UNIVERSITY
of
OTAGO

Te Whare Wānanga o Otāgo
NEW ZEALAND

SAPERE AUDE

BUSINESS SCHOOL
Te Kura Pakihi

DEPARTMENT OF INFORMATION SCIENCE

Fundamentals and practice of spreadsheets
INFO 130

COURSE OUTLINE

Semester Two 2022

Contents

Paper Description and Aims

The ability to competently handle spreadsheets like Microsoft Excel is probably the most versatile skill a business student can acquire. Organising, analysing, and interpreting data are techniques found in virtually every organisational environment one can think of: small and medium enterprises, corporate environments, accounting, legal, and consulting firms, governmental agencies, academic institutions, not-for-profit organisations, etc.,—all base their decision making processes on data.

INFO 130 will teach the fundamentals and practice for the effective and productive use of spreadsheets and will prepare you for more advanced data handling methods taught in other papers

INFO 130 operates under a traditional model of lectures and labs which will be used to present and discuss material relevant to the paper. Within these sessions, there will be opportunities for discussion, and classes may draw on more interactive techniques to support the content, or refer to relevant online content. Labs are essential to solidify and practice the concepts covered in the lectures.

INFO 130 is a new paper introduced in 2020 – we hope that you find the paper both enlightening and enjoyable. Being a paper your feedback is vital. You may encounter small issues throughout the semester. We will attempt to minimise these issues as quickly as possible and use Blackboard and lectures to highlight any issues arising during the semester. Thank you for your understanding.

Learning Outcomes

Upon completion of INFO 130, students should be able to:
1. work with spreadsheets to organise, analyse and visualise data
2. use functions and complex formulae to automate calculations and build basic models
3. automate simple tasks using macros and integrate error checking and data protection into spreadsheets using best practices.

Teaching Staff

Paper Coordinator and Lecturer		Lab Coordinator and Teaching Fellow	
Name:	Claudia Ott	Name:	Gary Burrows
Office:	3.44, 3rd Floor, OBS	Office:	3.23, 3rd Floor, OBS
Email:	claudia.ott@otago.ac.nz	Email:	gary.burrows@otago.ac.nz
Office Hours:	by appointment	Office Hours:	by appointment

You should contact Claudia with questions regarding lectures, and any administrative enquiries about the paper such as requests for late submission of assignments due to illness assessment.

You should contact Gary with any administrative enquiries, and questions related to the Practical Lab sessions and the Practical test.

Course Delivery

Each week, you are expected to attend two 50-minute lectures and one 2-hour practical lab.

- **Lectures (2 hours)** present the key conceptual material through discussion and interaction between teaching staff and students. Multimedia and class exercises may be used to supplement the presentation. Lectures are occasionally supported by online tutorials.
- **Labs (2 hours)** are interactive, collaborative sessions in which students attempt to cement concepts presented at lectures with their peers in a supportive environment. Labs may also be used to discuss and work on assignment tasks.

The Course Calendar (page 5) details semester dates, lecture topics, labs, and assessment related scheduling information. Note that this calendar may change as the course proceeds. These will be announced at lectures and detailed on Blackboard.

Students are required to prepare for and attend all classes to gain full benefit from the course.

Lectures and labs should be prepared for by reviewing information detailed on Blackboard and completing any assigned online material. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable (see below).

Availability of lecture recordings as per School of Business recommendation

We believe strongly in the importance of attending lectures and tutorials to maximise your engagement with the course content. Attending lectures and tutorials is important—it allows you to work with your peers, and provides the opportunity to develop discussion of key elements of the subject. However, we recognise illness, Covid and other significant unforeseen events do occur.

We also appreciate that some students benefit from having the recordings to review again later in their own study time. For these reasons, lecture recordings will be released two to three weeks after the lecture, or when a specific topic has been concluded, and accessible on Blackboard from that point onward.

Locations and Times
Lectures and labs are held in the following locations:
- Lecture – The weekly 2-hour lecture is held on Friday 9am (Mellor Laboratories, ME202)
- Labs – The two lab streams are on Tuesday 12pm (Teaching Wing, TG06) and 3pm (OBS 1.18)

Expectations and Workload

You are expected to complete approximately 180 hours of work over the semester. This encompasses all activities in the paper (attending lectures and labs) along with any additional work to complete assessments and any necessary preparation for classes.

Course Learning Resources

There is no required text for this paper. Where appropriate, we will make use of the online GoSkills courses (www.goskills.com). Go to www.goskills.com/coupon and enter code OU2022. Then sign up or log in to your account. The email address for your account must end in otago.ac.nz

Blackboard
Blackboard https://blackboard.otago.ac.nz/ provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

Student Webmail **(IMPORTANT - DO THIS NOW)**
Forward your University email address to an email address that you use regularly as follows:
1. Log into your StudentMail account using your student username and password
2. Click **Cog button (top right corner)** > **Options**
3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the **Start forwarding** button.

Assessment

All material presented in classes is assessed through lab assignments and practical tests. Assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

There are 10 lab assignments that are worth 40%. Each week you must complete a lab assignment. During the lab sessions your assignment will be marked for 4% (10 * 4 = 40%). The two practical tests are worth 60% in total (30% and 30% respectively). See details about the due dates for these assessments below.

Assessment	Description	Deliverable
Lab Assignment 1	Basics of Excel and Formulae	5pm, 22nd July
Lab Assignment 2	Formulas, Functions and Basic Charts	5pm, 29th July
Lab Assignment 3	Lookups, Errors, Goals and Macros	5pm, 5th August
Lab Assignment 4	Import, Present, Validate and Deploy	5pm, 12th August
Lab Assignment 5	Pivot Table Review and Web Queries	5pm, 19th August
Lab Assignment 6	Introduction to Dashboards	5pm, 9th September
Lab Assignment 7	Pivots, Charts, Functions	5pm, 16th September
Lab Assignment 8	Macros and VBA	5pm, 23rd September
Lab Assignment 9	Coding VBA and Debugging	5pm, 30th September
Lab Assignment 10	Create an Application using VBA	5pm, 7th October
Test 1	Topics covered in lectures 1-4 and corresponding labs	During lab, 23rd August (Venue: In the lab)
Test 2	Topics covered in lectures 5-11 and corresponding labs	During lab, 11th October (Venue: In the lab)

Course Requirements
INFO 130 has the following hurdles to pass the paper.
1. Submit your lab solutions to at least 8 out of 10 lab assignments in two steps:
   Step 1 – Submission based on files uploaded via Blackboard:
      - quality of submitted solutions
   Step 2 – In-lab individual discussion:
      - correctness of filled-in answers (lab book)
      - questions discussed
2. Take both the tests and score at least 40% average across the two tests. In other words, a student must score at least 24 out of 60 in the tests.

Failure to achieve the above means that you will not be able to pass the paper independent of your overall score in the course.

Late Assignments and Special Consideration
Late assignments are penalised at the rate of 50% per week – for every week that your assignment is late, your raw mark for the assignment is scaled accordingly.

On certain grounds (e.g., illness or bereavement), special consideration on assignments may be given. Special consideration is given on a case-by-case basis and *must be requested from the course coordinator prior to the assessment deadline*.

Quality Assurance
At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

Grading System
The grading scheme used at Otago is:

A+	90-100	**B+**	75-79	**C+**	60-64	**D**	40-49
A	85-89	**B**	70-74	**C**	55-59	**E**	<40
A-	80-84	**B-**	65-69	**C-**	50-54		

Academic Integrity and Academic Misconduct (Plagiarism)
Students should ensure that all submitted work is their own. Plagiarism is a form of academic misconduct (cheating). It is defined as copying or paraphrasing another's work and presenting it as one's own. Any student found responsible for academic misconduct in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: http://www.otago.ac.nz/study/academicintegrity/index.html

Course Calendar

Block	Date	Lecture		Lab		Assessment
Block 1 **Basics Concepts:** Formulas, Function and Charts				No Lab		
	15 Jul	1	Excel Basics, Formulas & Functions			
	19 Jul			1	Basics of Excel and Formulae	
	22 Jul	2	More Basics, Charts, Validation			Lab Assessment 1 (4%)
Block 2 **Advanced Concepts:** Optimising and Analysing Data	26 Jul			2	Formulas, Functions and Basic Charts	
	29 Jul	3	Lookup Methods, Pivot Tables, Macros			Lab Assessment 2 (4%)
	2 Aug			3	Lookups, Errors, Goals and Macros	
	5 Aug	4	Security, Data Types, Errors			Lab Assessment 3 (4%)
Block 3 **Data Management:** Working with Pivot Tables	9 Aug			4	Import, Present, Validate and Deploy	
	12 Aug	5	Data Sources, SQL & Web Queries			Lab Assessment 4 (4%)
	16 Aug			5	Pivot Table Review and Web Queries	
	19 Aug	6	Data Visualisation, Review for Test I			Lab Assessment 5 (4%)
Block 4 **Data Visualisation:** Charts & Dashboards	23 Aug				Practical Test I (during lab)	Practical Test I (30%)
	26 Aug	7	Dashboard Design & Best Practice			
	6 Sep			6	Introduction to Dashboards	
	9 Sep	8	Dashboard Wrap-Up & Online Survey			Lab Assessment 6 (4%)
Block 5 **Automation:** Macros and Programs	13 Sep			7	Pivots, Charts, Functions	
	16 Sep	9	VBA Editor, OOP, Excel Object Model			Lab Assessment 7 (4%)
	20 Sep			8	Macros and VBA	
	23 Sep	10	VBA Error, Debugging & Referencing			Lab Assessment 8 (4%)
	27 Sep			9	Coding VBA and Debugging	
	30 Sep	11	User Interaction			Lab Assessment 9 (4%)
Block 6 **Advanced Data Handling Techniques**	4 Oct			10	Create an Application using VBA	
	7 Oct	12	Excel Limitations, Review for Test II			Lab Assessment 10 (4%)
	11 Oct				Practical Test II (during lab)	Practical Test II (30%)
	14 Oct	13	Introduction to PowerBI & R			

Student Learning Support and Information

Student Charter
http://www.otago.ac.nz/about/otago005275.html

Guidelines for Learning at Otago
https://www.otago.ac.nz/hedc/otago616123.pdf
http://hedc.otago.ac.nz/hedc/learning/

Student Learning Development
The Higher Education Development Centre (https://www.otago.ac.nz/hedc/students/index.html),
provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background

The Student Learning Development team has produced helpful study guides on various topics (e.g., how to become a successful student and how to take notes) and these are available on the HEDC website (https://www.otago.ac.nz/hedc/students/digital/index.html).

Kaiāwhina – Māori Student Support
Kia ora e te whānau!
My name is Shay Edwards, and I am introducing myself as your Kaiāwhina Māori (student support) for Te Kura Pākihi, Otago Business School. I am looking forward to meeting you throughout the year. I am from the far North, in a beautiful coastal town called Whatuwhiwhi. I also grew up in Tāmaki Makarau in a suburb called Te Atatu. I am super passionate about immersing Te Ao Māori & Te Reo Māori in digital spaces and am involved in two Māori e-sports platforms, Ngāti Gaming and VictoryUp NZ.
My role is to support tauira Māori succeed while they are at Te Kura Pakihi. I can help with:

- academic studies, including tutoring and mentoring, particularly through Te Huka
- Mātauraka (the Māori Centre)
- access to funding and scholarships
- pastoral care, personal support and leadership development
- options for jobs, internships and future pathways, including post-graduate study
- Tauira Māori feeling heard and safe

I will be reaching out to students over the year but feel free to contact me if you have any questions, feedback or concerns. Please don't be whakamā (shy).

Office Hours |10am - 12pm: Mon, Wed, Fri
Te Maea, Room 6.13, 6th floor
Te Kura Pākihi |Otago Business School

Pacific Islands' Student Academic Advisor (Part-time)
Faleviena Faiva
Malo e lelei
Falaviena works part-time in the Dean's Office at the Otago Business School, Division of Commerce. She is of Tongan descent and is one of the Pacific Student Support Facilitator's responsible for all **first-year** Pacific students in the division.
Falaviena is a University of Otago, Humanities and Commerce graduate and is currently completing a Postgraduate Commerce degree in International Business.

Deans Office, Otago Business School
Division of Commerce
Email: viena.faiva@otago.ac.nz
Cell Phone: 021 279 0914

Library Support
The Library website http://www.otago.ac.nz/library provides access to resources and services, including group room bookings, library hours and locations, past exam papers, subject guides, article databases and more.

If you need assistance either check out the self-help guides http://otago.libguides.com/selfhelp, or ask Library staff at the ground floor service desks, or email ask.library@otago.ac.nz

Disability Information and Support
Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early, through one of the contacts below:

Website: http://www.otago.ac.nz/disabilities
65 Albany St, West Lane, ISB, Student Services
Tel: +64 3 479 8235 **Email:** disabilities@otago.ac.nz

Student Feedback

We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback.

Class Representatives
The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class

representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester. Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative's name and contact details will be posted on Blackboard early in the semester.

Concerns about the Course
We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

Disclaimer

While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to be informed.