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Zero Textbook Cost Syllabus for CIS 3367 (Spreadsheet Applications in Business)

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CUNY Bernard M Baruch College

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CIS 3367 (Online) –Spreadsheet Applications in Business

Instructor	Ms. Soniya A. Dsouza
Baruch Email	
Personal Email	
Office Hours	<ul style="list-style-type: none">- Online (via Blackboard Collaborate Ultra) by appointment only- Clarifications may be sought via e-mail any day of the week.- Please allow at least 24-48 hours to respond to emails.- Please refer to email etiquettes on page 3 of the Syllabus so I can respond faster

COURSE SYLLABUS

Course Description:

The primary focus of this course is to learn how to construct and use powerful spreadsheets for effective managerial decision-making. This course is mostly project-oriented with a dual focus on spreadsheet engineering and quantitative modeling of financial applications. Students will learn to develop powerful spreadsheet models and perform data analysis using Pivot Tables, VLookUp, Data Validation techniques and Sub Total functions. Students will also learn how to enhance spreadsheets by creating dashboards on financial data. The Visual Basic (macro) concepts will also be introduced to students. With the knowledge and hands-on experience of these concepts, students will be prepared to take on the challenges of the business world as it relates to working with spreadsheet modeling and data analysis.

Pre-requisite: CIS 2200

The course will start with the basic concepts in Excel and switch gears to intermediate and advance level concepts. This course does presume the knowledge of basic financial concepts when working with financial formula.

Learning Goals:

This course develops the following learning goals:

- Analytical and Technological skills
- Oral and Written Communication skills
- Business knowledge integration



Special Needs (Office of Services for Students with Disabilities):

In accordance with Section 504 of the Rehabilitation Act of 1973 and the policy of the City University of New York, we are committed to accommodating all students with special needs. This will ensure that the results of course examinations represent the student's achievement in the course, rather than reflect the student's handicap.

Step 1:

Students with special needs are required to submit a “**Test/Course Accommodations Form**” at the beginning of the semester. Specific information and procedures can be obtained from the Office of Services for Students with Disabilities, Newman Vertical Campus (NVC) - B2-271.

Step 2:

Once your special needs are approved by the Office of Services for Students with Disabilities, please email me a copy of the Special needs requirements, and request acknowledgement of the receipt of your email from me, to ensure I have received your approved request/form.

Subject Line: CIS 3367 - SPECIAL NEEDS ACCOMMODATION

Academic Integrity:

The Department of Management fully supports Baruch College's policy on Academic Honesty, which states, in part: *"Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the college's educational mission and the students' personal and intellectual growth. Baruch students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned."*

Academic sanctions in this class will range from an F on the assignment to an F in this course. A report of suspected academic dishonesty will be sent to the Office of the Dean of Students. Additional information and definitions can be found at: http://www.baruch.cuny.edu/academic/academic_honesty.html

Communication:

Blackboard Announcements: Please be sure to check Blackboard and your Baruch College email address regularly for any announcements pertaining to the course. The announcements will be sent to the email address specified on your Blackboard profile. Please make sure your email address is correctly spelt on Blackboard.

Junk/Spam Folders: Please make sure to check your Junk/Spam folders for emails. At times, due to your email settings, emails may be go to your Junk/Spam folders instead of your INBOX. This issue must be fixed either on your own or seek help from **Baruch Computing and Technology Center (BCTC)**, currently located at **151 East 25th Street (Library Building), 6th Floor. Phone: (646)-312-1010.**

Email Etiquettes:

- All emails to your instructor must follow a professional and respectful tone.
- To help me respond to your inquiries quickly, **Subject Line** must always be in the following format: **CIS 3367 – Topic of email.** Some examples include:

For emails regarding Office Hour	CIS 3367 : Office Hour Request
For clarification regarding assignment	CIS 3367 : Assignment 1 Clarification
For clarification regarding the grades	CIS 3367 : Mid-Term Grades Clarification
For clarification regarding Project Work	CIS 3367 : Project Work Guidance

Emails must be sent to both my email addresses indicated below:

My Baruch Email address:

My personal email address:

Note: Emails will only be used to communicate, NOT to submit items for grading.

Textbook: Students are **not** required to purchase a textbook.

I will post names of few textbooks that I find useful. These may be available at Baruch Library.

Course Data Files

All the data files (before and after class files, assignment files, PDFs, etc.) will be made available on Blackboard every week.

Other Materials:

Software/Application:

- This course uses Microsoft Office Excel 2013 (for Windows) and Adobe Acrobat Reader.
- You can borrow a laptop from Baruch's Library with above mentioned applications installed. More information about the laptop loan program is available at: <http://newman.baruch.cuny.edu/services/pclaptops.html>
- You can also download Adobe Acrobat Reader from <http://www.baruch.cuny.edu/bctc/software/index.html>

Course Methodology:

This course will use an ONLINE mode of instruction. This will include (but not limited to) the following:

- Lecture videos/recordings demonstrating Microsoft Excel and data analysis concepts
- Online submissions of your work including assignments, exams, project, etc.

Baruch Computing and Technology Center (BCTC) has User-guides on several concepts including discussion boards, Blackboard Collaborate, how to submit your work online, etc. Please review them beforehand in preparation for an online course.

User Guides: <http://www2.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/>

Help with Technology:

Should you encounter difficulties with any of the online component (including emails), you must contact BCTC helpdesk immediately for help via email/phone and track the progress until resolved.

BCTC is currently located at **151 East 25th Street (Library Building), 6th Floor**

Phone:1-646-312-1010

Email:helpdesk@baruch.cuny.edu

Website: <http://www.baruch.cuny.edu/bctc/blackboard> (for updated contact info)

Grading:

Attendance/Participation	10%
Assignments (Individual)	20%
Project Work (Group)	20%
Exam 1	20%
Exam 2 (Cumulative)	30%

Grading Rubric: <http://www.baruch.cuny.edu/advisement/grades-and-gpa.html>

Extra Credit:

There is **NO extra credit** work for this course. Students are encouraged to keep up with the coursework, prepare well for all the course deliverables and excel in this course. If you have difficulty understanding concepts, please contact your professor for conceptual clarity immediately.

Attendance/Participation:

Students are expected to confirm their attendance and participate in the online threaded discussion.

Assignments (Individual):

There will be four graded assignments. Each assignment is worth 5 points. Students will work individually on the assignments and submit it via Blackboard before the due date. This is **not** a group assignment. All the assignments are due on **Saturday at 11:59 pm** of the week in which assignments are expected to be turned in online. Please refer to the **ASSIGNMENTS** menu item on Blackboard for further details. Please read the policy on Academic Integrity as any dishonest conduct will result in a zero score in the Assignments.

Project Work (Group):

This constitutes **20%** of your total score. Students will work in teams of five toward course project. Any issues concerning the team members' participation in the Project should be brought to the attention of the Professor immediately. Every student should also submit a Peer Evaluation and provide an honest feedback about your team members. Please refer to the **TEAM PROJECT** menu item on Blackboard for further details.

Exams:

Exam 1 is worth 20 points and Exam 2 (cumulative) is worth 30 points. Exams will be administered online. More information will be made available on Blackboard under **EXAMS** menu item as the Semester progresses. Please read the policy on Academic Integrity as any dishonest conduct will result in a zero score in the exam.

Tentative Schedule:

Note: This is a tentative schedule of topics and lectures. Changes may occur as the semester progresses depending on the pace of the students, current events and any other unforeseen circumstances.

From	To	Description	Deliverables
25-Aug	2-Sep	Student Introductions, Syllabus Review, Getting Started with Excel - Cell References, Data filters and sorting	Student Introductions Due
3-Sep	9-Sep	Functions - Aggregation functions, Logical Functions, Statistical Functions, etc.	Assignment 1 Due
10-Sep	16-Sep	Data Visualization using Charts, Sparklines, Tables, SubTotals, Conditional Formatting	
17-Sep	23-Sep	Mathematics of Finance using Financial functions - PV, FV, NPV, IRR, PMT, etc.	Assignment 2 Due
24-Sep	30-Sep	LookUps (Vlookup, HLookUp), Index-Match, Intro to Pivot Tables	
1-Oct	7-Oct	Pivot Tables including Pivot Charts, Calculated Items, TimeLine, Slicers, etc.	Assignment 3 Due
8-Oct	14-Oct	Financial Modeling using What-If Analysis, Break-Even Analysis (Cost-Volume-Profit-Analysis) and Data Tables	
15-Oct	21-Oct	Exam 1 Preparation Week	Exam 1 on Oct 21st
22-Oct	28-Oct	Financial Modeling using Scenario Manager and Solvers	
29-Oct	4-Nov	Introduction to Visual Basic (Macros), Debugging Mode and understanding Visual Basic Editor (VBE)	Online Discussion Due
5-Nov	11-Nov	Macros Tools such as Combo Box, List Box, Option Buttons, Checkboxes, Command Buttons, Spin Controls, ScrollBars, etc.	Assignment 4 Due
12-Nov	18-Nov	Term Project Preparation	
19-Nov	25-Nov		
26-Nov	2-Dec	Exam 2 Preparation Week	Exam 2 on Dec 2nd
3-Dec	13-Dec	Term Project Presentation	Project File submission due Dec 7th; Team Presentations on Dec 8th-10th

** All the assignments are due on Saturday at 11:59 pm of the week in which assignments are expected to be turned in online.*

Academic Calendar: http://www.baruch.cuny.edu/registrar/due_dates.htm#SP17ac

FINAL EXAM: There is no Final Exam for this course.

**** HAPPY LEARNING ****