

	Course Title	Spreadsheet Modeling & Analytics				
	Course	HMG 6335				
	Course	OPRE 6332				
	Term	Spring 2019				
		<b>Section</b>	<b>Day</b>	<b>Time</b>		<b>Location</b>
		001	Mon	4:00 - 6:45 PM		JSOM 1.117
		501	Mon	7:00 - 9:45 PM		JSOM 1.117
<b>Professor's Contact Information</b>		Professor	Kannan Ramanathan			
		Email	<a href="mailto:krr197111@utdallas.edu">krr197111@utdallas.edu</a>			
		Phone	(972) 883-5953			
		Office Location	JSOM 3.622			
		Office Hours	Wednesday 1400 - 1500 by appointment only			
			Last office hours on May 1, 2019			
<b>Teaching Assistant's Contact Information</b>		You can meet with either TA. Make sure you have an appointment.				
		Name	Chengchih Chou			
		Email	<a href="mailto:cc178131@utdallas.edu">cc178131@utdallas.edu</a>			
		Office Location	JSOM 2.604			
		Office Hours	Monday	14:30-15:30		
			Wednesday	14:30-15:30		
<b>Teaching Assistant's Contact Information</b>						
		Name	Changpei Li			
		Email	<a href="mailto:cx1180032@utdallas.edu">cx1180032@utdallas.edu</a>			
		Office Location	JSOM 2.604			
		Office Hours	Monday	13:30-14:30		
			Tuesday	13:00-14:00		
<b>Course Description</b>						
This course introduces the basic concepts of model building and encourages students to take an analytical view of business decision making. Microsoft Excel (Version 2016, Windows Environment) is used to build models. The course covers concepts in effective spreadsheet design and use, and students acquire knowledge about specific decision making techniques for business, such as optimization. Students build spreadsheet models to identify choices, formalize trade-offs, specify constraints, perform sensitivity analyses, and analyze the impact of uncertainty. Applications in supply chain management, transportation, marketing and finance are examined. Note: This is a fun, but demanding, course. Each week, you should commit a lot of time to prepare for each class, and to complete homework assignments which are a significant part of your grade.						
<b>Learning Objectives</b>						
At the conclusion of this course, the student should:						
	1	be able to identify the conceptual structure of a decision or planning problem				
	2	understand the logic associated with the components and process of model development				
	3	assess the significance and limitations of model outputs for managerial insights and action				
	4	appreciate the power and limitations of MS Excel in modeling				
	5	appreciate the potential of management science in addressing management issues				
<b>Required Text</b>						
Introduction to Spreadsheet Modeling and Analytics by Kannan Ramanathan, Fourteenth Edition			<b>Book will be available at UTD bookstore ONLY</b>			
<b>Do not use a photocopied or scanned copy of the textbook Copyright violation is prohibited by law.</b>						
<b>Three copies of the book will be on reserve in the library. You can use this resource for free.</b>						
<b>Also Required:</b>						
Excel 2016 (Windows Platform - Any version) You can use a Mac, but I am not familiar with Mac						
<b>Assignments &amp; Academic Calendar</b>						
The following is a tentative schedule, which I will try to follow as closely as possible. Should any changes become necessary, I will announce it in class and by email sent to your UTD email address.						

FOR EACH QUIZ AT THE TESTING CENTER, YOU MUST RESERVE YOUR SEAT									
Week	Section	Day	Date	Topic					
1	001	Mon	Jan-14	Chapter 1	Getting started with Excel				
	501	Mon	Jan-14	Chapter 2	The command system				
				Chapter 3	The file system				
				Chapter 4	Navigation				
				Chapter 5	Working with data				
				Chapter 6	Referring to data				
				Chapter 7	Validating data				
				Chapter 8	Naming cells				
2	001	Mon	Jan-21	Due to Martin Luther King, Jr. Day on Monday, January 21, no class for Section 001/501					
	501	Mon	Jan-21						
3	001	Mon	Jan-28	Chapter 7	Validating data				
	501	Mon	Jan-28	Chapter 8	Naming cells				
				Chapter 9	Protecting and backing up data				
				Chapter 10	Formatting				
				Chapter 11	Functions				
				Chapter 12	Date and Time functions				
				Chapter 13	Lookup & reference functions				
4	001	Mon	Feb-4	Quiz 1 - (Chapters 1 to 10) - For details see other tabs in syllabus (no class today for any section)					
	501	Mon	Feb-4						
5	001	Mon	Feb-11	Quiz 1 Review					
	501	Mon	Feb-11	Chapter 13	Lookup & reference functions				
				Chapter 14	Logical functions				
				Chapter 15	Mathematical functions				
				Chapter 16	String functions				
				Chapter 17	Information functions				
				Array Functions					(not covered in textbook)
6	001	Mon	Feb-18	Quiz 2 - (Chapters 1 to 17) - For details see other tabs in syllabus (no class today for any section)					
	501	Mon	Feb-18						
7	001	Mon	Feb-25	Quiz 2 Review					
	501	Mon	Feb-25	Chapter 18	Finance Functions				
				Chapter 19	Spreadsheet modeling and what-if analyses				
			Homework 1	HW1 is due by March 3, 11:30 PM					
8	001	Mon	Mar-4	Chapter 19	Spreadsheet modeling and what-if analyses				
	501	Mon	Mar-4	Chapter 20	Optimization				

9	001	Mon	Mar-11	Mid-Term - (Chapters 1 to 18) For details see other tabs in syllabus (no class this week for any section)				
	501	Mon	Mar-11					
	OW1 & OW2	Fri Sat	Mar-8 Mar-9	Mid-Term - (Chapters 1 to 18) For details see other tabs in syllabus Either section OW1 and OW2 can take the exam on either day				
10	001	Mon	Mar-18	Spring Break (no class this week for any section)				
	501	Mon	Mar-18					
11	001	Mon	Mar-25	Mid-Term Review				
	501	Mon	Mar-25					
				Chapter 19	Spreadsheet modeling and what-if analyses			
			Chapter 20	Optimization				
	Homework 2			HW2 is due by March 31, 11:30 PM				
12	001	Mon	Apr-1	Chapter 20	Optimization			
	501	Mon	Apr-1	Chapter 21	Analyzing data			
				Chapter 22	Pivot table			
13	001	Mon	Apr-8	Quiz 3 - (Chapters 19 and 20) - For details see other tabs in syllabus (no class today for any section)				
	501	Mon	Apr-8					
	Homework 3			HW3 is due by April 14, 11:30 PM				
14	001	Mon	Apr-15	Chapter 22	Pivot table			
	501	Mon	Apr-15	Chapter 23	Visual basic for applications			
15	001	Mon	Apr-22	Chapter 23	Visual basic for applications			
	501	Mon	Apr-22					
	Homework 4			HW4 is due on April 28, 11:30 PM				
16	001	Mon	Apr-29	Chapter 23	Visual basic for applications			
	501	Mon	Apr-29		Course concluded			
17	001	Mon	May-6	Final exam - For details see other tabs in syllabus (no class this week for any section)				
	501	Mon	May-6					
	OW1 & OW2	Thu Fri	May-2 May-3	Final exam - For details see other tabs in syllabus Either section OW1 and OW2 can take the exam on either day				

The course focuses on learning-by-doing. It involves a combination of lectures and extensive class discussions and student presentations, of materials from the textbook. My intent is to help you think through the issues in a given context, and to help you articulate your arguments in class discussions clearly and concisely. Students are expected to read the assigned material before coming to class, and to attend all classes. The course grades will be based on the weights shown below:

				Homework Assignments / Class Participation / Attendance	8%
				Quiz 1	10%
				Quiz 2	10%
				Quiz 3	10%
				MidTerm	31%
				Final	31%

You are required to do ALL 3 quizzes. If you miss one quiz for a documented reason (business travel, or illness) then, for that quiz, you will get 80% of the average from all other gradeable assignments. You do not get any points if you miss a quiz and do not submit any documents in support of your absence. If you miss more than one quiz, you will get zero points for all missed quizzes and exams. If you miss a homework assignment, you lose 1.5%.

Please note:  
There are no make-up assignments or quizzes or exams.  
You can attend class or take quizzes/exams only with your section.

**Penalty for Cell Phone use / Internet use during class (each instance)**

**Class Attendance, Participation, Professional Conduct**

Attendance means you are in class when attendance is checked (roll call at beginning of class). If you are not in class when attendance is checked, or do not have a name card, you get a deduction of 2% per undocumented absence. You need to bring a name card to each class. Class participation requires your studying class materials before the class. I will also expect you to maintain professional conduct and decorum inside the class room. Professional conduct includes: not going in and out of the classroom during class. **USE OF CELL PHONES, TEXTING, EMAILING, AND SURFING THE INTERNET ARE STRICTLY FORBIDDEN DURING CLASS HOURS - EACH VIOLATION CARRIES A PENALTY OF 5% FROM YOUR FINAL GRADE.**

Please Note:

Grades will NOT be curved.

There are no make up quizzes or other provisions for extra credit.

If you need to review your tests/exams/quiz/homework, you need to schedule an appointment with the TA, within one week of the grade for that assignment being posted.

**I cannot reschedule any quiz/exam to a different date - please do not ask.**

Grades will be based on the following point ranges which may differ from other courses:

Points	Letter Grade
0.00%	F
75.00%	C
77.00%	C+
80.00%	B-
83.00%	B
86.00%	B+
90.00%	A-
93.00%	A

**Comet Creed**

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

**An example of such conduct includes not making illegal photocopies, or scanned copies, of the textbook.**

**UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies-for-these-policies>.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

**Homework Assignments - Sections 001, 501, OW1, OW2**

Homework	What is included?	Topic	Format	Complete by 11:30 pm on	Where?	Approximate Number of	Approximate Time (Minutes)
HW1	Chapter 18	Finance questions	Multiple Choice	Sun, Mar-03	From anywhere	25	120
HW2	Chapter 19	Data Tables	Multiple Choice	Sun, Mar-31	From anywhere	15	120
HW3	Chapter 20	Optimization	Multiple Choice	Sun, Apr-14	From anywhere	10	120
HW4	Chapters 21, 22	Pivot Tables	Multiple Choice	Sun, Apr-28	From anywhere	20	120

Only one attempt is allowed for the homework. Make sure you complete homework ahead of time in case eLearning, your computer, internet etc., do not work as they should. It is your responsibility to submit on time. Do not email your homework to the TA or to the professor.

**Approximate**

Quiz	What is included? (Main focus)	Date	Minutes	Questions		
		Section 001 and 501		Section OW1 and Section OW2 (either section can take the test on)		
Q1	Chapters 1-10	Mon, Feb-04	Fri, Feb-08	Sat, Feb-09	60	50
Q2	Chapters 1-17	Mon, Feb-18	Fri, Feb-22	Sat, Feb-23	60	50
Mid-Term	Chapters 1-18	Mon, Mar-11	Fri, Mar-08	Sat, Mar-09	150	50
Q3	Chapter 19	Mon, Apr-08	Fri, Apr-12	Sat, Apr-13	60	10
Final	Chapters 19-23	Mon, May-06	Thu, May-02	Fri, May-03	150	50

All quizzes/exams are multiple-choice

Duration of quiz/exams, time per quiz/exam, time per question, are all **approximate**

There is no class on days with a quiz or mid-term or final

Students from Section 001, and 501 will need to make a reservation at the Testing Center for all quizzes and exams

	Students from Section OW1 and OW2 can take the quiz/exam at the UTD Testing Center at no extra cost. Students from Sections OW1 and OW2 can also schedule an exam with Examiity for an extra cost. See link below for details about Examiity.								
	<a href="https://ezpay.utdallas.edu/C20239_ustores/web/classic/product_detail.jsp?PRODUCTID=1917">https://ezpay.utdallas.edu/C20239_ustores/web/classic/product_detail.jsp?PRODUCTID=1917</a>								
	<b>Note that the Testing Center will not allow walk-ins; if you do not have a reservation, I will not be able to help you</b>								