

ACCT 5270.001
Fall 2020

Professor Neil Wilner Office Hours: On Zoom at your convenience
Office: BLB 385 M and by appointment
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Textbook: Cost Accounting – Horngren, Datar, and Rajan 16th Edition
(You can also use the 15th or 14th Edition if you have that one or an earlier edition. I will make copies of the homework questions listed on this syllabus.)

Grading:	EXAM I	45% (or 40% if worst of the 2)
	EXAM II	45% (or 40% if worst of the 2)
	Eagle Notebook	20%
	Analytics - Tableau	30%
	Capital Budgeting Case	40%
	Computer Output – Regression	10%
	Computer Output - LP	<u>10%</u>
	200%*	

(90% = guaranteed A, 80% = guaranteed B, 70% possible C, less than 70% possible D or worse.)

Note: Tableau **must** be done in groups with the exception of the September 9th 6 point extra credit which **may** be done in groups.. Eagle Notebook **may** be done in groups.

Note: There is no possibility of earning extra credit besides what is listed on the syllabus. If this is your graduating semester then YOU must make sure that YOU earn the grade YOU need.

DISCLAIMER ABOUT CANVAS GRADES:

Canvas records all of your grades and sometimes gives a total number of points that you cannot trust since Canvas puts its own weights (not my weights given above) on the grades. If you want to know where you stand then email me.

Teaching Philosophy:

I like to have a lot of interaction with my class. During this semester that will have to be by email and Zoom. But we'll make the best of it. I will use Canvas extensively to disseminate materials and communications to help get you closer to your MS. You must do your part by staying up to date on the materials and clearing your schedules for deadlines and especially for exam dates and times. My idea of a "dumb question" is the one you didn't ask and wish you had when you're taking an exam! If I ever respond in a disrespecting tone or manner to you then you should tell me immediately. I will never hold that against you, but will view it as a learning opportunity for me. I'd also love for you to tell me things that work and things that don't work, so I can change and improve.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

COURSE OBJECTIVES: Since cost accounting is internal and potentially unique to each organization, there are limited rules to govern cost accounting systems. Various, constantly evolving principles and procedures exist which must be selectively applied. You must be able to apply these principles and procedures, as appropriate, to diverse, often unstructured problem scenarios. It is very difficult to memorize your way through this course (and certainly not professionally productive) and reasonably hope to attain a grade higher than “C”. Rather, you must develop your analytic and conceptual thinking skills so as to find a solution that satisfies management’s needs.

This course has the following specific learning objectives. After completing this course, you should be able to:

- Recognize that Cost/Management accounting is a forward (and backward) accounting tool.
- Understand the theory and concepts underlying cost management systems.
- Extract relevant accounting issues from a business problem.
- Develop analytical thinking and problem solving skills.
- Describe common cost accounting tools and models.
- Apply common cost accounting tools and models.
- Search for and identify relevant information.
- Enhance your interpersonal skills.

COURSE DESCRIPTION: This course covers advanced topics in Cost Accounting not covered in the basic course. Analytics, Linear Programming and Regression analysis are also covered. Students will use computer software to produce analyses for critical thinking exercises.

Communications: I will use emails and Canvas to contact you. **You should only email me using wilner@unt.edu**. We will also use Zoom extensively. I will respond to your emails within 24 hours, though I am usually way quicker than that. Exam grades will be on Canvas but other grades will only be on my Excel spreadsheet. I will always let you know where you stand in the class if you email me about that.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the next item on this syllabus.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oco@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video.

The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

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Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

1. Missed exams must be allowed for before the exam date. If you miss an exam without prior approval you forfeit the appropriate percentage of your grade unless you have a documented excuse. **Exams can and will cover points specifically covered or emphasized in class.**

2. Meetings Structure - Every meeting, other than tests, will be primarily lecture and problem solving. Student participation is greatly encouraged, although not explicitly rewarded. Every homework problem should be attempted. Problems will be gone over to the extent time permits. In some cases an answer sheet will be distributed.

3. Attendance - Perfect class attendance is a necessity. Our course schedule does not permit time for redoing a topic once discussed. Office hours are not meant for repeating lectures to non-attendees!

COVID-19 impact on attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior to being absent* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

4. Homework - Homework problems will be gone over on the dates indicated. You cannot pass this course without making a serious attempt at the problems before class.

5. ADA STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at (940) 565-4323.

6. SPOT is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class. Administration of the SPOT will remain open through the week of finals.

7. Academic Dishonesty - If you engage in academic dishonesty related to this class, you will receive penalties as described below..

Academic dishonesty includes cheating and plagiarism.

The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

Penalties: If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action. A new academic integrity policy will in effect before the first day of class. A link to the policy is:

<http://vpaa.unt.edu/academic-integrity.htm>

8. Drop and retake policy:

Beginning September 6th a student may drop a course with a grade of W by completing the Request to Drop Class form (https://registrar.unt.edu/sites/default/files/drop_request_fillable_1.pdf) and submitting it to the Registrar's Office. See link for complete instructions Dropping a Class - (<https://registrar.unt.edu/registration/dropping-class>). November 2nd , 2020 is the last day to drop the course with a W.

Remember that this is the capstone course and is offered once a year.

9. SUCCEED AT UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student.

Here's how to succeed at UNT:

- Show up.
- Find support.
- Take control.
- Be prepared.
- Get involved.
- Be persistent.

To learn more about campus resources and information on how you can achieve success, go to <http://success.unt.edu> .

10. **Emergency Notification & Procedures:**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

11. **ACCEPTABLE STUDENT BEHAVIOR**

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

12. **ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs within the my.unt.edu site <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: <http://eagleconnect.unt.edu/>

13. **RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

14 **Emergency Evacuation Procedures for Business Leadership Building:**

- **Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

- **Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

15 **IMPORTANCE OF MENTAL HEALTH:** UNT believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care which includes the ability to respond adequately to one's emotional, physical, and educational needs. Some students who are distressed engage in behaviors that compromise their own welfare, as well as the welfare of the university community. If you or a friend need assistance with mental health resources on campus, please feel free to reach out to counseling and testing at 940-565-2741 or the care team at report.unt.edu.

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

1. Student Health and Wellness Center
1800 Chestnut St. Denton, TX 76201
940-565-2333
2. Counseling and Testing Services*
801 N. Texas Blvd, Denton, TX 76210 Suite 140
940-565-2741
3. UNT CARE Team*
940-565-2648
careteam@unt.edu
4. Psychiatric Services
940-565-2648
5. Individual Counseling*
940-369-8773

*Services are free of charge to University Students

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following:

- NATL Suicide Hotline: 800-273-8255
- Denton County MHMR Crisis Line 800-762-0157
- Denton County Friends of the Family Crisis Line 940-382-7273
- UNT Mental Health Emergency Contacts
 - During Office Hours (M-F 8am-5pm) 940-382-7273
 - After Hour Calls 940-565-2741
 - Crisis Text Line Text CONNECT to 741741
 - Live chat <http://www.suicidepreventionlifeline.org>

Date	Chapter in Class	Assignment
August 24	Introduction and Policies Review Job Order Costing (CH 4), Variances (CHs 7 and 8) and Decision Making and Relevant Information (CH 11) Discuss Analytics- Form Groups today	
31	Decision Making and Relevant Information (CH 11) Tableau 1 assigned Capital Budgeting Ch 21	
Sept 7	LABOR DAY	
14	Standard Costing Systems Chs 7 and 8 Extra Credit Tableau due	CH 21 Capital Budgeting problems to be handed out.
21	Tableau Assignment 1 to be discussed	CH 7 and 8 problems to be handed out.
28	Discuss Exam 1 Eagle Notebook assignment handed out and discussed.	Ch 11 problems to be handed out.
October 5	Exam 1 (Chs 21, 7, and 8)	
12	Review Exam 1 Decentralization including Transfer Pricing - Chs 22 and 23	
17	Tableau Group Assignment 1 E-mailed to me by 11:59 PM. Note this is a Saturday. Set up Zoom sessions for feedback	
19	Regression Analysis ??? Capital Budgeting Case handed out and discussed. Balanced Scorecard discussed.	Chs 22 and 23 problems to be handed out.

<u>Date</u>	<u>Chapter in Class</u>	<u>Assignment</u>
October 26	Linear Programming??? Tableau Assignment 2 discussed	Regression problems to be handed out.
October 31st	Eagle Notebook Feedback Assignment E-mailed to me by 11:59 PM. Note this is a Saturday!!	
November 2	Eagle Notebook Feedback	Linear Programming problems to be handed out (graphs only today.)
Nov 9	Extra LP and Regression	Linear Programming output.
16	Eagle Notebook Project Presented and handed in Discuss Exam 2	
23	Exam 2 (CHs 22 and 23, Regression and Linear Programming.)	
30	Tableau Assignment Presentation (Group) Capital Budgeting Case presented Review Exam 2	
December 7	Capital Budgeting Case presented	

Tableau Resources

1. Getting started video with a YouTube link. – Use the following link, click on the 3 videos entitled “getting started” and then click on the 25 minute video. You may have to register.

www.tableau.com/learn/training

Global Superstore Excel is on Canvas.

The lab has version 2019.2.2 Due to versioning issues in the past, please get tableau from here if you are loading onto your own computer.

<https://cob.unt.edu/bits/tableau-downloads>

2. This is the link to Professor Lineros’ 36 minute starter video which also uses the Global Superstore Excel file. I recommend you use this after you have viewed the first link.

<https://youtu.be/vplcpMTUwDI>

3. This video deals with loading VMware software assuming you don't have it and bringing Excel data into Tableau:

https://youtu.be/_oE2udUPPTc

There are 3 ways to use Tableau:

- **VM**
- **Labs**
- **Your own computer – BE CAREFUL!!!**

4. These YouTube links represent a seven module set of lessons in Tableau which guide the user through various data functionalities and capabilities:

Module 1 – Connecting Data

<https://www.youtube.com/watch?v=RfOFVringHg&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=1>

In more recent versions of Tableau, they replaced joins with relationships. You can still get to the joins screen as shown, but it takes a little more doing. See

https://help.tableau.com/current/online/en-us/datasource_relationships_learnmorepage.htm.

https://help.tableau.com/current/online/en-us/datasource_relationships_learnmorepage.htm#WhereAreJoins

Module 2 – Basic Chart Types

https://www.youtube.com/watch?v=e8-x_U0bv0E&index=2&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu

Module 3 – Dashboards

<https://www.youtube.com/watch?v=GexXJD4AyTU&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=3>

Module 4 – Filtering

<https://www.youtube.com/watch?v=gLgsOe0cNw8&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=4>

Module 5 – Mapping

<https://www.youtube.com/watch?v=gLgsOe0cNw8&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=4>

Module 6 – Formatting

<https://www.youtube.com/watch?v=XhgddTJ-Q4U&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=6>

Module 7 – Intermediate Chart Types

<https://www.youtube.com/watch?v=sQ0TD2JXh3g&list=PLjrXzkmqZGHI921VPqVOR1RLW2mDYxjZu&index=7>