**MIS 111L (Online) Course Syllabus**

**June 5 – July 6, 2017**

**Course Information**

Course: MIS 111L Computers and the Internetworked Society Lab

Instructor: Zhipeng Chen (zhipengchen@email.arizona.edu)

Location: web-based (d2l.arizona.edu)

Time: June 5 – July 6, 2017

Textbook: MICROSOFT EXCEL 2016 BIBLE, JOHN WALKENBACH (2015, WILEY), ISBN: 978-1-119-06751-1 SOFTWARE: MICROSOFT EXCEL 2016 FOR WINDOWS

**Course Objectives**

Spreadsheet software such as Excel, is among the most pervasive business tools. Individuals in business use spreadsheets for a variety of tasks; some examples include to create budgets, analyze surveys, perform financial analysis, create charts, organize lists, and serve as a frontend for large corporate databases. A business student needs to understand how to use spreadsheets and develop a sense of effective use of this technology to solve business tasks. This course introduces you to many aspects of Excel. The concepts you learn can be applied to spreadsheet software within several office productivity suites.

* Understanding the basics of Excel, navigation, working with documents.
* Charting (graphing): How to summarize data and present it visually using a chart.
* Data aggregation: Using formulas and functions to aggregate data in a suitable format.
* Data organization and filtering: Filter data, and sort data in ascending and descending order. Format tables.
* Data integrity management: Ensuring data integrity, validating data and correcting errors.
* Data definition and manipulation: Importing data and summarizing data through use of pivot tables.

**Course Requirement**

Any university course requires a large amount of work outside of lecture. We assume that when you register for this course you will allocate an average of at least two to three hours per week, in addition to lecture videos, for assigned readings, study and completion of the homework assignments. It is your responsibility to manage your workload. If you procrastinate starting your assignments, you may find that you don’t have enough time to complete the assignments, or that a technology problem may prevent you from completing/submitting your assignment on time. Note that technology problems (such as computer or network failures) are not an acceptable excuse for submitting an assignment late.

*Required Course Resources*

You will need an Internet connection to access course materials, and it is strongly recommended that you use a secure UAWiFi as your wireless connection on campus and a VPN connection when accessing D2L and other campus systems when off campus.

All course materials, including online lectures, class announcements, contact information for the instructional team, course documents, assignment guidelines, and grades will be managed through D2L (https://d2l.arizona.edu/), the University’s course management system.

All students in MIS 111L are expected to use Microsoft Excel 2016 for Windows, which is available at no cost through the UofA campus licensing program through the UofA Bookstores website at: http://uabookstore.arizona.edu/technology/campuslicensing/. No-cost options are available from the University for most Mac computers to run Windows software. Office for Mac and Apple’s “Numbers” are NOT equivalent to Office 2016 or Excel 2016 for Windows and are NOT acceptable options for completing assignments in MIS 111L.

**Course Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Topics | Textbook Chapters | Due |
| Jun. 5 | **Class Introduction. Excel basics.**  Introducing Excel  Understanding Excel files  **Data entry & formatting. Charting.**  Editing data, worksheet operations  Working with cells & ranges  Charts (including Advanced Charting) | Ch1  Ch7  Ch2, 3  Ch4  Ch19, 20 | Assignment 0  Assignment 1  PS1, PS2 |
| Jun. 12 | **Functions & Formulas**  Introducing formulas & functions  COUNT(), SUM(), IF(), COUNTIF(), SUMIF()  Naming cells, adding comments to cells  Counting and graphing data: Histogram  **Data organization and filtering**  Filter & sort data, format cell appearances  Excel tables  Conditional formatting | Ch10  Ch13  Ch4  Ch37  Ch6  Ch5  Ch21 | Assignment 2  PS3 |
| Jun. 19 | **Data Integrity Management**  Data integrity with keys and lookups  Data validation  Error correction  **Data Import**  Data import, web queries | Ch14  Ch26  Ch31  Ch32, 29 | PS4, PS5 |
| Jun. 26 | **Data Aggregation**  Pivot tables  **Data Manipulation & Printing**  Manipulating text, dates & time  Basic financial calculations  Printing | Ch33, 34  Ch11, 12  Ch15  Ch9 | Assignment 3  PS6, PS7 |
| Jul. 3 | **Other topics**  Shapes, pictures, drawings  Sparklines | Ch23  Ch22 | PS8  Final Project |

**Assessments**

Your overall final course letter grade will be determined by your grades on the following assessments. All assessments in MIS 111-L are individual assignments.

|  |  |  |
| --- | --- | --- |
| Assessment | Points | due |
| Assignment 0 | 2 (Bonus) | Jun. 10 11:59pm |
| Assignment 1 | 20 | Jun. 11 11:59pm |
| Problem Set 1 | 10 |
| Problem Set 2 | 10 |
| Assignment 2 | 20 | Jun. 18 11:59pm |
| Problem Set 3 | 10 |
| Problem Set 4 | 10 | Jun. 25 11:59pm |
| Problem Set 5 | 10 |
| Assignment 3 | 20 | Jul. 2 11:59pm |
| Problem Set 6 | 10 |
| Problem Set 7 | 10 |
| Problem Set 8 | 10 (Bonus) | Jul. 6 11:59pm |
| Final Project | 30 + 5 (Bonus) |
| Total Possible Points | 177 |  |

Your final grade is based on the total points that you earn during the semester, including extra credit. Numeric cutoffs for letter grades are based on the following scale:

|  |  |
| --- | --- |
| Letter Grade | Minimum Points Required |
| A | 144 |
| B | 128 |
| C | 112 |
| D | 96 |
| E | 0 |

*Problem Sets*

Homework problem sets are intended to provide you with a self-assessment of your mastery of the course materials and online lab lectures. Each Homework Problem Set will consist primarily of multiple choice and fill-in the blank questions. While you may discuss how to answer these open-book and open-note problem sets with your classmates, you must complete the D2L assignment individually. Posting the answers to homework problem sets in any manner including on social networking sites such as Facebook is considered as a violation of the Code of Academic Integrity as it invalidates the purpose of self-assessment and prevents the accurate assessment of a student’s progress in the class.

Each homework problem set will be posted on D2L and must be submitted by 11:59pm (Local Tucson Time) on the designated due date. You will not be allowed to submit a problem set assignment after the due date for any reason. You can attempt each problem set twice, and the highest attempt will count towards your score.

You are encouraged to complete your problem set early to avoid technical difficulties (such as the network/system being slow owing to a few hundred students trying to submit a problem set right before the due time). Usually, you will have between 5-7 days to complete a problem set, so you are strongly advised to finish these early.

*Assignments*

Assignments MUST be submitted to D2L before due date (Local Tucson Time). If you cannot submit to D2L due to D2L breakdown, you can submit your assignments by sending them to the instructor’s email address ([zhipengchen@email.arizona.edu](mailto:zhipengchen@email.arizona.edu)). However, you will not be allowed to submit an assignment after the due date for any reason. You are strongly advised to submit the assignments early.

The file type should be docx file or pdf file. You only submit one file for each assignment.

You are encouraged to discuss the course content and assignments with your classmates, but you must complete the D2L assignment individually.

*Final Project*

Your final project will be the full analysis of your dataset. You can use real world datasets or mock-up datasets, then conduct analysis by Excel. Finally, you submit a project report. The project report should include the following parts.

|  |  |  |
| --- | --- | --- |
|  | Description | Points |
| Dataset description | You should briefly describe your dataset in your report. Think about the following questions:   * What is the data source? * Why do you choose this dataset? * What does this dataset include? | 3 |
| Formatting | You should format at least five cells to make your analysis clearer. Illustrate how your formatting helps the analysis and improve the readability by screenshots and proper explanations. | 5 |
| Charts | You should have at least four charts to present your analysis. Your report should include the screenshots of these charts and proper discussions on them. You will get bonus if you have more than four charts. | 8 + 1 (Bonus) |
| Formulas | You should have at least four different formulas to aid your analysis. Your report should include these formulas and proper discussions on them. You will get bonus if you have more than four formulas. | 8 + 1 (Bonus) |
| Data validation | You should use data validation in your analysis and discuss why and how you use data validation in your report. Use screenshots if needed. | 3 |
| Pivot table | You should use pivot tables in your analysis and discuss what results you find from the pivot tables in your report. Use screenshots if needed. | 3 |
| Others | You will get bonus if you use other Excel features or Excel tools to improve your analysis. Clearly present how you use the features or tools and what result you find. | 3 (Bonus) |

You can design the structure of your report freely, but please make your report clear so that the instructor can easily see your report satisfies the requirements. The report should be docx file or pdf file. The final project report MUST be submitted to D2L before due date (Local Tucson Time). If D2L breaks down, you can submit your reports by email (zhipengchen@email.arizona.edu) before due date.

**Academic Integrity**

Certain policies relating to academic dishonesty, academic misconduct, and how to avoid such behaviors defined by the University of Arizona and the Eller College of Management are included herein by reference. Complete copies of these policies can be found online at:

Eller College of Management: <http://ugrad.eller.arizona.edu/academics/standards/>

University of Arizona: <http://deanofstudents.arizona.edu/academicintegrity/>

**Errata**

The instructor reserves the right to revise the syllabus as necessary to correct typographical errors, factual errors, omissions, or other material included herein as needed to correctly reflect the requirements of the course. Changes made to the syllabus are documented below and announced on D2L.

 Revision: June 14, 2017