and percent.
You must know statistical functions for sums, averages, highest, lowest and data-counting.
You must know the testing conditions (involving =, >, < etc) to write "if" functions.
You must know the financial functions for; periodic payments for loans, present and future values.
You must know how to copy formulas and fill neighboring ranges with data series.
You must know the difference between relative and absolute references while entering and copying formulas in the worksheet.
You must know how to Hide/Unhide columns and rows.
You must know conditional formatting and copying/removing formats.
You must know how to create simple graphs/charts from a spreadsheet data range (i.e., 2D and 3D pie and Bar charts and Line charts).
You must know how to: work with data in tables; sort (ascending/descending, alphabetical); filter selected data from tables.
You must know how to group/separate data in a table: generating subtotals and summaries.
You must know the Excel 2007 environment for saving, printing, and changing page layouts.
You must know how to write formulas linking data in multiple sheets in a workbook.

In the O’Leary text - Labs 1, 2, 3, 5 and 6 cover these suggested topics.

TESTS ARE GIVEN IN INNOVATION HALL ROOM 223. BRING GMU PHOTO-ID TO THE TEST.
STUDENTS WILL NOT BE ADMITTED INTO LAB MORE THAN 5 MINUTES AFTER START TIME OF TEST.
Besides knowledge of Excel spreadsheets, speed of test execution may be a factor in second test.
BOTH TESTS HAVE A DURATION OF ABOUT AN HOUR

Schedule for Test Taking Dates - BRING GMU PHOTO-ID TO THE TEST

TESTS ARE GIVEN IN THE LAB INNOVATION HALL ROOM 223 AT 7:30 am on the following days:

<table>
<thead>
<tr>
<th>Date</th>
<th>Test Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Jan 26</td>
<td>Only class lecture/meeting – discuss rules, content and overview – no test</td>
</tr>
<tr>
<td>Thu Feb 2</td>
<td>TEST 1….show up on time in lab with photo ID</td>
</tr>
<tr>
<td>Thu Feb 9</td>
<td>TEST 1….show up on time in lab with photo ID</td>
</tr>
<tr>
<td>Thu Feb 16</td>
<td>TEST 1….show up on time in lab with photo ID…LAST DAY TO TAKE TEST 1</td>
</tr>
<tr>
<td>Thu Feb 23</td>
<td>TEST 2….show up on time in lab with photo ID</td>
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<tr>
<td>Thu Feb 1</td>
<td>TEST 2….show up on time in lab with photo ID</td>
</tr>
<tr>
<td>Thu Mar 8</td>
<td>TEST 2….show up on time in lab with photo ID…LAST DAY TO TAKE TEST 2</td>
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Note: Tests and exams are considered to mean the same please