

# ACE 360 Spreadsheet Models and Applications Spring 2018 Course Syllabus

Instructor:	Section B:	Section D:
Todd Doehring doehring@illinois.edu		
Sect B: Mon/Wed 9 am - 10:50 am	<b>Office Hours:</b>	
Sect D: Mon/Wed 11 am - 12:50 pm		
	<b>Undergraduate Assistants:</b>	
½ Semester Course Last Day of Class, Mar 7		

## Course Description & Objectives

This course is intended to expand the student’s ability to develop spreadsheet models and applications and to perform data analysis by developing and refining Microsoft Excel usage skills and Visual Basic for Applications (VBA) programming skills.

## Course Textbook

One of the following (or similar) is recommended, but not required:

- *Excel 2016 Bible* by John Walkenbach
- *Excel 2016 Power Programming with VBA* by John Walkenbach

Because there is no formal textbook, course materials are comprised of course notes, spreadsheets developed and distributed in class (and via Compass). Students are responsible for maintaining a copy of all files distributed and created.

## Course Format and Participation

This course is a lecture/discussion format. Classes will meet in the ACES ACF computer lab (basement of the ACES library) for the first eight weeks of the semester. Active participation and attendance in the course are important components in determining the final grade.

## Attendance, Computer Use, and Smartphones

Because the course only meets 15 times, class attendance is essential. The course requires Excel use every session and occasionally a web browser to obtain data. Browsing other web sites not related to the course is very distracting to others and will not be tolerated. Use of smartphones is distracting to the instructor and to others; please refrain from use during class.

## Promptness

This course also emphasizes the important attributes of business success. One of these attributes is being on time. It is very disruptive to have students walking in while class is in session. If you have a difficult time getting to class on time, please see me, otherwise this will impact the participation/attendance portion your grade.

## Student-Faculty Communication

Email is the best method to contact me or TAs with questions or concerns.

## Grading

### *Assignments*

There will be three formal Excel modeling assignments during the course. Almost one week is provided to complete each assignment; assignments are distributed on a Wednesday during class and are due the subsequent Tuesday evening at 11:59 pm. All assignments will be distributed and submitted electronically via Compass. Late assignments are not accepted. The first two assignments are worth 10% of the total grade, while the third assignment is worth 15% of the total grade.

### *Midterm Exam*

A mid-term exam will be given per the date below, and will require completion of Excel worksheets and charts using functions, formats, methods, and development skills and techniques learned in 1<sup>st</sup> half of the course. The midterm exam is worth 25% of the total grade.

### *Final Exam*

A final exam will be given on the last day of the class. The final exam requires completion of Excel worksheets and charts using functions, formats, methods, and development skills and techniques learned during the entire course. The final exam is worth 30% of the total grade.

### *Participation/Attendance*

Attending class, participating in discussion, and submitting workbooks developed in class will be worth 10% of the total grade. Attendance is automatically taken at the beginning of each class.

### *Grading*

The +/- grading system will be used.

Illinois Compass will be used to store and retrieve grades.

### *Grading Weights*

Item	%	When/Due Date
<b>Assignment 1</b>	10	11:59 pm, Jan 30
<b>Assignment 2</b>	10	11:59 pm, Feb 20
<b>Assignment 3</b>	15	11:59 pm, Feb 27
<b>Mid-term</b>	25	In Class, Feb 7
<b>Final</b>	30	In Class, Mar 7
<b>Participation/Attendance</b>	10	

## Professionalism and Academic Integrity

The University statement on your obligation to maintain academic integrity is:

“If you engage in an act of academic dishonesty, you will become liable to severe disciplinary action. Such acts include cheating; falsification or invention of any information or citation in an academic endeavor; helping or attempting to help others commit academic infractions; plagiarism; offering bribes, favors or threats; academic interference; computer-related infractions; and failure to comply with research regulations.”

The University of Illinois at Urbana-Champaign *Student Code* should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: <http://studentcode.illinois.edu/> .

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy: <http://studentcode.illinois.edu/>. Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

## Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor as soon as possible. To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should contact Disability Resources and Educational Services (DRES) and see the instructor as soon as possible. If you need accommodations for any sort of disability, please speak to me after class, or make an appointment to see me, or see me during my office hours. DRES provides students with academic accommodations, access, and support services. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TDD), or e-mail a message to [disability@uiuc.edu](mailto:disability@uiuc.edu). <http://www.disability.illinois.edu/>.

## Emergency Response Recommendations

Emergency response recommendations can be found at the following website:

<http://police.illinois.edu/emergency-preparedness/>. You are encouraged you to review this website and the campus building floor plans website within the first 10 days of class. <http://police.illinois.edu/emergency-preparedness/building-emergency-action-plans/>.

## Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See <http://registrar.illinois.edu/ferpa> for more information on FERPA.

## Run > Hide > Fight

Emergencies can happen anywhere and at any time. It is important that we take a minute to prepare for a situation in which our safety or even our lives could depend on our ability to react quickly. When we're faced with any kind of emergency – like fire, severe weather or if someone is trying to hurt you – we have three options: Run, hide or fight.



### Run

**Leaving the area quickly is the best option if it is safe to do so.**

- ▶ Take time now to learn the different ways to leave your building.
- ▶ Leave personal items behind.
- ▶ Assist those who need help, but consider whether doing so puts yourself at risk.
- ▶ Alert authorities of the emergency when it is safe to do so.



### Hide

**When you can't or don't want to run, take shelter indoors.**

- ▶ Take time now to learn different ways to seek shelter in your building.
- ▶ If severe weather is imminent, go to the nearest indoor storm refuge area.
- ▶ If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area, silence your phone, don't make any noise and don't come out until you receive an Illini-Alert indicating it is safe to do so.



### Fight

**As a last resort, you may need to fight to increase your chances of survival.**

- ▶ Think about what kind of common items are in your area which you can use to defend yourself.
- ▶ Team up with others to fight if the situation allows.
- ▶ Mentally prepare yourself – you may be in a fight for your life.

Please be aware of persons with disabilities who may need additional assistance in emergency situations.

## Other resources

- ▶ [police.illinois.edu/safe](https://police.illinois.edu/safe) for more information on how to prepare for emergencies, including how to run, hide or fight and building floor plans that can show you safe areas.
- ▶ [emergency.illinois.edu](https://emergency.illinois.edu) to sign up for Illini-Alert text messages.
- ▶ **Follow the University of Illinois Police Department** on Twitter and Facebook to get regular updates about campus safety.