

MDSE 2700: Excel for Industry
Summer 2026 Syllabus – 5W2 Session

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.

**Due to the time constraints of the 5-week session, we will not cover Word and PowerPoint during the Summer 2026 class.*

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.

Instructor: Dr. Tammy Kinley

Email: Tammy.Kinley@unt.edu

Office: Chilton 330 M

Office Hours: Tuesdays 9:00 – 10:00 AM. Other times available by appointment. Canvas email answered daily.

Course Materials:

Students will need to purchase Microsoft Excel Educator from MyEducator. 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.

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” exam and is worth 50 points. 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 comprehensive final exam will incorporate topics from each of the eleven Excel lessons.

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 depending on the complexity of the content for that unit. 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.

In the Summer 2026 class, we will cover from one to three lessons each week.

Grade Scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or lower

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 instructor is 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: Test Your Skills exams have a firm Friday due date for full credit, but are open an additional two days until Sunday at midnight. A penalty of 10% per day is assigned for work submitted after the Friday deadline. These links will not re-open after Sunday night.

Assignment Grades: The content modules will be graded by MyEducator. The instructor will not hand-grade them. If you are having issues with your technology, let’s get that solved early in the week so you will incur minimal late points.

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 (at 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 anyway.
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. Having the actual software, rather than the web version, will make your life exponentially easier in this class.
 - a. If your computer cannot handle the software because it is a tablet, you will need an alternative plan for the lessons that “will not work.” Some options are provided for you in the “Introduction” module.
 - b. 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. It involves these things, so get them in order:
 - a. A screen shot showing you have downloaded Microsoft Office onto your computer, or a statement about how you are going to access Excel, Word, and PowerPoint for this class.
 - b. A photo of you watching Excel Module 1 video in MyEducator