

## SYLLABUS

**The University of North Carolina at Greensboro**  
**Bryan School of Business and Economics**  
**Department of Information Systems and Supply Chain Management**  
**ISM 110 Foundations for Analytics using Spreadsheets**  
**SPRING 2022**  
**Sections 10, 11 (Tuesdays)**

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<b>Instructor</b>	Mary Catherine Chauvin [show – van]
<b>Email</b>	Canvas - Inbox See <a href="#">Canvas Inbox email - EMAIL Policy - Communicating with Ms. Chauvin</a> <a href="https://uncg.instructure.com/courses/102476/pages/email-policy-communicating-with-ms-chauvin">https://uncg.instructure.com/courses/102476/pages/email-policy-communicating-with-ms-chauvin</a>
<b>Class Meeting Times</b>	TUE D A Y S Section 10: 06:00 PM to 7:15PM - meets in Bryan 221 Section 11: 07:30PM to 08:45PM - meets in Bryan 221
<b>Office Hours</b>	See <a href="#">Office hours, Open LAB hours, Tutoring hours</a> ( <a href="https://uncg.instructure.com/courses/102476/pages/office-hours-open-lab-hours-tutoring-hours-ms-chauvins-class-periods">https://uncg.instructure.com/courses/102476/pages/office-hours-open-lab-hours-tutoring-hours-ms-chauvins-class-periods</a> )
<b>Course Start Date</b>	Tuesday, January 11, 2022
<b>Course End Date</b>	Tuesday, April 26, 2022
<b>Reading Day</b>	Thursday, April 28, 2022
<b>Final Exam</b>	<b>Tuesday, April 26, 2022</b> <b>Tuesday, May 3, 2022</b>

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## LEARNING RESOURCES AND TECHNOLOGY REQUIREMENTS

## 1. REQUIRED RESOURCES

- [Business Computing with Spreadsheets \(e-Textbook\) + Knowledge Varsity Digital Access Code](#)  
Available through [UNCG Bookstore](#) (<http://uncg.bnccollege.com/>) or directly thru [Knowledge Varsity Press](#) (<https://uncg.instructure.com/courses/102476/pages/purchase-digital-access-code-for-knowledge-varsity-required>) (book title: Business Computing with Spreadsheets)  
IMPORTANT: This is a one-time access code and can only be purchased through UNCG bookstore or Knowledge Varsity.
- **PURCHASE OPTIONS** Purchase *before* the first day of class thru UNCG bookstore or *during* the first day of class directly thru Knowledge Varsity.
- The cost is \$102.85

## 2. TECHNOLOGY REQUIREMENTS

- **Digital-access-code** purchase from Knowledge Varsity or through UNCG bookstore (REQUIRED)
  - Students must purchase the Knowledge Varsity digital-access-code to complete the assignments for ISM-110.
  - Students cannot pass ISM-110 without the digital access code.
- **TEMPORARY** digital access code will expire the day after Drop/Add ends: **Tuesday at 5:00PM**.
- **CANVAS Course** UNCG username and password are required for students to access Canvas Course page and to login to the assignment portal.
- **EMAIL** students must use their UNCG email to communicate with the professor/instructor and should check their UNCG email daily.
- **INTERNET** students must have a reliable and high-speed internet connection.
- **COMPUTER or LAPTOP only** students should have a full laptop or a desktop computer.  
Students *may not* use Chromebooks, tablets, notebooks, or smartphones because these will not support the course assignments.
- **Microsoft Office 365 - includes Excel 365 -- Desktop or Pro version --** download from UNCG website for free [HERE](#) ([https://uncg.service-now.com/support?id=kb\\_article\\_view&sysparm\\_article=KB0010224&sys\\_kb\\_id=fd3eeea61bed3010786065b4bd4bcb4f](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eeea61bed3010786065b4bd4bcb4f)).  
Ensure that the desktop version is downloaded to your laptop or computer. Assignments cannot be completed using the online or cloud version.  
*DO NOT* use MS Office Online or web-based.
- **Microsoft Excel 365 Desktop (Pro)** - all students must use Microsoft Excel 365 Desktop (Pro) version - [download it for FREE](#) ([https://uncg.service-now.com/support?id=kb\\_article\\_view&sysparm\\_article=KB0010224&sys\\_kb\\_id=fd3eeea61bed3010786065b4bd4bcb4f](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eeea61bed3010786065b4bd4bcb4f)).
- **Microsoft Excel - file format** - the assignment portal will only accept Excel files with **.xlsx** extension.
- **WEB-BROWSERS** Chrome (preferred), Firefox or Safari -- *do not* use Internet Explorer or Bing.
- **Backup Files** **Do not use** Google Drive to back up your Microsoft Excel files.
  - Google Drive compresses files which will remove the embedded information resulting in grading errors.
  - To backup your files, use BOX by signing in to MS Office using your UNCG email.
  - Go to Canvas | Module - STUDENT INFORMATION | click CLOUD STORAGE - how to save your files
- **MOUSE** many assignments will require selecting large amounts of data in Excel which can be difficult using a laptop-touchpad. I recommend having access to a mouse.

## 3. WINDOWS or MAC

- This course expects that students know how to use a computer. This course does not teach basic computing skills.
- MAC: every effort has been made to ensure the assignments are MAC-compatible, however students using MAC will have to make adjustments.

- Over 90% of businesses worldwide use Windows operating system.
- If you are earning a degree from the Bryan School and are planning a career in business, you must learn how to use a Windows computer.

## COURSE DESCRIPTION

The course develops introductory spreadsheet skills. Topics focus on the creation of effective spreadsheets and reports and the management of datasets to solve business problems.

**Notes:** Open to freshmen and other students seeking an introduction to computer usage.

## COURSE OBJECTIVES

At the end of the course students should be proficient in use of Microsoft Excel, in particular:

- Work in Excel Environment
- Navigate, Select and Edit cells in Worksheet
- Format Excel Worksheets
- Compute using Excel Formula and Excel functions
- Create Graphs, Charts and Tables
- Search, Sort, Filter Data
- Summarize Data through Frequency distributions and the measures of Central tendency and dispersion

## INSTRUCTIONAL METHODOLOGY & ASSESSMENT

This class will be based on attendance, study group participation, readings, and assessments. Student performance will be assessed using attendance, study group participation, quizzes, Excel projects and a final exam. This is a paperless class – all materials will be distributed via Canvas, and all assignments and tests will be submitted electronically. Feel free to keep notes in any format convenient to you.

Note that ISM 110 does not have any formal lectures. All the materials will be made available via Canvas and based on the schedule. There will be weekly class meetings to provide students an opportunity to receive additional instruction on subject matter or to ask questions assigned as homework. It is the responsibility of the students to seek clarification from the instructor to understand challenging topics. This class time will also be utilized to complete the assigned exercises.

## ASSIGNMENTS & GRADE CATAGORIES - There are four (4) grading categories

### 1. Quizzes & Participation: quizzes, attendance, and study group participation

Weekly quizzes will be administered through Canvas. You will have unlimited attempts for quizzes. To achieve success, follow the below process:

- Watch the video lessons
- Practice the learning exercises as demonstrated in the video lessons
- Complete the weekly quiz (unlimited attempts)
- Study Group: participate with your study group each week (25 points per week)
- Attendance: attend class each week (participation %)

### 2. Mini Case Excel Project: (MC)

Weekly "Mini Case" projects are Excel assignments that you can attempt multiple times and your highest score will be recorded.

A Mini Case is due at the end of each week - check Canvas for due dates.

Grades and feedback will be available the following Wednesday.

Follow the deadlines as indicated in the course schedule. Instructions for submitting the Excel projects are provided with each assignment.

### 3. Master Business Case Excel Project: (MBC)

A "Master Business Case" project runs throughout the semester and is divided into six (6) parts. You are allowed an initial submission of each part which will be due at the end of each week - check Canvas for due dates.

Grades and feedback will be available the following Wednesday. If you are satisfied with your initial score, your final submission is optional. Follow the deadlines as indicated in the course schedule. Instructions for submitting the Excel projects are provided with each assignment.

### 4. Final Exam:

The Final Exam is administered through Canvas. Students have two (2) attempts. The Final Exam dates and times are based on UNCG Final Exam schedule.

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## PERFORMANCE EVALUATION

Requirements	Frequency	No. of Submissions	Weight
Quizzes, Attendance, and Study Group Participation	Weekly	13, 13, 13	20%
Mini Case Excel Projects	Weekly	13	30%
Master Business Case (MBC) Excel Projects	Biweekly	Intro + 6	30%
Final Exam (multiple choice)		1	20%

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## GRADING

Grades are truncated, not rounded. Your letter grade will be based on the following point scale.

\*Exempt from taking the Final Exam, does not include extra-credit.

Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade
97 - 100	A+*	87-89.9	B+	77-79.9	C+	67-69.9	D+
95 - 100	A	84-86.9	B	74-76.9	C	64-66.9	D
90 - 94.9	A-	80-83.9	B-	70-73.9	C-	60-63.9	D-
						< 60	F

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**COURSE SCHEDULE - MON sections 01, 02, 03**

\*Late submissions for Excel projects (Mini Cases and Master Business Cases) are not accepted.

\*Late submissions for Quizzes are penalized 3% each day late.

WEEK	DATES	All assignments are due on SATURDAY at 9:00 PM	All assignments are due on SATURDAY at 9:00 PM
	MON - SUN	<p><b>*MASTER BUSINESS CASES (MBC) Excel projects - MBC's have 2 due-dates.</b>                      The INITIAL submission is due the week before the FINAL submission due date.                      Unlimited attempts, your highest score is recorded.</p> <p><b>MINI CASES Excel projects - submit unlimited times before the due date, your highest score is recorded.</b></p> <p><b>*Late submissions for Excel projects (Mini Cases and Master Business Cases) are not accepted.</b></p> <p><b>Due dates are not extended for technical issues. Complete your assignments well before the due date.</b></p>	<p><b>*Late submissions for Excel projects (Mini Cases and Master Business Cases) are not accepted.</b></p> <p><b>*Late submissions for Quizzes are penalized 3% each day late.</b></p> <p><b>QUIZZES - unlimited attempts, your highest score is recorded.</b></p> <p><b>STUDY GROUP MEETING MINIUTES - only the group scribe will submit the meeting minutes (Google form)</b></p>
WEEK 1	Jan 10-16	Introduction to the course, Syllabus, Learning Resources, Register with Knowledge Varsity, Meet Study Group, and Performance Expectations	<ul style="list-style-type: none"> <li>Master Business Case - Introduction (<i>Initial submission</i>) - we will do this in class, during our first class period, on January 10, 2022.</li> <li>Quiz - PEMDAS quiz - Canvas</li> <li>Quiz - Getting Started quiz - Canvas</li> <li>Study Group Meeting Minutes - Google form</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 2	Jan 17-23	Introduction to Excel environment and Cell Formatting	<ul style="list-style-type: none"> <li>Quiz 1</li> <li>Mini Case 1</li> <li>Master Business Case - Introduction (<i>Final submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 3	Jan 24-30	Formulas and Cell Referencing Using relative and absolute cell references to write formulas	<ul style="list-style-type: none"> <li>Quiz 2</li> <li>Mini Case 2</li> <li>Master Business Case part 1 (<i>Initial submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 4	Jan 31-Feb 6	Graphs & Charts 1: Creating most commonly used charts	<ul style="list-style-type: none"> <li>Quiz 3</li> <li>Mini Case 3</li> <li>Master Business Case part 1 (<i>Final submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 5	Feb 7-13	Functions 1: Write simple Excel functions	<ul style="list-style-type: none"> <li>Quiz 4</li> <li>Mini Case 4</li> <li>Master Business Case part 2 (<i>Initial submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 6	Feb 14-20	Data 1 Sort and Filter Visualize data by rearranging and filtering	<ul style="list-style-type: none"> <li>Quiz 5</li> <li>Mini Case 5</li> <li>Master Business Case part 2 (<i>Final submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul> <p><b>(Due on SATURDAY at 9:00 PM)</b></p>
WEEK 7	Feb 21-27	Formatting 2 and Formula 2: Using predefined cell styles and conditional formatting Using mixed cell references to write formulas	<ul style="list-style-type: none"> <li>Quiz 6</li> <li>Mini Case 6</li> <li>Master Business Case part 3 (<i>Initial submission</i>)</li> <li>Study Group Meeting Minutes</li> </ul>

<i>(Due on SATURDAY at 9:00 PM)</i>			
<b>WEEK 8</b>	Feb 28-Mar 6	Graphs & Charts 2: Communicating complex data using charts	<ul style="list-style-type: none"> <li>• Quiz 7</li> <li>• Mini Case 7</li> <li>• Master Business Case part 3 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00PM)</i></p>
Mar 7-13		SPRING BREAK	
<b>WEEK 9</b>	Mar 14-20	Functions 2: Logical Functions	<ul style="list-style-type: none"> <li>• Quiz 8</li> <li>• Mini Case 8</li> <li>• Master Business Case part 4 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 10</b>	Mar 21-27	Functions 3: Nested Logical Functions	<ul style="list-style-type: none"> <li>• Quiz 9</li> <li>• Mini Case 9</li> <li>• Master Business Case part 4 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 11</b>	Mar 28-Apr 3	Data 2: Lookup, Match and Index	<ul style="list-style-type: none"> <li>• Quiz 10</li> <li>• Mini Case 10</li> <li>• Master Business Case part 5 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 12</b>	Apr 4-10	Data 3: Computing Frequencies	<ul style="list-style-type: none"> <li>• Quiz 11</li> <li>• Mini Case 11</li> <li>• Master Business Case part 5 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 13</b>	Apr 11-17	Data 4: Summarizing Data	<ul style="list-style-type: none"> <li>• Quiz 12</li> <li>• Mini Case 12</li> <li>• Master Business Case part 6 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 14</b>	Apr 18-24	Data 5: Table Functions	<ul style="list-style-type: none"> <li>• Quiz 13</li> <li>• Mini Case 13</li> <li>• Master Business Case part 6 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> <p>*Last class period - all assignments close on Saturday, April 23 at 9:00 PM</p> <p><i>(Due on SATURDAY at 9:00 PM)</i></p>
<b>WEEK 15</b>	Tuesday, April 26, 2021	FINAL EXAM (1st opportunity)	<b>TUESDAY, April 26, 2022</b> Final Exam opens at 6:00 AM and closes at 9:00 PM
<b>READING DAY</b>	Thursday Apr 28, 2022	<b>READING DAY - no classes</b>	---
<b>FINAL EXAM Week</b>	Tuesday, May 3, 2022	FINAL EXAM Multiple Choice Questions (MCQ) Textbook Chapters 1 - 15 50 questions 2 hour time limit 2-attempts, highest score is recorded	<b>TUESDAY, MAY 3, 2022</b> Final Exam opens at 6:00 AM and closes at 9:00 PM

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## COVID-19 INFORMATION

Approved by Faculty Senate on November 22, 2021

As we return for spring 2022, all students, faculty, and staff are required to uphold UNCG's culture of care by actively engaging in behaviors that limit the spread of COVID-19. These actions include, but are not limited to:

- o [Following face-covering guidelines](https://covid.uncg.edu/face-coverings-remain-required-at-uncg/) (<https://covid.uncg.edu/face-coverings-remain-required-at-uncg/>).
- o Engaging in proper hand-washing hygiene
- o Self-monitoring for symptoms of COVID-19
- o Staying home when ill
- o Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill

- o **SELF-REPORT** Complete a [self-report](https://veoci.com/v/p/132667/workflow/fs2x25pzqnd5) (https://veoci.com/v/p/132667/workflow/fs2x25pzqnd5), when experiencing COVID-19 symptoms, testing positive for COVID-19, or being identified as a close contact of someone who has tested positive
- o **COVID WEBSITE** Staying informed about the University's policies and announcements via the [COVID-19](https://covid.uncg.edu/) (https://covid.uncg.edu/) website

**SEATING CHARTS** Instructors will have seating charts for their classes. These are important for facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seats at every class meeting. Students may move their chairs in class to facilitate group work, as long as instructors keep seating chart records. Students should not eat or drink during class time.

**MASKS** A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings are also available for purchase in the UNCG Campus Bookstore. Students who do not follow masking requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow the basic standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and other requirements.

**OARS** For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact OARS (336.334.5440) who, in consultation with Student Health services, will review requests for accommodations.

\*\* Students quarantined due to COVID symptoms or exposure, remain responsible for staying current with their course work and due dates. Immediately after being notified of quarantine, you must self-report using the [COVID-19 Self-Reporting Form](https://veoci.com/v/p/132667/workflow/fs2x25pzqnd5) (https://veoci.com/v/p/132667/workflow/fs2x25pzqnd5).

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## POLICY STATEMENTS

**Academic Integrity:** <https://osrr.uncg.edu/academic-integrity/> (https://osrr.uncg.edu/academic-integrity/)

The Academic Integrity Policy was created by faculty based on the core values and ideals of practice as recommended by the Center for Academic Integrity.

**Student Rights and Responsibilities:** <https://osrr.uncg.edu/> (https://osrr.uncg.edu/)

**Student Code of Conduct:** <https://sa.uncg.edu/spring2021/> (https://sa.uncg.edu/spring2021/)

| Honesty | Trust | Fairness | Respect | Responsibility |

**Electronic Mail and Canvas Accounts:** <https://its.uncg.edu/> (https://its.uncg.edu/)

Student should check their Canvas Inbox, Canvas Announcements, and UNCG email on a daily basis. Updates and additional information is posted in Canvas Announcements and Canvas Inbox each week and students are responsible for this information.

**Accessibility Policy:** <https://oars.uncg.edu/> (https://oars.uncg.edu/)

Office of Accessibility Resources & Services

**Dean of Students:** <https://ods.uncg.edu> (https://sa.uncg.edu/dean/)

The Dean of Students office is the first place to go for student support.

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## DISABILITY SERVICES - OARS

If you have a learning or physical disability, please contact the [UNCG Office of Disability Services](https://ods.uncg.edu/) (https://ods.uncg.edu/) in Suite 208 EUC. The Disability office will contact your instructor once your request is approved. You must make arrangements for special accommodations for each and every test in advance of the scheduled test date. Please provide your instructor at least a 48-hour notice when requesting testing accommodations.

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**ATTENDANCE POLICY** \* [click here for more information](https://uncg.instructure.com/courses/102476/pages/attendance-policy) (https://uncg.instructure.com/courses/102476/pages/attendance-policy)

Students are required to attend and participate in class every week. Points are deducted from student's Final Course Grade for each absent and tardy. More information provided in this Canvas course – Attendance Policy.

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**STUDY GROUP REQUIREMENTS** \* [click here for more information](https://uncg.instructure.com/courses/102476/modules/377162) (https://uncg.instructure.com/courses/102476/modules/377162)

All students must participate in a weekly study group, unless explicit permission from Ms. Chauvin. More information provided in this Canvas course – STUDY GROUP module.

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**EMAIL POLICY - COMMUNICATING with Ms. Chauvin** (https://uncg.instructure.com/courses/102476/pages/email-policy-communicating-with-ms-chauvin)

Students must email Ms. Chauvin using the Canvas-Inbox. If you email Ms. Chauvin using her uncg email, expect 5-7 days response time. More information provided in the Canvas course – Email Policy.

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This marks the end of this syllabus. Any changes will be communicated to all students thru Canvas Announcements.

Ms. Chauvin -- January 10, 2022

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