

**University of North Texas at Dallas**  
**FALL 2025**  
**Syllabus for BCIS 3305-0071 (1521): Spreadsheet Data Analysis**

<b>School of:</b>	Business
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<b>Office Hours:</b>	Monday: 1:30 AM – 3:30 PM (302 Founders Hall) Thursday: 2:30 PM – 3:30 PM (302 Founders Hall) Wednesday: 10:00 AM – 12:00 PM – (Online Office Hours) Waiting room enabled Zoom office hours on a first-come first-served basis. Link will be provided in Canvas. Any changes in hours will be communicated to the students. Please email me one day in advance if you plan to visit my office during office hours. It would be greatly appreciated but not required.
<b>Classroom Location:</b>	Online
<b>Class Meeting Days &amp; Times:</b>	Video recording of lectures and other learning materials will be posted weekly on Canvas
<b>Course Catalog Description:</b>	This course will develop skills to describe and analyze data using spreadsheet software. It will introduce basic through advanced spreadsheet techniques for data analysis including various logical, statistical, financial, and lookup functions; conditional formatting; pivot tables/charts; what-if analysis; trend analysis; complex charts; macros.
<b>Prerequisites:</b>	BCIS 1305 and DSCI 2305 (formerly DSCI 2710)
<b>Required Text and Resources:</b>	<ol style="list-style-type: none"> <li>1. Exploring Microsoft Office Excel 2019 Comprehensive 1st Edition (Pearson)  Author: by Mary Anne Poatsy, Keith Mulbery, Jason Davidson  13 digit ISBN: 978-0135452752. Note: You can buy online version of the book.</li> <li>2. Laptop (and not a Chromebook, as many Excel commands are not available)</li> <li>3. Microsoft Excel 2019 or newer version, <b>preferably</b> on a Windows Operating System</li> </ol>
<b>Access to Learning Resources:</b>	<p><b>UNT Dallas Library:</b>  phone: (972) 780-1616  web: <a href="http://www.untDallas.edu/library">http://www.untDallas.edu/library</a>  email: <a href="mailto:library@untDallas.edu">library@untDallas.edu</a></p> <p><b>UNT Dallas Bookstore:</b>  phone: (972) 780-3652  web: <a href="http://www.untDallas.edu/bookstore">http://www.untDallas.edu/bookstore</a>  e-mail: <a href="mailto:untDallas@bkstr.com">untDallas@bkstr.com</a></p> <p><b>Access Canvas via <a href="http://untDallas.instructure.com">untDallas.instructure.com</a></b></p> <ul style="list-style-type: none"> <li>• <b>Username:</b> your EUID #</li> <li>• <b>Password:</b> your password</li> </ul>

	<p><b>Canvas 24/7 Phone Support for Students: 1-833-668-8634</b>  <b>Canvas Help Resources:</b> <a href="#">Canvas Student Guide</a></p> <p><b>For additional assistance, contact Student Assistance (Distance Learning):</b>  DAL 1, Rm 157  phone: (972)338-5580  email: <a href="mailto:distancelearning@untDallas.edu">distancelearning@untDallas.edu</a></p> <p><b>Note:</b>  <i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress. If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></p>
<p><b>Course Goals or Overview:</b> Spreadsheet software such as Microsoft Excel is one of the most popular software that is used in almost all organizations across industries by almost all levels of employees. Working knowledge of spreadsheet software is essential for all students who will be working on a computer in an office-based environment. The objective of this course is to develop the capability to read, manipulate, organize, summarize, visualize, and analyze data using a spreadsheet program.</p>	
<p><b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to organize, summarize, visualize, and analyze data. The sub-goals that support this overarching goal include:</p>	
1	Be able to create, read, and format a worksheet
2	Be able to perform basic quantitative analysis using logical, statistical, and financial functions
3	Be able to summarize and analyze data
4	Be able to depict data visually
5	Be able to manage large volumes of data
6	Be able to automate tasks using macros

### Online/Hybrid Course Outline

**This schedule is subject to change by the instructor.** Any changes to this schedule will be communicated by email or Canvas announcement or announcement on video recording. Additional readings and activities may be added. Course outline is provided on the following page:

Schedule (weekly course material upload & activity schedule)	Topic	Activities	Due Date
Week 1 – Aug 25	Chapter 1: Introduction to spreadsheet software, data entry, cell reference, and mathematical operation		
Week 2 – Sep 1	Chapter 1 continued: Basic editing, formatting & worksheet management	HW 1 assigned (10 points)	HW 1 due on Sep 7
Week 3 – Sep 8	Chapter 2: Cell reference, basic math & statistical functions		
Week 4 – Sep 15	Chapter 2 continued: Logical, look-up, and financial functions	HW 2 assigned (8 points)	HW 2 due on Sep 21
Week 5 – Sep 22	Chapter 3: Chart basics		
Week 6 – Sep 29	Exam I (chapter 1 & 2)	Exam I assigned (15 points)	Exam I due on Oct 5
Week 7 – Oct 6	Chapter 3 continued: Editing and formatting chart elements	HW 3 assigned (8 points)	HW 3 due on Oct 12
Week 8 – Oct 13	Chapter 4: Basics of managing large datasets		
Week 9 – Oct 20	Chapter 4 continued: conditional formatting	HW 4 assigned (8 points)	HW 4 due on Oct 26
Week 10 – Oct 27	Chapter 5: Summarizing and Analyzing data using subtotal, PivotTable basics		
Week 11 – Nov 3	Exam II (chapter 3 & 4)	Exam II assigned (15 points)	Exam II due on Nov 9
Week 12 – Nov 10	Chapter 5 continued: PivotTable Options and PivotChart	HW 5 assigned (8 points)	HW 5 due on Nov 16
Week 13 – Nov 17	Chapter 6: Introduction to What-If Analysis		
Week 14 – Nov 24	Chapter 7: Conditional Math and Statistical Function; Introduction to Macros	HW 6 assigned (8 points)	HW 6 due on November 30
Week 15 – Dec 1	Final Exam (Comprehensive)	Final exam assigned on Dec 3 (20 points)	Final exam due on Dec 7

**Note:** Course materials will be posted by the end of Tuesday *for most weeks*. Homeworks are due on Sunday *for most weeks*. Please pay special attention to due dates of homeworks and exams as **late submission will not be graded and there will be no makeup or extra credit homeworks and exams**. I

reserve the right to change when I assign any work and the submission due dates as needed, regardless of what is stated in this syllabus. Such changes (if any) will be communicated to the students.

### Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

#### Grading Weight

Assessment	Percent of Final Grade
6 Homework	50%
2 midterm exams	30%
Comprehensive final exam	20%
	100%

Homework and Exams must be taken as scheduled. **There will be no make-up exam or homework except for documented medical emergencies** (See Student Handbook).

#### Grading Policy

90% and above: A  
80% - 89.99%: B  
70% - 79.99%: C  
60% - 69.99%: D  
<60%: F

#### General Class Policy (please read carefully)

This is an asynchronous class. I will post video recordings and other learning materials on Canvas every week. More details will be provided on 'introduction to the course' video recording on week one. It is the responsibility of the student to regularly check the course web page on Canvas, watch the videos, follow any instruction provided, and submit your work before deadline. Use of Excel is REQUIRED for this course. Please write your course name in the subject line of any email correspondence with me. I will only respond to your emails originating from UNT Dallas assigned student email address. **There will be no make-up homework and exams. Late homework and exam submission will not be graded except for documented medical emergencies.** Please plan ahead and do not wait for the last moment to complete/submit your work. If you have any questions about your grade in any homework or exam, you must let me know within 5 days after I assign your grade on Canvas. I encourage you all to stop by my office hours (in-person or online) or email me if you have any questions. Except on weekends and late evening hours, emails will be answered promptly. Please feel free to send me another email if you don't receive a response from me within 24 hours of your initial email.

Any kind of academic dishonesty (*copying from other students, solution manual, previous semester submissions, internet, AI tools such as ChatGPT or any other unauthorized sources, cheating of any kind, lying about making excuses for late submission or not being able to take exam as scheduled or any other kind of academic dishonesty*) will result in immediate dismissal from the course with a letter grade of F and you will be reported to relevant university authorities.

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO 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, DSO 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/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777 or by email at [UNTDisability@untdallas.edu](mailto:UNTDisability@untdallas.edu) or on the first floor of the Student Center.

### **Disruptive Behavior in an Instructional Setting:**

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

### **Canvas Instructure Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

### **Classroom Policies**

#### **Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and

participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

**Inclement Weather and Online Classes:** Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online “Netiquette”:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.*

**Technology Assistance:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus. If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

**Disclaimer:** *The instructor reserves the right to make changes to this syllabus during the semester*