ACE 360 Spreadsheet Models and Applications
Spring 2020 Course Syllabus

	Section B	Section D
Instructors:	Victor Funes victorf2@illinois.edu	Zhiling (Alex) Lin zlin29@illinois.edu
Class Day/Time:	Mon/Wed 9:00AM-10:50AM	Mon/Wed 11:00AM-12:50PM
Graduate TAs:	Zhiling (Alex) Lin zlin29@illinois.edu	Victor Funes victorf2@illinois.edu
Office Hours:	TBD	TBD
Undergraduate TAs:		

Course Description & Objectives

This course is intended to expand the student's ability to develop spreadsheet models and applications and to perform data analysis by developing and refining Microsoft Excel usage skills and Visual Basic for Applications (VBA) programming skills.

Course Textbook

One of the following (or similar) is recommended, but not required:
- *Excel 2016 Bible* by John Walkenbach
- *Excel 2016 Power Programming with VBA* by John Walkenbach

Because there is no formal textbook, course materials are comprised of course notes, spreadsheets developed and distributed in class (and via Compass). Students are responsible for maintaining a copy of all files distributed and created.

Course Format and Participation

This course is a lecture/discussion format. Classes will meet in the ACES ACF computer lab (basement of the ACES library) for the first eight weeks of the semester. Active participation and attendance in the course are important components in determining the final grade.

Attendance, Computer Use, and Smartphones

Because the course only meets 15 times, class attendance is essential. The course requires Excel use every session and occasionally a web browser to obtain data. Browsing other web sites not related to the course is very distracting to others and will not be tolerated. Use of smartphones is distracting to the instructor and to others; please refrain from use during class.

Promptness

This course also emphasizes the important attributes of business success. One of these attributes is being on time. It is very disruptive to have students walking in while class is in session. If you have a difficult time getting to class on time, please see me, otherwise this will impact the participation/ attendance portion your grade.

Student-Faculty Communication

Email is the best method to contact me or TAs with questions or concerns.

Grading

Assignments

There will be three formal Excel modeling assignments during the course. Almost one week is provided to complete each assignment; assignments are distributed on a Wednesday during class and are due the subsequent Tuesday evening at 11:59 pm. All assignments will be distributed and submitted electronically via Compass. Late assignments are not accepted. The first two assignments are worth 10% of the total grade, while the third assignment is worth 15% of the total grade.

Midterm Exam

A mid-term exam will be given per the date below, and will require completion of Excel worksheets and charts using functions, formats, methods, and development skills and techniques learned in 1st half of the course. The midterm exam is worth 25% of the total grade.

Final Exam

A final exam will be given on the last day of the class. The final exam requires completion of Excel worksheets and charts using functions, formats, methods, and development skills and techniques learned during the entire course. The final exam is worth 30% of the total grade.

Participation/Attendance

Attending class, participating in discussion, and submitting workbooks developed in class will be worth 10% of the total grade. Attendance is automatically taken at the beginning of each class.

Grading

The +/- grading system will be used.
Illinois Compass will be used to store and retrieve grades.

Grading Weights

Item	%	When/Due Date
Assignment 1	10	11:59 pm, Feb 4
Assignment 2	10	11:59 pm, Feb 25
Assignment 3	15	11:59 pm, Mar 3
Mid-term	25	In Class, Feb 12
Final	30	In Class, Mar 11
Participation/Attendance	10	

Professionalism and Academic Integrity

The University statement on your obligation to maintain academic integrity is:

> "If you engage in an act of academic dishonesty, you will become liable to severe disciplinary action. Such acts include cheating; falsification or invention of any information or citation in an academic endeavor; helping or attempting to help others commit academic infractions; plagiarism; offering bribes, favors or threats; academic interference; computer-related infractions; and failure to comply with research regulations."

The University of Illinois at Urbana-Champaign *Student Code* should also be considered as a part of this syllabus. Students should pay particular attention to Article 1, Part 4: Academic Integrity. Read the Code at the following URL: http://studentcode.illinois.edu/ .

Academic dishonesty may result in a failing grade. Every student is expected to review and abide by the Academic Integrity Policy: http://studentcode.illinois.edu/. Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the course instructor as soon as possible. To insure that disability-related concerns are properly addressed from the beginning, students with disabilities who require assistance to participate in this class should contact Disability Resources and Educational Services (DRES) and see the instructor as soon as possible. If you need accommodations for any sort of disability, please speak to me after class, or make an appointment to see me, or see me during my office hours. DRES provides students with academic accommodations, access, and support services. To contact DRES you may visit 1207 S. Oak St., Champaign, call 333-4603 (V/TDD), or e-mail a message to disability@uiuc.edu. http://www.disability.illinois.edu/.

Emergency Response Recommendations

Emergency response recommendations can be found at the following website: http://police.illinois.edu/emergency-preparedness/. You are encouraged you to review this website and the campus building floor plans website within the first 10 days of class. http://police.illinois.edu/emergency-preparedness/building-emergency-action-plans/.

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to *Family Educational Rights and Privacy Act* (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. See http://registrar.illinois.edu/ferpa for more information on FERPA.