Course Overview
GET336 is a continuation of GET236, however introduces advanced functionality. The course explores advanced tools and techniques, using Microsoft Excel, to analyze, review and present data and data analysis recommendations. The focus will be around spreadsheet formulas, graphing, and exploring business problems and solutions. This course is intended for undergraduates interested in expanding their computer, analytical and business skills.

The focus on this course is more on analyzing and presenting data versus excel functionality. While this course will present excel functions and commands (that are above a beginner level), the main focus will be “training” a data analytic professionals frame of mind. This course is a face paced course.

Course Objectives
At the completion of this course students will be able to:
- Format data and perform advanced formula functionality
- Evaluate problems and determine the best course of action
- Present data findings in a visual format for easy understanding

Prerequisites
- GET 236 or Experience in Microsoft Excel is required
  - One should possess basic excel proficiency, which includes experience with (at minimum)
    - text functions (left, right, mid, concatenate, value)
    - count, countif, sum, sumif, vlookup
    - filter, sort, remove duplicates
    - summarize, pivot tables, charting
- PC skills. It is assumed each student possesses computer skills and general basics will not be addressed in this course.

Textbook
Title: Microsoft Excel 2010 Data Analysis and Business Modeling
Author: Wayne L. Winston
Copyright: 2010
ISBN: 978-0-7356-43369

Course Schedule
A detailed weekly course outline can be found on Blackboard. This provides a more detailed look at the planned weekly course content. This outline can change based upon student feedback and the professor’s assessment of the class content.
GET 336: Enterprise Data Analysis: Tools and Techniques
Syllabus

Grading Policy
Final grades will be based on the number of points earned throughout the semester according to the table below. There are 300 total available points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>300</td>
</tr>
<tr>
<td>A-</td>
<td>279</td>
</tr>
<tr>
<td>B+</td>
<td>267</td>
</tr>
<tr>
<td>B</td>
<td>258</td>
</tr>
<tr>
<td>B-</td>
<td>246</td>
</tr>
<tr>
<td>C+</td>
<td>237</td>
</tr>
<tr>
<td>C</td>
<td>228</td>
</tr>
<tr>
<td>C-</td>
<td>216</td>
</tr>
<tr>
<td>D</td>
<td>207</td>
</tr>
<tr>
<td>F</td>
<td>194</td>
</tr>
</tbody>
</table>

Grading Breakdown

- **Class Participation (25 points total / 5 per class)**
  As this is only an 8 week course, it is extremely important that you attend class and actively participate to maximize your learning. Points will be awarded as to your attendance and participation. Points can be subtracted or not awarded for distractive or inactive classroom behavior. There are zero opportunities to make up class participation points for missed classes.

- **Homework (60 points total / 30 per assignment)**
  You will be required to read certain chapters in the textbook. Homework from those chapters will be assigned and will include hands on excel exercises.

- **Quiz (60 points)**
  There will be one (1) quiz based on all course related activities.

- **Project (75 points total)**
  There will be a project assigned during this course. A summary of the details are as follows, however specific details will be presented during class:
  - **Part 01: (10 points)**
    State problem, build objective and create hypothesis
    Validate data and find defects
  - **Part 02: (50 points)**
    Prove or disprove your hypothesis
    Test and prove other hypotheses
    Identify the best markets
    Prepare recommendations / findings
  - **Part 03: (15 points)**
    Formally present your recommendations / findings

- **Final Exam (80 points)**
  There will be a final exam that will be based on the entire semester’s workload.
GET 336: Enterprise Data Analysis: Tools and Techniques

Syllabus

Assignment Grading Policy

- Assignments are to be submitted to Blackboard. The preferred format is excel or word. Blackboard time stamps all assignments and will hence be utilized to determine if the assignment is on-time or late.
- Late assignments will be eligible to receive a maximum of half credit only. Assignments will be accepted up to a maximum of one week late. The assignment will be closed for submission after one week of the due date and not accepted for grading.
- All written assignments are expected to be grammatically correct and contain correctly spelled words. Any errors of this type will result in a subtraction of points for that assignment.

Attendance Policy

Class attendance is mandatory. An instructor may recommend that a student be dropped from a course for poor or excessive absence. A student who is dropped after the deadline for dropping courses may be assigned a grade of F.

Students who have two unexcused absences during the semester will be dropped from the course at the discretion of the instructor. The instructor or the department offering the course will notify the Registrar of this action. However, students should not assume that they have been dropped from a class just because two classes were missed. It is ultimately the responsibility of the student to drop a course that they are not planning to attend by the deadline published in the university calendar.

Blackboard Policy

The School of Information Studies uses a Web-based teaching and learning environment called Blackboard. Most IST campus courses use Blackboard as a supplement to classroom activities and all distance learning courses are conducted in Blackboard. Access to Blackboard is available at https://blackboard.syr.edu. If you have any questions regarding technical aspects of Blackboard, please email the iSchool Blackboard support at ilms@syr.edu. The iSchool Blackboard support team will assist you.

Syllabus Change Policy

If this syllabus changes during the semester, you will be notified immediately.
University Policies

Add/drop Process and Course Withdrawal Policy
It is the responsibility of the students to be fully informed of the college catalog policies regarding course add, drop and withdrawal policies. For more information about the Syracuse University Add/drop Process and Course Withdrawal Policy, please see the following web site: http://www.suce.syr.edu/students/current/registrar/adddrop.htm

Statement of Academic Integrity
Syracuse University’s Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about university policy. The university policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see http://academicintegrity.syr.edu/academic-integrity-policy/

Disability-Related Accommodations
If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), http://disabilityservices.syr.edu, located in Room 309 of 804 University Avenue, or call (315) 443-4498, TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Religious Observances Policy
SU religious observances policy, found at http://supolicies.syr.edu/emp_ben/religious_observance.htm, recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes and by the submission deadline for flexibly formatted classes.

For fall and spring semesters, an online notification process is available through MySlice/StudentServices/Enrollment/MyReligiousObservances.