

# 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  
Fall 2021 Sections 07, 08, 09 (Fridays)**

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**Instructor** Mary Catherine Chauvin [show – van]

**Email** Preferred method thru [Canvas Inbox email](#)  
 [\(https://uncg.instructure.com/courses/94158/pages/email-policy-communicating-with-your-professors\)](https://uncg.instructure.com/courses/94158/pages/email-policy-communicating-with-your-professors)

**Class Meeting Times** Fridays:

Section 07: 09:00 AM to 09:50 AM - meets in Bryan 221

Section 08: 10:00 AM to 10:50 AM - meets via Zoom -

<https://go.uncg.edu/ism110>  [\(https://go.uncg.edu/ism110\)](https://go.uncg.edu/ism110)

Section 09: 11:00 AM to 11:50 AM - meets via Zoom -

<https://go.uncg.edu/ism110>  [\(https://go.uncg.edu/ism110\)](https://go.uncg.edu/ism110)

**ZOOM** sections: student must have their video on to be marked present for attendance.

**Office Hours** Students may attend any OPEN Lab or OPEN Zoom hours.  
See "[Office Hours, Open LAB hours, ZOOM schedule](https://uncg.instructure.com/courses/94158/pages/office-hours-open-lab-hours-zoom-schedule)  
 [\(https://uncg.instructure.com/courses/94158/pages/office-hours-open-lab-hours-zoom-schedule\)](https://uncg.instructure.com/courses/94158/pages/office-hours-open-lab-hours-zoom-schedule)."

**Course Start Date** Friday, August 20, 2021

**Course End Date** Friday, November 19, 2021

**Reading Day** Thursday, December 2, 2021

**Final Exam** Friday, December 4 and Monday, December 6, 2021

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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.bncollege.com/) (<http://uncg.bncollege.com/>) or directly thru [Knowledge Varsity Press](https://uncg.instructure.com/courses/94158/pages/purchase-digital-access-code-for-knowledge-varsity-required) (<https://uncg.instructure.com/courses/94158/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 *before* the first day of class thru UNCG bookstore or *during* the first day of class directly thru Knowledge Varsity.

### 2. TECHNOLOGY REQUIREMENTS

- **Digital-access-code** purchase from Knowledge Varsity or through UNCG bookstore
  - 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 UNCC website for free [HERE](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eeea61bed3010786065b4bd4bcb4) ([https://uncg.service-now.com/support?id=kb\\_article\\_view&sysparm\\_article=KB0010224&sys\\_kb\\_id=fd3eeea61bed3010786065b4bd4bcb4](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eeea61bed3010786065b4bd4bcb4))

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=fd3eeea61bed3010786065b4bd4bcb4) [\\_ \(https://uncg.service-now.com/support?id=kb\\_article\\_view&sysparm\\_article=KB0010224&sys\\_kb\\_id=fd3eeea61bed3010786065b4bd4bcb4\)](https://uncg.service-now.com/support?id=kb_article_view&sysparm_article=KB0010224&sys_kb_id=fd3eeea61bed3010786065b4bd4bcb4)!
- **Microsoft Excel 365 - 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 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

- 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, participation, readings, quizzes, assignments, and a final exam. Student performance will be assessed using attendance, participation, quizzes, Excel projects and a final exam. This is a paperless class – most materials will be distributed, and all tests and assignments will be collected 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 as per the schedule published. There will be weekly class meetings to provide students an opportunity to receive additional instruction on subject matter or questions assigned as homework. It is the responsibility of the students to seek clarification from the instructor to understand challenging topics. This class time can also be utilized to complete the assigned exercises.

## **ASSIGNMENTS & GRADE COMPONENTS**

There are four (4) components of the final grade.

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

Weekly quizzes will be administered through Canvas. You will have unlimited attempts for quizzes. Each quiz is due on FRIDAY at 9:00 PM for that week. 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
- Attendance: attend class each week

### **2. Mini Case Exercise: (MC)**

Weekly "Mini Case" exercises 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 assignments are provided on Canvas.

### **3. Master Business Case Exercise: (MBC)**

A Master Business Case runs throughout the semester and is divided into 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 assignments are provided on Canvas.

#### 4. Final Exam:

The Final Exam will be administered through Canvas and you will have 2 attempts. 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, Study Group Participation, Attendance	Weekly	13, 13, 13	20%
Mini Case Exercises	Weekly	13	30%
Master Business Case Exercises	Biweekly	6	30%
Final Exam		1	20%

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## GRADING

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

<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>
		88-89.9	B+	78-79.9	C+	68-69.9	D+
95 - 100	A	83-87.9	B	73-77.9	C	63-67.9	D
90 - 94.9	A-	80-82.9	B-	70-72.9	C-	60-62.9	D-

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| [back to the top](#)**COURSE SCHEDULE - FRI sections 07, 08, 09**

WEEK	DATES	TOPIC	<p><b>All assignments are due on SUNDAY at 9:00 PM</b></p> <p><b>*Master Business Case has 2 due-dates, you have 2 opportunities to submit.</b></p> <p><b>The INITIAL submission is due the week before the FINAL submission. Submit before the INITIAL due date and your MBC will be graded and you will have time to make corrections and resubmit before the FINAL submission.</b></p>
<b>WEEK 1</b>	Aug 17-22	Introduction to the course, Syllabus, Learning Resources, Assignment administration, Assessments and Performance Expectations	<ul style="list-style-type: none"> <li>• Introduction to Master Business Case (submit)</li> <li>• PEMDAS quiz - Canvas</li> <li>• Getting Started quiz - Canvas</li> <li>• Study Group Meeting Minutes (submit)</li> </ul> <p><b><i>(Due on SUNDAY at 9:00 PM)</i></b></p>
<b>WEEK 2</b>	Aug 23-29	Introduction to Excel Environment	<ul style="list-style-type: none"> <li>• Quiz 1</li> <li>• Mini Case 1</li> <li>• Study Group Meeting Minutes</li> </ul> <p><b><i>(Due on SUNDAY at 9:00 PM)</i></b></p>
<b>WEEK 3</b>	Aug 30-Sep 5	Formula 1: Creating Simple relative cell formula	<ul style="list-style-type: none"> <li>• Quiz 2</li> <li>• Mini Case 2</li> <li>• Master Business Case part 1 (<b><i>Initial submission</i></b>)</li> <li>• Study Group Meeting Minutes</li> </ul>

**(Due on SUNDAY at 9:00 PM)**

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| <b>WEEK 4</b> | Sep 6-12 | Graphs & Charts 1:<br>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 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> |
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**(Due on SUNDAY at 9:00 PM)**

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| <b>WEEK 5</b> | Sep 13-19 | Functions 1:<br>Using most common functions in Excel | <ul style="list-style-type: none"> <li>• Quiz 4</li> <li>• Mini Case 4</li> <li>• Master Business Case part 2 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> |
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**(Due on SUNDAY at 9:00 PM)**

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|---------------|-----------|---|---|
| <b>WEEK 6</b> | Sep 20-26 | Data 1:<br>Rearranging and selective viewing the data | <ul style="list-style-type: none"> <li>• Quiz 5</li> <li>• Mini Case 5</li> <li>• Master Business Case part 2 (<b>Final submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> |
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**(Due on SUNDAY at 9:00 PM)**

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| <b>WEEK 7</b> | Sep 27-Oct 3 | Formatting 2 and Formula 2:<br>Using Predefined Cell Styles and conditional formatting | <ul style="list-style-type: none"> <li>• Quiz 6</li> <li>• Mini Case 6</li> <li>• Master Business Case part 3 (<b>Initial submission</b>)</li> <li>• Study Group Meeting Minutes</li> </ul> |
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**(Due on SUNDAY at 9:00 PM)**

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| <b>WEEK 8</b> | Oct 4-10 | Graphs & Charts 2:<br>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> |
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**(Due on SUNDAY at 9:00 PM)**

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| <b>WEEK 9</b> | Oct 11-17 | Functions 2: | <ul style="list-style-type: none"> <li>• Quiz 8</li> <li>• Mini Case 8</li> </ul> |
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## Logical Functions

- Master Business Case part 4 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

**WEEK 10** Oct 18-24 Functions 3:  
Nested Logical Functions

- Quiz 9
- Mini Case 9
- Master Business Case part 4 (**Final submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

**WEEK 11** Oct 25-31 Data 2:  
Lookup, Match and Index

- Quiz 10
- Mini Case 10
- Master Business Case part 5 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

**WEEK 12** Nov 1-7 Data 3:  
Computing Frequencies

- Quiz 11
- Mini Case 11
- Master Business Case part 5 (**Final submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

**WEEK 13** Nov 8-14 Data 4:  
Summarizing Data

- Quiz 12
- Mini Case 12
- Master Business Case part 6 (**Initial submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

**WEEK 14** Nov 15-21 Data 5: Table Functions

- Quiz 13
- Mini Case 13
- Master Business Case part 6 (**Final submission**)
- Study Group Meeting Minutes

**(Due on SUNDAY at 9:00 PM)**

<b>WEEK</b>	Nov 22- 15	Last week of classes Dec 1	
<b>READING DAY</b>	Thursday Dec 2, 2021	---	---
<b>FINAL EXAM Week</b>	Friday, Dec 3, 2021 and Tuesday, Dec 7, 2021	Multiple Choice Questions (MCQ) Textbook Chapters 1 - 15 50 questions 2-attempts, highest score is recorded	<b>Friday, December 3, 2021</b> opens at 6:00 AM and closes at 9:00 PM  <b>Monday, December 6, 2021</b> opens at 9:00 AM and closes at 3:00 PM

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## COVID-19 INFORMATION

As UNCG returns to 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. Such actions include, but are not limited to, the following:

- [Wearing a face covering that covers both nose and mouth](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
- Observing [social distance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) in the classroom
- Engaging in proper hand washing hygiene when possible
- [Self-monitoring for symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold 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 social distancing requirements.

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](https://ods.uncg.edu/) [\(https://ods.uncg.edu/\)](https://ods.uncg.edu/) (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

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## **POLICY STATEMENTS**

### **Academic Integrity:**

UNCG Academic Integrity statement can be found here:

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

### **Faculty and Student Guidelines**

UNCG Faculty and student guidelines are be found here:

<https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf> [\(https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf\)](https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf)

### **Electronic Mail and Canvas Accounts**

You should check your UNCG email and Canvas course link regularly as I may send email updates or add new info on Canvas on an ongoing basis. You will be responsible for any information or announcements contained in the email messages or updates on Canvas.

### **Student Code of Conduct:**

The UNCG Student Code of Conduct can be found here:

<https://osrr.uncg.edu/wp-content/uploads/2019/07/Student-Code-of-Conduct-12-3-18-2.pdf>  
(<https://osrr.uncg.edu/wp-content/uploads/2019/07/Student-Code-of-Conduct-12-3-18-2.pdf>)

### **Accessibility policy**

UNCG accessibility policy can be found here:

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

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## **DISABILITY SERVICES**

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**

[\\_ \(https://uncg.instructure.com/courses/94158/pages/attendance-policy\)](https://uncg.instructure.com/courses/94158/pages/attendance-policy)

Students are required to attend and participate in class every week.

More information provided in the Canvas course – Attendance Policy.

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### **STUDY GROUP REQUIREMENTS \* click here for more information**

[\\_ \(https://uncg.instructure.com/courses/94158/modules/341884\)](https://uncg.instructure.com/courses/94158/modules/341884)

More information provided in the Canvas course – STUDY GROUP module.

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### **EMAIL POLICY - COMMUNICATING with your Professor**

[\\_ \(https://uncg.instructure.com/courses/94158/pages/email-policy-communicating-with-your-professors\)](https://uncg.instructure.com/courses/94158/pages/email-policy-communicating-with-your-professors)

More information provided in the Canvas course – Email Policy.

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

Ms. Chauvin -- August 17, 2021.

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