MIS 102 – 207 (2nd half of Spring 2013 semester)
Business Spreadsheets (Self-Study) – in Innovation Hall 223

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Office Hours – You can meet w/ the Professor and/or Teaching Assistant(s) (TAs) on any lab (i.e., class) day before or after class in Innovation Hall 223. There are no formal office hours since this is a self-study course, although appointments are available.

Course Objectives:
This is a 1 credit-hour, Self-Study, “Satisfactory / No Credit” course designed to help you acquire and to test whether you possess an adequate level of proficiency in and comfort with spreadsheet software. Satisfactory completion of the course is a requirement to pursue (i.e., complete) an undergraduate degree in any area of the School of Management (SOM) at GMU. Further, most employers expect their hires to be proficient in Excel and to be able to learn about new software on their own.

As a self-study course, it is your responsibility to learn how to enter, organize, update, and analyze data appropriate to different business scenarios using the Microsoft Excel spreadsheet software package. This includes an exploration of the rich and varied capabilities of the software. MIS 102 will help you become aware of the uses and familiar with the capabilities of spreadsheets in business. (Note that this is one of SOM’s Undergraduate Learning Goals).

Class Sessions:
All class sessions are in Innovation Hall 223. The first class is intended to briefly introduce the course, course content, and course expectations, and to familiarize you with the lab setup and lab rules for taking the exams; it is the only formal ‘lecture’ session. All other classes are exam-taking sessions in the lab.

The exam schedule is shown below. 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 to take Exam 2. If you fail Exam 1 two times, you cannot take Exam 2 and will receive a “No Credit” grade for the course. If you pass Exam 1, but are not successful in passing Exam 2 after two attempts you will receive a “No Credit” grade for the course.

Requirements for a “Satisfactory” (i.e., passing) Grade
As noted above, you must take and pass two exams during the term. The exams must be taken in Innovation Hall 223 on the day and times listed on the schedule for the section in which you are registered. Both exams must be passed; you will have up to two attempts for each exam. You must score 75% or above on both Exam 1 and Exam 2 to pass the class.

Both exams are in SimNet. Exam 1 is a multiple-choice exam containing 25 questions on general Excel 2007 proficiency from Chapters/Exercises 1, 2 and 3 in the suggested text. Exam 2 involves the completion of 20 hands-on exercises in an Excel 2007 simulated environment; material for Exam 2 comes from Chapters/Exercises 1, 2, 3, 5, and 6. You’ll have about an hour for each exam. At the end of the exam session, all unanswered questions will be counted as incorrect.

Required and Suggested Materials:
Required Materials – SimNet (on-line) One Module (Excel 2007) Registration Card – available at the GMU bookstore cash registers OR available on-line. ALL students must get this card to take the Exams. Each student must have their own card. (The card will allow access to SimNet for about one year.)
Optional Materials (but Strongly Encouraged)

  This book is optional, but is strongly recommended as a good resource and preparation aid for both exams.  It is available through the GMU bookstore or through on-line bookstores.  The book’s website is:  [http://highered.mcgraw-hill.com/sites/0073519308/student_view0/excel/](http://highered.mcgraw-hill.com/sites/0073519308/student_view0/excel/)
  
  Note:  In the O’Leary text, Labs 1, 2, 3, 5, and 6 cover the suggested topics listed below.
- The SimSearch section of the SimNet software.  (This option is free with SimNet registration.)
- The Help section of Microsoft Excel 2007.  (This capability is included with the Excel software.)

SimNet:

Each individual MUST buy the SimNet registration card (from the GMU bookstore or from the SimNet website – [https://gmu.simnetonline.com](https://gmu.simnetonline.com)) for Excel 2007 in advance of taking the exams.  You can complete the SimNet registration for your specific MIS 102 section once you have bought the card or paid for the registration on-line.  (Note:  The class link in SimNet will be available by the time the semester starts.)  The SimNet registration process can also be completed during the first class session.  IMPORTANT: Each student MUST enroll in SimNet for the section in which you are actually registered for the course.  Students trying to take exams with another section or outside the scheduled classroom will be disqualified for the entire term.

After entering SimNet, you will have access to one (or more) practice exam(s) at appropriate times during the duration of this course.  I strongly encourage you to go through Practice Exam 1 to become familiar with the type of questions that may be asked and to better understand the Exam 1 expectations. It is also worthwhile to go through Practice Exam 2 and other lessons in SimNet to become familiar with SimNet’s hands-on format that is used in the simulated Excel 2007 environment for Exam 2.  Note that these Practice Exams are intended to provide you with some experience with how the exams work in SimNet; they are not broad study aids on all that might be asked on an exam.

You can take the Practice Exams at any time or place you desire on a computer that has an Internet connection and meets minimal hardware-software specifications.  Recall, however, that the exams may be taken only in the Innovation Hall 223 computer lab during your designated times on the appropriate dates.  Note that you do not come to the classrooms to practice; you MUST come to the classroom to take exams.  And, you do not need to come to class on days in which you are not taking an exam.

Systems requirements for using SimNet:

- Your system must use Mozilla Firefox 3.0 (or higher) or Internet Explorer 7 (or higher) for SimNet to work properly when you practice outside the lab.  The Innovation Hall lab (Rm 223) computers have both browsers installed and available.
- Note that Mozilla Firefox is the recommended browser for use in the labs.
- Turn off the Pop-Up Blocker while you are using SimNet.  In Firefox, use Tools/Options/Content, then uncheck “Block Pop-Up Windows.”
- Make sure you have Adobe Flash Player to simulate the test environment in SimNet.  The latest version is available for free download from [www.Adobe.com](http://www.Adobe.com).

Suggested (though not complete) list of topics in Excel that you MUST know:

- The difference between relative and absolute references while entering/copying formulas in the worksheet
- How to use formulas involving arithmetic operators +, -, *, and /
- The proper use of parentheses and percentage calculations
- The difference between numbering formats, e.g., currency, accounting, comma, and percent
- How to copy formulas and fill neighboring ranges with data series
- How to hide/unhide columns and rows
- Statistical functions for sums, averages, highest, lowest, and data counting, along with other built-in functions
- The testing conditions (involving =, <, >, <=, >=, AND, OR, etc.) to write “IF” statements
- The financial functions for periodic payments for loans, present value, and future value
- Conditional formatting and copying/removing formats
- How to create simple graphs/charts from a spreadsheet data range (i.e., bar/line charts, 2d/-3d-pie charts, etc.)
- How to work with data in tables, sort into ascending/descending order, and filter selected table data
- How to group/separate data in a table, generate subtotals, create summaries
- The Excel 2007 environment for saving, printing, and changing page layouts
- How to write formulas linking data in multiple sheets in a workbook
# Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Week #</th>
<th>Activity</th>
<th>Section # &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 19</td>
<td>1</td>
<td>Course Introduction</td>
<td>Tue – Mar 19 9:00 AM</td>
</tr>
<tr>
<td>Mar 26</td>
<td>2</td>
<td>Exam 1 Arrive on time w/ GMU ID</td>
<td>Tue – Mar 26 9:00 AM</td>
</tr>
<tr>
<td>Apr 2</td>
<td>3</td>
<td>Exam 1 Arrive on time w/ GMU ID</td>
<td>Tue – Apr 2 9:00 AM</td>
</tr>
<tr>
<td>Apr 9</td>
<td>4</td>
<td>Exam 1 Arrive on time w/ GMU ID Last chance to take Exam #1</td>
<td>Tue – Apr 9 9:00 AM</td>
</tr>
<tr>
<td>Apr 16</td>
<td>5</td>
<td>Exam 2 Arrive on time w/ GMU ID</td>
<td>Tue – Apr 16 9:00 AM</td>
</tr>
<tr>
<td>Apr 23</td>
<td>6</td>
<td>Exam 2 Arrive on time w/ GMU ID</td>
<td>Tue – Apr 23 9:00 AM</td>
</tr>
<tr>
<td>Apr 30</td>
<td>7</td>
<td>Exam 2 Arrive on time w/ GMU ID Last chance to take Exam #2</td>
<td>Tue – Apr 30 9:00 AM</td>
</tr>
</tbody>
</table>

Exams are given in Innovation Hall 223 based on the schedule above. Make sure you have your GMU ID with you to gain admission to the exam session; you must have your ID with you to take an exam. **Further, you must take your exam with the section in which you are registered.** You will not be admitted into the lab for that session if you arrive more than 5 minutes after the start of the time of the Exam. In addition to knowledge of Excel spreadsheets, the speed of exam execution may be a factor, especially for the second exam. All Exam sessions have a duration of about an hour.

Note: You will be allowed to use Excel Help during the exam sessions. However, you may not use the Internet or Internet-based material during the exams. Note that some items within Excel help may link to material on the Internet. If a link in Excel Help opens a window and has a web address, you have moved beyond Excel and must immediately exit that Internet page.

**IMPORTANT Note:** Please read, print, sign, and bring the Memo of Understanding on the following page with you to the first class session. A printed and signed copy must be on file with the TAs and/or Course Instructor for you to receive credit for the course.
MIS 102 – Memo of Understanding

Please print, sign, and date this Memo of Understanding and bring it with you for the first class session. This form must be completed before you take any Exams. Any Exams taken prior to signing and turning in this form will NOT count toward your grade for this course. (Note that you do not receive any additional Exam sessions if you take an Exam prior to turning in this form.)

Please read and review the Syllabus. The Syllabus, class schedule, and class policies will be discussed on the first class meeting. It is important that you make sure you understand the class intent and structure.

I, ______________________________ have read the MIS 102 Syllabus. I understand that:

- This is a self-study course, so I am responsible for learning the material.
- (Other than the first class session) I do not need to come to class unless I am taking an Exam.
- I MUST take the Exams with the section for which I am registered.
- I MUST take the Exams in the computer lab; accessing the Exams outside of the lab and/or Exam time will result in an immediate grade of “NC,” i.e., “No Credit,” for the class. Note that Practice Exams can be done on any computer at any time and any location.
- I MUST have a SimNet Access Code to take the Exams. Exams taken with a “Trial” Access Code will not count toward completion of the course.
- I MUST pass both Exam 1 and Exam 2 with a score of 75% or higher to receive a grade of “S,” or “Satisfactory,” for the course.
- I may make up to two attempts each to pass both Exam 1 and Exam 2.
- I will have up to an hour to complete an Exam.
- If I arrive more than five minutes after the start of a class, I may not be allowed to take the Exam that day.
  - The decision on whether I may take the Exam after a late arrival will be up to the Instructor/TA.
  - If I am allowed to proceed with an Exam after arriving late, I may not have the full hour for the Exam; I will have only the time remaining until the Exam becomes unavailable in SimNet.
- As noted on the Syllabus schedule, I have three weeks in which to make my two attempts for Exam 1, and I have three weeks in which to make my two attempts for Exam 2. The sessions for each Exam are listed in the Syllabus.

Signature ______________________________ Date __________________

G # ______________________________ MIS 102 – __________________

Section #