**MDSE 2700: Excel for Industry**

**Regular and Honors Sections**

Fall 2025 Syllabus

**Course Description**: 100% Online Course: Study of beginner and advanced components of Excel software for analysis applications. Additional applications of Word and PowerPoint for professional communication and presentation.

**Course Objectives:**

1. Demonstrate a functional knowledge of Excel tools and capabilities for use in data analysis and decision-making.
2. Apply advanced Excel tools for analytical problem-solving, including Modeling, Pivot Tables, and Lookup.
3. Use the programmed features of Word to build professional letters, reports, and articles.
4. Practice skills to create dynamic, interesting PowerPoint presentations.
5. **For Honors Students**: Apply Excel to a comprehensive project relevant to the student’s academic or personal journey.

**Instructor: Dr. Tammy Kinley**

**Email:** **Tammy.Kinley@unt.edu**

**Office: Chilton 330 M**

**Office Hours:** Mondays 9:00-11:00 AM. Other times available by appointment. Canvas email answered every weekday.

**Course Materials:**

Students will need to purchase the following products:

1. Prometheus Series: Microsoft Excel
2. Prometheus Series: Microsoft Word and PowerPoint
3. Flash Drive; a small storage size is fine

This will be done through Canvas during the first week. Do not purchase outside of Canvas because you need the software to communicate with the Canvas grade book.

**Additional Required Materials:**

1. Microsoft Office – the full software package, not the web version. This is free to UNT students.
2. Windows-based computer. You *can* use a MAC, but 99.99% of the technology issues in this class are MAC related. You can check out a laptop or use the Virtual Lab is you do not have access to a Windows-based computer.

**Course Requirements:**

Students will complete the programmed module each week. Each module contains one to four lessons with videos and practice exercises and culminates in a comprehensive assignment. The practice exercises are programmed for unlimited attempts, and each is worth 10 points. The last link in each module is a comprehensive “Test Your Skills” assignment and is worth 50 points. Students have three opportunities to complete this assignment. On each of these (Practice Problems and Test Your Skills), Canvas will retain your highest score.

All due dates are on the “Course Calendar Dates for Your Planner” document that you can print if you wish.

Students may work at their own pace, that is – ahead of the schedule - but lesson assignments must be completed by the deadlines to avoid late penalties of 10% per calendar day late. If you are having technology issues, they need to be solved early in the week when you have unlimited opportunities to submit the lower point-value “Practice Problems.”

The final exam will just be for Excel. There will not be a Word/PowerPoint final exam.

**Honors Project** – In consultation with Dr. Kinley, students in the Honors section will develop a generally large scale application project in Excel. This project could take one of the following forms:

1. An application related to a project in another class (with permission of that instructor). To qualify Excel would enhance the project, not be a project requirement.
2. An application related to your personal life (i.e. a comprehensive budget or diet plan)
3. A research project that involves identifying benefits and uses of AI in Excel
4. A social media project that identifies and analyzes Excel learning resources
5. Another project negotiated with the teacher

Honors students will provide a plan and timeline during the first two weeks of the semester.

**Grade Distribution**: The formula for computing grades is very simple: Points Earned ÷ Points Possible.

MyEducator divides the content into “Lessons,” called “Modules” in Canvas. (I have no control here.) MyEducator Lessons range from 60 to 90 points for the Excel lessons, depending on the complexity of the content for that unit. All of the Word/ PowerPoint lessons are worth 80 points. These points include the Practice Exercises (10 points each) and the Skills Assessment for each lesson (50 points). The number of Practice Exercises vary, thus the variation in the point total for each Lesson. If this is confusing, look at the “Course Calendar Dates for Your Planner” placed in both in the “Learning Content” and the “Syllabus” modules, and I think it will make more sense!

**Grade Scale:**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or lower

Grades are computed as **Points Earned ÷ Points Possible**. Grades will be posted in Canvas. **You will need to keep up with your grades.** **Do not rely on Canvas to compute your grade as many times it is incorrect!** Computing your course grade is a simple mathematical operation. Therefore, you should be able to compute your own grade at any point in time. **Do not ask the instructor to do it for you.**

**Course Policies**

**Student Responsibility:** Your engagement and commitment to this class will determine your success. You must devote ample time to this course to ensure a passing grade. The class tutor and instructor are available for help in office hours and via email; therefore, it is the student’s responsibility to use those resources and others provided by the instructor if needed. If you know you struggle with this particular material, take time to talk with the instructor and make a plan early to ensure success. Again, it is the student’s responsibility and effort that will aid in a passing grade in this course.

**Accommodations:** If you require accommodations, please set up a meeting with the instructor to discuss your accommodations during the first week of the course.

**Academic Dishonesty:** Academic Dishonesty will not be tolerated whatsoever. If this occurs, the student will receive a zero on the assignment and will be reported to the university. In some cases, the student may be removed the course and will be subjected to retake in the course in the future.

**Late Policy**: Any late material will result in a 0. No exception, unless otherwise arranged for as an extraordinary circumstance. (Procrastination is not an extraordinary circumstance.)

**Incorrect Grades:** If you believe a grade has been incorrectly posted, you have **48 hours** after the posting to question the accuracy of the grade. Your teacher will not dig back through your grade history during the last few weeks of class because you believe there has been an error.

**Assignment Grades**: The content modules will be graded by MyEducator. The instructor will not hand-grade them. If you are having issues with your technbology, let’s get that solved early in the week so you can avoid late point penalties.

**Final Exam Policy:** After the final exam, the instructor WILL NOT address final grades with students. There will be no additional work assigned and no actions to be taken by students to improve their grade. If there are concerns, it is the student’s responsibility to speak with the instructor during the semester.

**Get Your Technology in Order**

1. If you are new to Canvas, look through the links in the “Start Here” module (near the top of your HOME page).
2. Look at every link and watch every video in the “Introduction” module. This time investment will save you a lot of trouble – and I will refer you back here when you ask me a question I have already addressed.
3. Read your syllabus.
4. Buy the Excel learning materials through this Canvas site. The links are provided in the “Introduction” module.
5. Download Microsoft Office onto your computer. The link is provided in the “Introduction” module. You do not have to pay for it, since you are a UNT student. You cannot complete this class with the web version. You need the actual software.
	1. If your computer cannot handle the software because it is a tablet, you will need an alternative plan. Some options are provided for you in the “Introduction” module.
	2. If you have a MAC, just know ahead of time that you will have more issues than if you are using Windows.
6. Work through the “Getting Started Using the Addin” exercise in the MyEducator Excel Introduction module.
7. Take the Syllabus quiz. You have unlimited attempts before the deadline, so you might want to look at it to see what is on it. For example, it involves taking a screenshot of a lesson in MyEducator so you will need to purchase it before completing the quiz.