

# Syllabus: CIS 3325 – Advanced Microcomputer Business Applications Spring 2022

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**Office:** CoBA 246;

**Office Hours:** Tue, Thu 1:30 PM – 3:30 PM. (and by Appointment)

**MEETING TIMES:** CIS3325- (CRN: 23264 & 23265), MW 9:30 – 10:20 AM and MW 12:00 – 1:20 PM,  
Room: BUSN 320

**COURSE DESCRIPTION:** This is a hands-on course that familiarizes students with the process of data analytics. Students will learn to process, manipulate, analyze and visualize data, and make data-driven decisions as they solve real-world problems. Different analytics tools will be used to master skills including data import, retrieval, cleaning, transformation, visualization, data analysis, optimization analysis and building of dashboards. This course is intended to teach you the application of financial and managerial accounting concepts to current accounting information system software, electronic spreadsheets, and database management systems.

**PREREQUISITE:** Understanding of file management within Windows Operating System.

## COURSE OBJECTIVES:

Upon the successful completion of this course, the student will be able to:

- Demonstrate a basic understanding of the important topics of Microsoft Excel;
- Create and format a workbook and work with formulas, functions, charts, and graphics;
- Use PivotTables and Pivot Charts, advanced formulas and functions;
- Create different data visualization in Excel;
- Demonstrate the ability to perform financial and what-if analyses;
- Build Dashboards in Excel; and
- Design and build databases and define table relationships, maintain and query databases, and create and use forms and reports,

**TEXTBOOK:** (1) ISBN: 10: 1-305-52036-X/ 13: 978-1-305-52036-3. This is a “bundle” that combines New Perspectives on Microsoft® Excel® 2016, Comprehensive and New Perspectives on Microsoft® Access 2016, along with the Course Code to use our on-line assessment tool. You can also buy the ebook version of the bundle. Please check out the video on Cengage Unlimited MindTap on Blackboard Registration and Login

<https://play.vidyard.com/yUAP2eFUunPkCeXniVjqcY> before making your decision on textbook.

(2) Data Visualization: Exploring and Explaining with Data by Camm, Cochran, Fry and Ohlmann (2021); ISBN-13: 978-0-357-63134-8.

**Class Drop Date:** April 1, 2022

**COMPUTER.** A computer with access to Internet. Projects MUST be completed in Office 2019, in order to receive full credit.

## COURSE COMPONENTS

There are 11 chapters on Excel and 5 chapters on Assess. Each chapter has a project with opening date (when the material is available to you) and closing date (when the material is no longer available to you). These dates are fixed (set on stone!) unless you have a very good reason why you should be allowed an extension. Computer problem is not a sufficient reason for extension.

**\*\* Late work will not be accepted. Don't even ask!!! It will not be granted!! \*\***

## **Training**

Each chapter has a number of topics, which varies by chapter. In the training session you will be shown how to answer each question. You will then be asked to replicate the procedures you were shown (you can repeat this any number of times – and should until you understand the procedures). This component has no closing date (it is available to you as long as you have a valid account). It has no points allocated toward your grade. That is because if you do not complete the Training, you cannot successfully complete the project. Please train as often as necessary.

## **Projects**

You should remember that your grade is based upon your ability to DO the work rather than on your ability to follow along as someone else does it. Computer literacy is learned through practice, practice, and practice. Sixteen projects have been assigned on MindTap within the Blackboard (BB) to correlate with the each of the sixteen chapters we will be covering as part of this course. The due date and time associated with each case is stated clearly on this syllabus and on BB. You will receive immediate feedback on whether or not your answers are correct and will be allowed 3 attempts in order to complete it correctly before the deadline. Furthermore, assignments will not be accepted after the due date.

## **Examination**

There are two in-class multiple choice examinations. Questions will be pull from Data Visualization textbook and from the Excel and Access materials.

## **COURSE POLICIES:**

### **Student Feedback/Communication**

The easiest way to get me is through email at [gudo@utep.edu](mailto:gudo@utep.edu). I will try my best to respond within 24 hours.

### **Attendance/Involvement**

You, whether present or absent, are responsible for all material presented or assigned for a class meeting, and will be held accountable for such materials in the determination of course grades

### **Need for Assistance:**

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined, or which will require academic accommodations, please notify me as soon as possible.

### **Academic Dishonesty**

I expect all students to conduct themselves with the highest level of integrity. You have the opportunity throughout your business career to demonstrate your own level of integrity. Similarly, in this class you will have an opportunity to demonstrate academic integrity. The two are inextricably linked. And let's not be naïve: issues of integrity are rarely black and white – they are invariably some shades of gray. I encourage you to think about the standard you set for business integrity in your career, and to implement that standard with respect to your academic integrity in this class. In so doing, you might want to keep the following quote from Samuel Johnson in mind: "The chains of habit are too weak to be felt until they are too strong to be broken".

Academic dishonesty in any form will not be tolerated. For a definition of academic dishonesty and its consequences, see your student handbook.

For the purposes of this course, academic dishonesty includes, but is not limited to,

- Copying another student's solution or allowing another student to copy your solution
- Removing or copying pages or problems from exams or quizzes, including those posted on the World Wide Web
- Any other activity that jeopardizes the integrity of this course.

**\*\*\* SAM has introduced new measures to detect cheating (TRULY – this is NOT an idle comment). What I mean by this is that if someone copies someone else's work, it will be detected (I will talk more about this in the first class). If that is the case, you will receive ZERO credit for the submission (and the person who gave you their work will also be have their submission reduced in grade (TRULY!!))**

### Evaluation:

Grades are not given; they are **EARNED**. You must work for it. Your grade will be based on results rather than on effort — your performance is an indicator of your ability to master the topic. Decide to work **NOW** for the grade you want. Students who keep up with the materials, do all of the assignments, and participate in the learning experiences typically do well.

Your grade will be based on the total number of points that you earn for each assignment group. Your grade will be calculated using the following scale:

Assignment Group	Weight
<b>SAM Projects (Excel &amp; Access)</b>	60%
<b>Exam I and Exam II</b>	20%
<b>Data Visualization Assignments</b>	10%
<b>Other Assignments</b>	10%
<b>Total</b>	<b>100%</b>

Grade	Level of Work	Percentage Range
A	Excellent, distinguished	90 – 100%
B	Very good, above average	80 – 89%
C	Average, Normal	70 – 79%
D	Below Average	60 - 69%
F	Failing	< 60%

A grade of **"I" (Incomplete)** will be assigned only in circumstances in agreement with the current UTEP Graduate Catalog.

If you are taking this course under the S/U option, you must earn a "B" or better to receive a grade of "S."

### Class Schedule:

The calendar and the assignments are all found in the SAM program.

**I reserve the right to change any assignment if circumstances dictate. Students will be notified of such changes through an announcement. It is the student's responsibility to be aware of such change.**

## ACCESS INSTRUCTIONS

MindTap on Blackboard Registration and Login

<https://play.vidyard.com/yUAP2eFUunPkCeXniVjqcY>

How to buy your Course Materials

Step 1: Sign into Blackboard and click on your CIS3325 course

Step 2: Click on the Cengage link: MindTap eBook and Assignments and then open “Click this link to access MindTap for CIS 3325”. (There are two links for CIS 3325, MindTap for Data Visualization and MindTap for Excel and Access.)

Step 3: Create or sign into your Cengage account to access or purchase the materials for this course. You will have a 14 day grace period and you should purchase a subscription to Cengage Unlimited as the best value.

Need help? Visit [startstrong.cengage.com](http://startstrong.cengage.com) for step-by-step registration instructions and videos.

If you are taking additional courses that use Cengage materials, you can save by purchasing a Cengage Unlimited plan, which gives you access to all Cengage eTextbooks and online homework platforms for one price. Visit [cengage.com/unlimited](http://cengage.com/unlimited) or your campus bookstore to learn more.

Beware of sites that are selling discounted codes. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

Each Chapter has a training, and a project, Only the projects count toward your grade. The trainings are to help you with the projects and exams. Although there are many ways to accomplish the same task in Excel and Access, only the method that is illustrated in the training will be accepted. There are three attempts for each project and three attempts for each exam.

### PLEASE NOTE:

The program codes all their work and will report it to you. DO NOT CHEAT!!!

**No available dates or due dates will be changed without a documented medical excuse.**

**They MUST use Excel and Access 2016 and the English version of Windows.** If they don't it will mark answers wrong. You can get the software for free from Technology Support at the Library if you don't have it.

**The spreadsheets that you download are coded. If you copy from another student or you copy from an internet file then the program will identify you. Here is a copy of the report that will be sent to me. If I receive one of these reports you will receive a 0 for that assignment. PLEASE do not attempt to fool the system!!!**

# Incident Report

Monday, January 12, 2022

## SAM Projects Cheating Detection Overview

When a student downloads a start file, a unique ID for that student is encrypted and saved in the file at multiple locations. These are stored on the document type.

If SAM Projects detect work submitted by a student that contains the encrypted student ID of another student, the submission is reported in the incident report below. An incident is reported only if the student submitted a file that was downloaded by another student. The incident report file that contained data which was copied and pasted from a file downloaded by another student.

Student	Assignment	Date of Submission	Other Student
Mouse, Mickey	Excel Ch 6 Project	01/12/2022 1:07:01 PM	Mouse, Minnie

Projects Incident Report

## Course Schedule and Due Dates

Weeks	SAM Models	Data Visualization	Due Dates – 11:59 PM
WK 1: 01/17	1, 2	1	
WK 2: 01/24	3, 4	1	01/31
WK 3: 01/31	5	2	02/07
WK 4: 02/07	6	2	02/14
WK 5: 02/14	7	3	02/21
WK 6: 02/21	8	3	02/28
WK 7: 02/28	9	7	03/07
WK 8: 03/07	10; <b>Exam I</b>	7	03/14
WK 9: 03/14	Spring Break		
WK 10: 03/21	11	8	
WK 11: 03/28	11	8	04/04
WK 12: 04/04	Access 1, 2	BI	04/11
WK 13: 04/11	Access 3	BI	04/18
WK 14: 04/18	Access 4	BI	04/25
WK 15: 04/25	Access 5		05/02
WK 16: 05/02	Exam II		