



OMGT 4853 — Data Processing Systems Proficiency Exam Preparation

Course description:

Fundamentals of computers and data processing. Computer hardware and software. Spreadsheet and presentation methods and applications.

Required Textbook:

There are no required textbooks for this course. Students will be directed to various videos and instructional websites.

Students who like textbooks may find any of these optional books useful:

- Excel 2019 Bible. By Michael Alexander et al (October 23, 2018). ISBN-13: 978-1119514787 or ISBN-10: 9781119514787.
- Excel 2019 (Excel for Dummies). By Greg Harvey (October 23, 2018). ISBN-13: 978-1119513322 or ISBN-10: 9781119513322.
- Excel 2019 All-in-One: Master the new features of Excel 2019 / Office 365. By Lokesh Lalwani (July 2, 2019). ISBN-13: 978-9388511582 or ISBN-10: 9388511581.
- Microsoft Excel 2019 Step by Step. By Curtis Frye (December 17, 2018). ISBN-13: 978-1509307678 or ISBN-10: 1509307672
- EXCEL 2019: A Comprehensive Beginners Guide to Learn Excel 2019 Step by Step from A - Z. By Alexander Cane. For Kindle (no ISBN)

Required Software:

You will need the most current version of Excel (at least 2016 or later) for this class. You can download your copy of Office at <https://techarticles.uark.edu/microsoft/office/>.

Versions from 2013 or earlier will not allow successful completion of this course.

Course Goals/Objectives:

The course goal is to provide entering MSOM students with the Excel skills they need to succeed in the MSOM degree program.

The course goal is NOT to teach the underlying mathematics behind any of these formulas; for example, in the time value of money formulas, this course will only ensure the student can program them into Excel. Students will learn the mathematics in their other courses.

The Proficiency Exam will be available to any student who wants to try to waive out of this course. The exam will be open book, open notes, and limited Internet sites will be allowed. There is a 2 hour time limit for taking tests. ProctorU will be used while students take tests. Students must make an appointment with ProctorU prior to taking the test.

Subjects covered
<ul style="list-style-type: none"> • Introduction • Formatting • Functions • Operator Order • Referencing
<ul style="list-style-type: none"> • Basic Statistics • Forecasting • Range Names
<ul style="list-style-type: none"> • XY scatterplots, trend lines • Pareto charts • Histograms • Logical functions (IF, AND, OR, NOT) • Logical math (COUNTIF, SUMIF, AVERAGEIF) • Lookups (VLOOKUP, HLOOKUP)
<ul style="list-style-type: none"> • Column, bar, line, and pie charts • Control charts • Excel to PowerPoint conversion • Pivot Tables • Lookup (INDEX)
<ul style="list-style-type: none"> • Normal, uniform distributions • Random number generation • Monte Carlo Simulations
<ul style="list-style-type: none"> • Goal Seek • Solver • Linear Programming with Solver • Regression and Correlation • “What if” Analysis (Data Tables)
<ul style="list-style-type: none"> • Time value of money • Finance Goal Seek and Solver
<ul style="list-style-type: none"> • Data management • Sorting & Filtering • Import to/export from Excel

Last Update: 16 January 2020