

Course Syllabus

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 Edit

The University of North Carolina at Greensboro
Bryan School of Business and Economics
Department of Information Systems and Supply Chain Management
ISSCM

ISM 110 Foundations for Analytics using Spreadsheets
FALL 2024

Sections 10, 11 (Tuesdays)

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Instructor

Mary Catherine Chauvin [show – van]

Email

Canvas - Inbox

[See Canvas Inbox email - EMAIL Policy - Communicating with Ms. Chauvin \(https://uncg.instructure.com/courses/128289/pages/email-policy-communicating-with-your-professor\)](https://uncg.instructure.com/courses/128289/pages/email-policy-communicating-with-your-professor)

Class Meeting Times

TUESDAYS

Section 10: 6:00 PM to 7:15 PM - meets in Bryan 221

Section 11: 7:30 PM to 8:45 PM - meets in Bryan 221

**Weekly Assignment
Due Dates**

Fridays before 9:00PM, see the Course Schedule for details

**FLATWORLD and
EXPREP
etextbook and digital
access**

ISBN: 979-8-88794-101-1 [Foundations of Analytics](#) - FlatWorld Publishing

This course is part of the campus' course material delivery program. The digital required materials for this course have been integrated with Canvas.

Please sign into Canvas to access your course and course materials.

Office Hours	See COMPUTER LAB hours & ISM-110 class periods (https://uncg.instructure.com/courses/128289/pages/computer-lab-hours-and-ism-110-class-periods)
FIRST Day of Classes	Tuesday, August 20, 2024 (attendance is required)
Drop / Add ends	Monday, August 26, 2024 at 5:00PM
Last day to drop w/o WF	Friday, October 11, 2024 at 5:00PM
Fall Break	Monday & Tuesday, October 14-15, 2024
LAST Day of Classes	Wednesday, Dec 4, 2024
Reading Day	Thursday, Dec 5, 2024
MIDTERM GRADES	Week 6: letter grade posted in Canvas and Genie
MIDTERM EXAM	Week 8: in class (Bryan 221) - during regular class period
FINAL EXAM	Week 16: Tuesday, December 10, 2024 in Bryan 221, from 6:00PM to 8:00PM

FINAL EXAM SCHEDULE CONFLICT: Students with a scheduling conflict regarding the Final Exam, must speak to Ms. Chauvin no later than Monday December 2, 2024 before 5:00PM.

Any requests made after this date will not be considered. Check your final exam schedule immediately for conflicts.

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STUDENT RIGHTS AND RESPONSIBILITIES

<https://osrr.uncg.edu/>  [\(https://osrr.uncg.edu/\)](https://osrr.uncg.edu/)

Members of the University community embrace fundamental principles to ensure a campus environment conducive to peaceful and productive living and study.

These principles include five values: honesty, trust, fairness, respect, and responsibility.

Members of the community who adopt these principles will seldom have need of the Student Code of Conduct (the Code). When members of the University community fail to observe these principles, the Code is used to affirm these values through adjudication of allegations involving violations of these values. Allegations made against individual students or student groups/organizations include reference to the general principle that is at risk as well as the specific conduct alleged to be a violation of the Code.

LEARNING RESOURCES AND TECHNOLOGY REQUIREMENTS

1. REQUIRED RESOURCES

- e-Textbook and digital access code, Foundations of Analytics, **ISBN: 979-8-88794-101-1** (Required)
- The digital required materials for this course have been integrated with Canvas and are found in the *Course Materials* link in your Canvas course.
- Please sign into Canvas to access your course and course materials.

2. TECHNOLOGY REQUIRMENTS

- **Digital-access-code** - included with First-Day-Complete or purchase from FlatWorld Publishing.
 - Students must purchase the access to FlatWorld to complete the assignments for ISM-110.
 - Students cannot pass ISM-110 without this access to the e-textbook and assignments.
- **OPT-OUT** - students who **did not** participate in "**First-Day-Complete**" (**bundle pricing for your textbooks**) will need to purchase a digital access code.

The **TEMPORARY** digital access code that you are using will expire the day after Drop/Add ends, on **Tuesday at 5:00PM**.

Students who choose to "**opt-out**" will be required to purchase access the e-textbook directly through FlatWorld Publishing.

Do not purchase through UNCG bookstore as the price is much higher than if you purchase directly through FlatWorld.

- **CANVAS Course** UNCG username and password are required for students to access Canvas course page and to login to the assignment portal.
- **CANVAS INBOX** Communicate with Ms. Chauvin using Canvas-Inbox email.

- **CANVAS ANNOUNCEMENTS** students should check the Canvas Course Announcements daily.
- **EMAIL** students should check their UNCG email daily.
- **INTERNET** students, especially students in online sections, must have a reliable and high-speed internet connection. Extensions are not granted for technology, computer, or connectivity issues.

- **COMPUTER or LAPTOP** 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 software needed to complete 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=fd3eaea61bed3010786065b4bd4bcb4f) [↗\(https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eaea61bed3010786065b4bd4bcb4f\)](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eaea61bed3010786065b4bd4bcb4f)
 .
 Ensure that the desktop version is downloaded to your laptop or computer. Many 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=fd3eaea61bed3010786065b4bd4bcb4f) [↗\(https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eaea61bed3010786065b4bd4bcb4f\)](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eaea61bed3010786065b4bd4bcb4f)
 !
- **Microsoft Excel - file format** - the assignment portal will only except Excel files with **.xlsx** extension
- **WEB-browsers** Chrome (preferred) -- *do not* use Internet Explorer or Bing.
 If you are using Safari and are having issue, [click here "Accessing homework using Safari.](https://support.flatworldknowledge.com/en/articles/5377815-accessing-homework-using-safari)
[↗\(https://support.flatworldknowledge.com/en/articles/5377815-accessing-homework-using-safari\)](https://support.flatworldknowledge.com/en/articles/5377815-accessing-homework-using-safari)
- **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, choose from the following:
 - save your files in Canvas - Files -
 - use OneDrive 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 - recommend using WINDOWS computer for this course.

- This course expects that students know how to use a computer. This course does not teach basic computing skills.

- MAC/Apple: every effort has been made to ensure the assignments are MAC-compatible, however students using MAC will have to make adjustments. Grading adjustments will *not* be made.
- MS Office for Apple: Apple is not keeping up with the upgrades to MS Office which is causing problems when trying to complete the Excel projects for this course. There are now several versions of MS Office for MAC, and they all are a bit different, **My recommendation is that you have access to a Windows computer for this course.
- 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 the 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, a Midterm and Final Exam.

This is a paperless class – all course materials are available in Canvas, and all assignments and tests will be submitted electronically.

Note that ISM 110 does not have formal lectures, however attendance for this course is required. The course materials are available via Canvas and due dates are based on the schedule.

During the class period, student will receive additional instructions, may ask questions about assignments, and have time to complete one of the weekly assignments.

It is the student's responsibility to seek clarification from the instructor to understand challenging topics.

Students registered in *online* sections may attend class periods in Bryan 221. Contact Ms. Chauvin for more information.

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ATTENDANCE POLICY * click here for more information

<https://uncg.instructure.com/courses/128289/pages/attendance-policy>

Students are **required** to attend and participate in class every week. Attendance is part of your Participation grade and not attending class or arriving late, will negatively impact your course grade.


ONLINE SECTIONS: Attendance for online sections requires weekly participation.

SEATING CHARTS - ISM110 will have seating charts for all face-to-face (on campus) classes. Students must sit in their assigned seats at every class meeting.

The instructor/professor reserves the right:

1. to drop students who do not attend the first week of class
2. to drop students in online sections who do not submit assignments during the first week of class
3. to drop students (on-campus and online sections) who do not purchase the required course materials before week 3
4. to drop or fail students who do not meet the attendance policy
 - On-campus sections: meet in Bryan 221, students are required to attend weekly class periods
 - Online sections: students are required to submit weekly assignments
5. to drop or fail students (online and on-campus) who do not participate in the course for more than 13-days (including weekends)

DEAN of STUDENTS OFFICE: Students who have missed class periods and/or due dates, due to an emergency, may receive accommodations. The Dean of Students Office will assist students in communicating with their professors/instructors during emergency situations.

Please contact their office if an emergency will prevent you from attending class and/or meeting due dates. <https://sa.uncg.edu/dean>  [\(https://sa.uncg.edu/dean/\)](https://sa.uncg.edu/dean/)

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STUDY GROUP REQUIREMENTS * [click here for more information](#)

<https://uncg.instructure.com/courses/128289/modules/546025>

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](#)**.

<https://uncg.instructure.com/courses/128289/modules/546025>

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EMAIL POLICY - COMMUNICATING with your professor - Canvas-Inbox

<https://uncg.instructure.com/courses/128289/pages/email-policy-communicating-with-your-professor>

Students must email Ms. Chauvin using the Canvas-Inbox.

If you email Ms. Chauvin using her uncg email, expect 3-5 days response time.

More information provided in the Canvas course – Email Policy.

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ACADEMIC INTEGRITY POLICY - <https://osrr.uncg.edu/> [\(https://osrr.uncg.edu/\)](https://osrr.uncg.edu/)

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.¹ Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the UNCG community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

Responsibility for academic integrity lies primarily with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the University.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity.

The UNCG community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; responsibility. All violations of the Policy are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the Academic Integrity Policy listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the Policy.

1. Cheating
2. Plagiarism
3. Misuse of Academic Resources
4. Falsification
5. Facilitating Academic Dishonesty
6. Unauthorized Behaviors

CHATBOTS AND AI ENGINES

CHATBOTS AND AI ENGINES

The policy of this class is that you must be the creator of all work you submit for a grade. The use of others' work, or the use of intelligent agents, chatbots, or AI engines to create your work is a violation of the Plagiarism Policy and will be addressed as per UNC-Greensboro codes of conduct.

Students should not use chatbots or AI engines to complete course assignments or for any other academic activities. Chatbots or AI engines may be used as a supplemental resource and should not replace traditional academic activities.

If you have a question about the use of chatbots or AI engines, please ask.

ASSIGNMENTS & GRADE CATAGORIES - There are three (3) grading categories

1. **Quizzes & Participation: quizzes, attendance, and study group participation (25%)**
 - Read the chapter objectives and e-text
 - Complete the weekly Quiz (unlimited attempts, highest score is recorded)
 - Study Group: participate with your study group each week (25 points per week)
 - Attendance: (participation %)
 - attend class each week
 - arrive before the start of class and be prepared to begin at the start of class.
2. **Chapter Excel projects - Excel Projects: (50%)**
 - Complete the weekly Excel projects (unlimited attempts, highest score is recorded)
 - Instructions for submitting the Excel projects are provided with each assignment.
 - You will receive your score immediately after submitting, at which time you may make corrections and resubmit.

- Please follow the due dates in the course schedule, late submissions are not recorded in the gradebook.

3. Midterm & Final Exam: (25%)

- **MIDTERM (Week 6):** students will have one (1) attempt at the Midterm Exam.
- **FINAL EXAM (Week 16) :** students will one (1) attempt at the Final Exam.
- The Final Exam dates and times are based on UNCG Final Exam schedule.

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PERFORMANCE EVALUATION

<i>Requirements</i>	<i>Frequency</i>	<i>No. of Submissions</i>	<i>Weight</i>
Quizzes, Attendance, and Study Group Participation	Weekly	14, 14, 14	25%
Excel Projects	Weekly	25	50%
Exams: Midterm and Final	Week 6 and Week 16	2	25%

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GRADING

Grades not rounded and your letter grade is based on the following point scale.

A* Exempt from taking the exams, does not include extra-credit.

Students who are exempt from taking the Midterm and Final Exam if they have a course grade $\geq 97\%$.

Ms. Chauvin will notify students individually as to whether they are exempt.

<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>
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-	61 - 63.9	D-
						< 60.9	F

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KEEP SPARTAINS SAFE (COVID-19 INFORMATION)

As UNCG continues with face-to-face course offerings, the campus community must recognize and address concerns about physical and emotional safety. As such, 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.

For more information about the current COVID-19 restrictions, please see the following links:

- [Help Keep Every Spartan Safe!](https://spartansafe.uncg.edu/)  [\(https://spartansafe.uncg.edu/\)](https://spartansafe.uncg.edu/)

To limit the spread of most illnesses:


- Engage in proper hand-washing hygiene.
- Stay home when ill.
- Comply with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.
- [Help Keep Every Spartan Safe!](https://spartansafe.uncg.edu/)  [\(https://spartansafe.uncg.edu/\)](https://spartansafe.uncg.edu/) Stay informed about the University's policies and announcements.

SEATING CHARTS - ISM110 will have seating charts for all face-to-face (on campus) classes.

Students must sit in their assigned seats at every class meeting.

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POLICY STATEMENTS

Academic Integrity: <https://osrr.uncg.edu/academic-integrity-policy-pledge/> 
[\(https://osrr.uncg.edu/academic-integrity-policy-pledge/\)](https://osrr.uncg.edu/academic-integrity-policy-pledge/)

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/>  [\(https://osrr.uncg.edu/\)](https://osrr.uncg.edu/)

Student Code of Conduct: <https://osrr.uncg.edu/> ↗ (<https://osrr.uncg.edu/>)

| 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://dos.uncg.edu/> ↗ (<https://dos.uncg.edu/>)

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 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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COURSE SCHEDULE

**Due dates are not extended for technical issues - plan you time wisely!
Submit your weekly assignments well before the due date.**

WEEK # Mon - Sun	All assignments are due on FRIDAY before 9:00 PM	All assignments are due on FRIDAY before 9:00 PM
	<ul style="list-style-type: none"> • Excel projects <ul style="list-style-type: none"> ◦ Due Fridays before 9:00PM. ◦ late submission grace period with 3% penalty applied. 	QUIZZES - unlimited attempts, your highest score is recorded.

- **Monday before 9:00PM is the absolute last day to submit with penalties applied.**
 - **Your professor/instructor reserves the right to refuse to accept late submissions.**
 - **Due dates are not extended for technical issues, this includes but is not limited to: computers, internet, hardware, software,...**
 - **Complete your assignments well before the due date to avoid missing the deadline.**
- EXCEL PROJECTS - unlimited attempts until the due date, your highest score is recorded.**
- STUDY GROUP MEETING MINIUTES - only the group scribe will submit the meeting minutes (Google form).**

WEEK 1 Introduction to the course, Syllabus, Learning Resources, Performance Expectations, submit the first Excel Project, Meet Study Group, and Register with FlatWorld/ExPrep.

- Excel Project -Intro ***we will do this in class during our first class period.***
- Quiz - PEMDAS quiz - Canvas
- Quiz - Getting Started quiz - Canvas
- Study Group Meeting Minutes - Google form

(Due on FRIDAY before 9:00 PM)

WEEK 2 Chapter 1: Introduction to Data Analytics

1.1 A Working Model for Data Analytics
1.2 A Review of Excel 365

- Quiz Ch 1
- Quiz Keyboard Shortcuts - matching
- Excel Project
- Excel Project
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 3 Chapter 2: Essential Skills for Basic Data Analytics Projects

2.1 Entering and Managing Data

- Quiz Ch 2 part 1
- Excel Project
- Excel Project
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 4 Chapter 2: Essential Skills for Basic Data Analytics Projects

- Quiz Ch 2 part 2
- Excel Project
- Excel Project

2.2 Formatting Worksheets

- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 5 Chapter 4: Using Mathematical Outputs
for Analytics

4.1 Formulas

- Quiz Ch 4 part 1
- Excel Project
- Excel Project
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 6 Chapter 4: Using Mathematical Outputs
for Analytics

4.2 Basic Statistics Functions

MOS - in class demonstration

- Quiz Ch 4 part 2
- Excel Project
- MOS
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 7 Chapter 5: Scenario Analytics

5.1 Loan and Lease Scenarios

5.2 Investment Scenarios

- Quiz Ch 5
- Excel Project
- Excel Project
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

WEEK 8 **MIDTERM EXAM - chapters 1, 2, 4, 5**

- Exam is taken in class during regular class period
- Excel Project
- One attempt

FALL **Mon, Oct 14 & Tue Oct 15, 2024**
BREAK

WEEK 9 Chapter 6: Exception Analytics

6.1 Logical Functions

6.2 Lookup Functions

6.3 Functions

- Quiz Ch 6
- Excel Project
- Excel Project
- Study Group Meeting Minutes

(Due on FRIDAY before 9:00 PM)

<p>WEEK 10 Chapter 7: Summarizing Exception Analytics</p> <p>7.1 Statistical IF Functions 7.2 Statistical IFS Functions</p>	<ul style="list-style-type: none"> • Quiz Ch 7 • Excel Project • Excel Project • Study Group Meeting Minutes <p><i>(Due on FRIDAY before 9:00 PM)</i></p>
<p>WEEK 11 Chapter 3: Data Analytics Techniques for Basic Projects</p> <p>3.1 Introduction to Data Visualization 3.2 Introduction to PivotTables and PivotCharts</p>	<ul style="list-style-type: none"> • Quiz Ch 3 • Excel Project • Excel Project • Study Group Meeting Minutes <p><i>(Due on FRIDAY before 9:00 PM)</i></p>
<p>WEEK 12 Chapter 8: Working with Big Datasets Case: Investigating Fraud</p> <p>8.1 Using the DATA Analytics Framework 8.2 Data Audit Using PivotTables 8.3 Analyzing the Data 8.4 Summarizing Big Datasets in Custom Reports 8.5 Establishing Data Internal Controls</p>	<ul style="list-style-type: none"> • Quiz Ch 8 • Excel Project • Excel Project • Study Group Meeting Minutes <p><i>(Due on FRIDAY before 9:00 PM)</i></p>
<p>WEEK 13 Chapter 9: Charts for Presentations and Data Visualization</p> <p>9.1 Chart Types 9.2 Formatting Enhancements for Charts 9.3 Using Charts in PowerPoint and Word 9.4 The Scatter Chart and Motion Data Visualization</p>	<ul style="list-style-type: none"> • Quiz Ch 9 • Excel Project • Excel Project • Study Group Meeting Minutes <p><i>(Due on FRIDAY before 9:00 PM)</i></p>
<p>WEEK 14 Chapter 10: Predictive Analytics Case: Can You Predict the Stock Market?</p> <p>10.1 Assessing the Case 10.2 Preliminary Analysis: Examining</p>	<ul style="list-style-type: none"> • Excel Project • Excel Project • Study Group Meeting Minutes <p><i>(Due on FRIDAY before 9:00 PM)</i></p>

Assumptions
 10.3 Solving the Case
 10.4 Case Wrap Up: Prediction versus Reality

WEEK 15 Review for Final Exam
Mon-Wed



READING DAY **READING DAY - no classes**
DAY **All assignments are closed.**
Thursday
Dec 5,
2024













<p>WEEK 16 FINAL EXAM - scheduled based on the FINAL UNCG Final Exam schedule EXAM See the Final Exam schedule at the beginning of the syllabus for exact day and time.</p>	<ul style="list-style-type: none"> • IN CLASS - Bryan 221 - see the Final Exam information at the top of the Syllabus • Excel Project • Comprehensive • Includes all chapters • One attempt
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This marks the end of this syllabus. Any changes will be communicated to all students thru Canvas Announcements.












Ms. Chauvin -- August 19, 2024













Course Summary:











Date	Details	Due
Thu Apr 25, 2024	 Course Evaluation - upload - extra credit https://uncg.instructure.com/courses/128289/assignments/1532704	due by 5pm
Fri Aug 23, 2024	 Excel Project Chapter Intro https://uncg.instructure.com/courses/128289/assignments/1543959	due by 9pm

Date	Details	Due
	 Getting Started in ISM-110 (QUIZ) https://uncg.instructure.com/courses/128289/assignments/1532690	due by 9pm
	 PEMDAS (QUIZ) https://uncg.instructure.com/courses/128289/assignments/1532691	due by 9pm
	 Study Group Meeting Minutes Week 1 https://uncg.instructure.com/courses/128289/assignments/1532710	due by 9pm
Thu Aug 29, 2024	 Back to Business event (extra-credit) https://uncg.instructure.com/calendar?event_id=571296&include_contexts=course_128289	5:30pm to 7:30pm
	 Chapter 1 Quiz - Intro to Data Analytics and Microsoft Excel 365 https://uncg.instructure.com/courses/128289/assignments/1532694	due by 9pm
	 Excel Project Chapter 1.1 https://uncg.instructure.com/courses/128289/assignments/1543960	due by 9pm
Fri Aug 30, 2024	 Excel Project Chapter 1.2 https://uncg.instructure.com/courses/128289/assignments/1543947	due by 9pm
	 Quiz Keyboard Shortcuts - matching https://uncg.instructure.com/courses/128289/assignments/1532692	due by 9pm
	 Study Group Meeting Minutes Week 2 https://uncg.instructure.com/courses/128289/assignments/1532713	due by 9pm
Fri Sep 6, 2024	 Chapter 2 Quiz - Entering and Managing Data https://uncg.instructure.com/courses/128289/assignments/1532695	due by 9pm
	 Excel Project Chapter 2.1 https://uncg.instructure.com/courses/128289/assignments/1543961	due by 9pm
	 Excel Project Chapter 2.2	due by 9pm

Date	Details	Due
	https://uncg.instructure.com/courses/128289/assignments/1543962	
	 Study Group Meeting Minutes Week 3 https://uncg.instructure.com/courses/128289/assignments/1532714	due by 9pm
	 Chapter 2 Quiz - Formatting Worksheets https://uncg.instructure.com/courses/128289/assignments/1532696	due by 9pm
	 Excel Project Chapter 2.3 https://uncg.instructure.com/courses/128289/assignments/1543963	due by 9pm
Fri Sep 13, 2024	 Excel Project Chapter 2.4 https://uncg.instructure.com/courses/128289/assignments/1543964	due by 9pm
	 Study Group Meeting Minutes Week 4 https://uncg.instructure.com/courses/128289/assignments/1532715	due by 9pm
	 Professional Development Conference (extra-credit) https://uncg.instructure.com/calendar?event_id=571302&include_contexts=course_128289	9am to 3pm
Wed Sep 18, 2024	 Company Mixer (extra-credit) https://uncg.instructure.com/calendar?event_id=571308&include_contexts=course_128289	3pm to 5:30pm
	 CELL REFERENCES (QUIZ) https://uncg.instructure.com/courses/128289/assignments/1532693	due by 9pm
Fri Sep 20, 2024	 Chapter 4 Quiz - Formulas https://uncg.instructure.com/courses/128289/assignments/1532699	due by 9pm
	 Excel Project Chapter 4.1 https://uncg.instructure.com/courses/128289/assignments/1543965	due by 9pm
	 Excel Project Chapter 4.2 https://uncg.instructure.com/courses/128289/assignments/1543966	due by 9pm
	 Study Group Meeting Minutes Week 5	due by 9pm

Date	Details	Due
	https://uncg.instructure.com/courses/128289/assignments/1532716	
	 Chapter 4 Quiz - Basic Statistics Functions https://uncg.instructure.com/courses/128289/assignments/1532698	due by 9pm
Fri Sep 27, 2024	 Excel Project Chapter 4.3 https://uncg.instructure.com/courses/128289/assignments/1543967	due by 9pm
	 Study Group Meeting Minutes Week 6 https://uncg.instructure.com/courses/128289/assignments/1532717	due by 9pm
	 Chapter 5 Quiz - Loan, Lease & Investment Scenarios https://uncg.instructure.com/courses/128289/assignments/1532700	due by 9pm
	 Excel Project Chapter 5.1 https://uncg.instructure.com/courses/128289/assignments/1543950	due by 9pm
Fri Oct 4, 2024	 Excel Project Chapter 5.3 https://uncg.instructure.com/courses/128289/assignments/1543951	due by 9pm
	 Study Group Meeting Minutes Week 7 https://uncg.instructure.com/courses/128289/assignments/1532718	due by 9pm
Tue Oct 8, 2024	 ISM110 Midterm Exam https://uncg.instructure.com/courses/128289/assignments/1543972	due by 9pm
Fri Oct 11, 2024	 Study Group Meeting Minutes Week 8 https://uncg.instructure.com/courses/128289/assignments/1532719	due by 9pm
Fri Oct 18, 2024	 Chapter 6 Quiz - Logical Functions https://uncg.instructure.com/courses/128289/assignments/1532701	due by 9pm
	 Chapter 6 Quiz - Lookup Functions https://uncg.instructure.com/courses/128289/assignments/1532702	due by 9pm

Date	Details	Due
	 Excel Project Chapter 6.1 https://uncg.instructure.com/courses/128289/assignments/1543952	due by 9pm
	 Excel Project Chapter 6.2 https://uncg.instructure.com/courses/128289/assignments/1543953	due by 9pm
	 Study Group Meeting Minutes Week 9 https://uncg.instructure.com/courses/128289/assignments/1532720	due by 9pm
	 Chapter 7 Quiz - Summarizing Exception Analytics https://uncg.instructure.com/courses/128289/assignments/1532703	due by 9pm
Fri Oct 25, 2024	 Excel Project Chapter 7.1 https://uncg.instructure.com/courses/128289/assignments/1543954	due by 9pm
	 Excel Project Chapter 7.2 https://uncg.instructure.com/courses/128289/assignments/1543968	due by 9pm
	 Study Group Meeting Minutes Week 10 https://uncg.instructure.com/courses/128289/assignments/1532711	due by 9pm
	 Chapter 3 Quiz - Data Visualization & Pivot Tables & Charts https://uncg.instructure.com/courses/128289/assignments/1532697	due by 9pm
Fri Nov 1, 2024	 Excel Project Chapter 3.1 https://uncg.instructure.com/courses/128289/assignments/1543948	due by 9pm
	 Excel Project Chapter 3.2 https://uncg.instructure.com/courses/128289/assignments/1543949	due by 9pm
	 Study Group Meeting Minutes Week 11 https://uncg.instructure.com/courses/128289/assignments/1532712	due by 9pm
Fri Nov 8, 2024	 Excel Project Chapter 8.1 https://uncg.instructure.com/courses/128289/assignments/1543969	due by 9pm

Date	Details	Due
	 Excel Project Chapter 8.3 https://uncg.instructure.com/courses/128289/assignments/1543970	due by 9pm
Fri Nov 15, 2024	 Excel Project Chapter 9.2 https://uncg.instructure.com/courses/128289/assignments/1543955	due by 9pm
	 Excel Project Chapter 9.3 https://uncg.instructure.com/courses/128289/assignments/1543956	due by 9pm
Fri Nov 22, 2024	 Excel Project Chapter 10.2 https://uncg.instructure.com/courses/128289/assignments/1543957	due by 9pm
	 Excel Project Chapter 10.3 https://uncg.instructure.com/courses/128289/assignments/1543958	due by 9pm
Tue Dec 10, 2024	 ISM110 Final Exam https://uncg.instructure.com/courses/128289/assignments/1543971	due by 8pm
	 Extra-credit Event Attendance https://uncg.instructure.com/courses/128289/assignments/1532706	
	 LETTER GRADE https://uncg.instructure.com/courses/128289/assignments/1532707	
	 MIDTERM GRADE (wk 6) https://uncg.instructure.com/courses/128289/assignments/1532708	
	 Roll Call Attendance https://uncg.instructure.com/courses/128289/assignments/1532709	