



**CIS-300-02-4168 (v1) – Schedule  
Computer Information Systems  
Fall 2016**

***NOTE: This document is subject to change as needs  
dictate and accompanies its associated syllabus.***

**Important Dates**

Fall 2016 classes start	Aug 22 (Mon)	Last day to withdraw	Oct 24 (Mon)
Last day of registration	Aug 22 (Mon)	Presidential Election	Nov 8 (Tues)
Last day to drop/add	Aug 26 (Fri)	Thanksgiving break	Nov 23-27 (Wed-Sun)
Labor Day holiday	Sep 5 (Mon)	Last day of classes	Dec 6 (Tue)
Last day to apply for degree	Sep 14 (Wed)	Reading Day	Dec 7 (Wed)
Fall 2016 Business Career Fair	Sep 22 (Thu)	Degree date	Dec 14 (Wed)
Mid-term break	Oct 3-4 (Mon-Tues)	Fall commencement	Dec 15 (Thu)*

*\*date is tentative*

**Instructor**      **Warren McIntosh**      Office: BS 305      Email: [warren.mcintosh@louisville.edu](mailto:warren.mcintosh@louisville.edu)  
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**Section Info**      **02**      **MW**      **11:00 AM – 12:15 PM**      **BS 003 / DA 304 (lab)**

**Office Hours**      Tuesdays and Thursdays      10:00 AM – 02:00 PM      BS 305

*All other hours are by appointment only – please contact me via e-mail to make arrangements.*

**Computer Labs**      The College of Business Computer Lab (BS 045) is open Monday – Saturday. Click [HERE](#) to view their hours of operation.

**Tutoring**      Available to any UofL student through [REACH/CRC](#) located in Ekstrom Library.

[Blackboard Course Page](#)

[Rainer Textbook Student Companion Site](#)

## **Expectations**





1. Check your e-mail messages and Blackboard Announcements **every day** for important communications. ***Use e-mail to contact me.***
2. Review the schedule frequently to ensure that you are aware of scheduled classroom/lab topics and when each assignment is due.
3. Read assigned material **prior** to the scheduled class session. There may be unannounced quizzes to test your preparedness for any course material covered on any given day. The score earned on such quizzes factors into the quizzes category as noted in the syllabus.
4. Complete the assigned WileyPLUS ORION Study activities **prior** to the scheduled class session.
5. You should print out a copy of slides for each Rainer textbook chapter in a handout format (a print option of three slides per page is recommended) from the **Course Content** folder in Blackboard in order to take detailed notes during class. For lectures related to Microsoft Excel, you can also print out the PowerPoint slides in Handout format as well as any accompanying examples of specific Excel functions and features from the **Course Content** folder in Blackboard.
6. Download and save all files (instructions, templates, and other pre-work material, etc.) related to lab assignments on your PC, USB thumb drive, or cloud storage drive well in advance of the due date. Assignments are set to automatically close in Blackboard on the due date and time as published in this schedule. Submit all your solution files into Blackboard under the **Assignments > Submit Work Here** folder.
7. Contact the UofL I.T. Help Desk at (502) 852-7997 to report any technical issues that you may encounter with Blackboard, Microsoft Exchange, PC hardware and software, etc. ***Technical issues are not accepted as a valid excuse for submitting any assigned work after the posted due date and time as noted in this schedule.***

Exam	<u>Rainer</u> Chapter	<u>Cases</u> Textbook Items	<u>Excel</u> Chapter PowerPoint Files	Lab Activities
1	1 and 5	Tutorials A and B		1
2	2		Chapters 1, 2 & 4	2
3	4 and 7	Tutorial E	Chapter 5	2 and 3
Final	-		Chapters 1, 2, 4, 5, & 7 ( <b>CUMULATIVE</b> )	2, 3, 4, and 5

**This document is subject to change as instructional needs dictate. I will communicate any significant changes verbally in class, in writing (via e-mail), and post them in a timely manner within the *Announcements* and *Course Information* areas of Blackboard.**




Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
01	Mon 08/22 <hr/> DA 304	<ul style="list-style-type: none"> <li>Blackboard Exam</li> </ul>	<ul style="list-style-type: none"> <li><b>Syllabus Acknowledgement</b> (<i>Required</i>) <b>BB &gt; Syllabus</b> – Due by 09:59 PM, Fri 08/26</li> <li><b>Start Personal Journal</b> – Must start by 09:59 PM, Fri 08/26</li> </ul>
02	Wed 08/24 <hr/> BS 003	<ul style="list-style-type: none"> <li>Course Syllabus and Schedule <b>BB &gt; Syllabus &amp; Schedule</b></li> <li>Blackboard Overview - Navigation and Course Content</li> <li>Student Survey (<i>Optional - Extra Credit</i>) <b>BB &gt; Assignments &gt; Surveys</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Survey 1: Getting to Know You</b> (<i>Optional - Extra Credit</i>) <b>BB &gt; Assignments &gt; Surveys</b> – Must be completed by 11:59 PM, Sun 08/28</li> <li><b>Read <u>Rainer</u> Chapter 05: Data and Knowledge Management</b> <b>BB &gt; Course Content &gt; Exam 1 &gt; Chapter 05</b></li> <li><b>Complete <u>Rainer</u> Chapter 05: ORION Study Activity</b> <b>BB &gt; Assignments &gt; WileyPLUS ORION</b></li> <li>Due by 11:00 AM, Mon 08/29</li> </ul>
03	Mon 08/29 <hr/> <b>BS 003</b> (Room change)	<ul style="list-style-type: none"> <li><u>Rainer</u> Chapter 05: Data and Knowledge Management <b>BB &gt; Course Content &gt; Exam 1 &gt; Chapter 05</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete <u>Rainer</u> Chapter 05 Reading Quiz</b> <b>BB &gt; Quizzes &gt; WileyPLUS</b> – Due by 11:59 PM, Tue 08/30</li> <li><b>Read <u>Cases</u> Tutorial A: Database Design (pp. 03-10)</b></li> </ul>
04	Wed 08/31 <hr/> BS 003	<ul style="list-style-type: none"> <li><u>Cases</u> Tutorial A: Database Design</li> </ul>	

Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
	Mon 09/05	 <b>Labor Day Holiday – NO CLASSES</b>	
05	Wed 09/07 <hr/> BS 003	<ul style="list-style-type: none"><li>• <u>Cases</u> Tutorial A: Database Design Practice Exercise</li></ul>	<ul style="list-style-type: none"><li>• <b>Read</b> <u>Cases</u> Tutorial B: Microsoft Access (pp. 37-50)</li></ul>
06	Mon 09/12 <hr/> DA 304	<ul style="list-style-type: none"><li>• Access Overview <b>BB &gt; Course Content &gt; Exam 1</b></li><li>• <u>Cases</u> Tutorial B: Microsoft Access <b>BB &gt; Course Content &gt; Exam 1</b><ul style="list-style-type: none"><li>– Creating Tables</li><li>– Creating Queries</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>Read</b> <u>Cases</u> Case 1: Preliminary Case: The Hens For Hire Database (pp. 51-52)</li></ul>
07	Wed 09/14 <hr/> BS 003	<ul style="list-style-type: none"><li>• <u>Cases</u> Tutorial B: Microsoft Access <b>BB &gt; Course Content &gt; Exam 1</b><ul style="list-style-type: none"><li>– Creating Reports</li><li>– Creating Forms</li><li>– Importing Data</li><li>– Query-building practice</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>Read</b> <u>Cases</u> Case 1: Preliminary Case: The Hens For Hire Database (pp. 51-52)</li></ul>





Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
08  	Mon 09/19 <hr/> DA 304	<ul style="list-style-type: none"> <li>Lab Activity 01 <b>BB &gt; Labs</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> Lab Activity 01 Quiz <b>BB &gt; Quizzes</b> – Due by 11:59 PM, Tue 09/20</li> <li><b>Read</b> <u>Rainer</u> Chapter 01: Introduction to Information Systems <b>BB &gt; Course Content &gt; Exam 1 &gt; Chapter 01</b></li> <li><b>Complete</b> <u>Rainer</u> Chapter 01: ORION Study Activity <b>BB &gt; Assignments &gt; WileyPLUS ORION</b> – Due by 11:00 AM, Wed 09/21</li> <li><b>Read</b> <u>Cases</u> Case 03: The Room and Board Database (pp. 63-69)</li> <li><b>View</b> <u>Computerworld</u> – 2015 IT Salary Survey <b>BB &gt; Course Content &gt; Exam 1</b></li> </ul>
09 	Wed 09/21 <hr/> BS 003	<ul style="list-style-type: none"> <li><u>Rainer</u> Chapter 01: Introduction to Information Systems <b>BB &gt; Course Content &gt; Exam 1 &gt; Chapter 01</b></li> <li>Case 03: The Room and Board Database <b>BB &gt; Assignments &gt; Case Projects</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> <u>Rainer</u> Chapter 01 Reading Quiz <b>BB &gt; Quizzes &gt; WileyPLUS</b> – Due by 11:59 PM, Thu 09/22</li> <li><b>Study</b> <u>Rainer</u>, Access and Related Material for Exam 1</li> </ul>
	Thu 09/22 <hr/> Crowne Plaza Hotel	 <p><b>Fall 2016 Business Career Fair</b>  <a href="http://bit.ly/FA16BizCareerFair">http://bit.ly/FA16BizCareerFair</a></p>	




Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
10  	Mon 09/26 <hr/> DA 304	<b>Exam 1</b> <ul style="list-style-type: none"> <li>• <i>Rainer</i> Chapter 01: Introduction to Information Systems</li> <li>• <i>Rainer</i> Chapter 05: Data and Knowledge Management</li> <li>• <i>Cases</i> Tutorials A &amp; B</li> <li>• Lab Activity 1</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read</b> <i>Rainer</i> Chapter 02: Organizational Strategy, Competitive Advantage, and Information Systems <b>BB &gt; Course Content &gt; Exam 2</b></li> <li>• <b>Complete</b> <i>Rainer</i> Chapter 02: ORION Study Activity <b>BB &gt; Assignments &gt; WileyPLUS ORION</b> – Due by 11:00 AM, Wed 09/28</li> </ul>
11 	Wed 09/28 <hr/> DA 304	<ul style="list-style-type: none"> <li>• <i>Rainer</i> Chapter 02: Organizational Strategy, Competitive Advantage, and Information Systems <b>BB &gt; Course Content &gt; Exam 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete</b> <i>Rainer</i> Chapter 02 Reading Quiz <b>BB &gt; Quizzes &gt; WileyPLUS</b> – Due by 11:59 PM, Thu 09/29</li> <li>• <b>Review</b> <i>Excel</i> Chapter 04: Applying Logic in Decision Making slides <b>BB &gt; Course Content &gt; Exam 2</b></li> <li>• <b>Review</b> Nested IF Function Revisited <b>BB &gt; Course Content &gt; Exam 2</b></li> </ul>
	Mon 10/03	<div>  <div> <p><b>Mid-term break</b></p> <p><b>October 3 &amp; 4 – NO CLASSES</b></p> </div> </div>	


Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
12	Wed 10/05 <hr/> BS 003	<ul style="list-style-type: none"> <li>Review Results from Exam 1</li> <li><u>Excel</u> Chapter 04: Applying Logic in Decision Making <b>BB &gt; Course Content &gt; Exam 2</b> <ul style="list-style-type: none"> <li>Boolean values (TRUE, FALSE) and functions (AND, OR, NOT)</li> <li>IF and Nested IF statements</li> <li>ISBLANK, ISNUMBER</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Review</b> <u>Excel</u> Chapter 01: Applying Fundamental Excel Skills and Tools in Problem Solving slides <b>BB &gt; Course Content &gt; Exam 2</b></li> <li><b>Review</b> <u>Excel</u> Chapter 02: Solving Problems with Statistical Analysis Tools slides – Part 1 <b>BB &gt; Course Content &gt; Exam 2</b></li> </ul>
13	Mon 10/10 <hr/> DA 304	<ul style="list-style-type: none"> <li><u>Excel</u> Chapter 01: Applying Fundamental Excel Skills and Tools in Problem Solving <b>BB &gt; Course Content &gt; Exam 2</b> <ul style="list-style-type: none"> <li>Worksheet Layout and Cell Formatting</li> <li>Relative, Absolute, and Mixed Cell Referencing</li> <li>Functions: AVERAGE, COUNT, COUNTA, MAX, MEDIAN, MIN, and SUM;</li> <li>Features: AutoSum button</li> </ul> </li> <li><u>Excel</u> Chapter 02: Solving Problems with Statistical Analysis Tools <b>BB &gt; Course Content &gt; Exam 2</b> <ul style="list-style-type: none"> <li>LARGE, SMALL, ROUND</li> <li>COUNTIF, SUMIF, AVERAGEIF</li> </ul> </li> </ul>	
14	Wed 10/12 <hr/> BS 003	<ul style="list-style-type: none"> <li><u>Excel</u> Chapter 04: Applying Logic in Decision Making <b>BB &gt; Course Content &gt; Exam 2</b> <ul style="list-style-type: none"> <li>Logic Practice Exercise</li> </ul> </li> </ul>	




Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
15 	Mon 10/17 <hr/> DA 304	<ul style="list-style-type: none"> <li>Lab Activity 02 <b>BB &gt; Labs</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> Lab Activity 02 Quiz <b>BB &gt; Quizzes</b> <ul style="list-style-type: none"> <li>Due by 11:59 PM, Tue 10/18</li> </ul> </li> <li><b>Read</b> <u>Cases</u> Tutorial C: Building a Decision Support System In Excel (pp. 89-110)</li> <li><b>Read</b> <u>Cases</u> Tutorial D: Building a Decision Support System Using Microsoft Excel Solver (pp. 129-138)</li> <li><b>Read</b> <u>Cases</u> Tutorial E: Guidance for Excel Cases (pp. 201-216)</li> <li><b>Read</b> intro to Case 07: The Fracking Oil Investment Decision (pp. 119-126)               <ul style="list-style-type: none"> <li>Due November 22, 2016</li> </ul> </li> </ul>
16   	Wed 10/19 <hr/> BS 003	<ul style="list-style-type: none"> <li><u>Cases</u> Tutorial C: Building a Decision Support System In Excel <b>BB &gt; Course Content &gt; Exam 2</b></li> <li><u>Cases</u> Tutorial D: Building a Decision Support System Using Microsoft Excel Solver <b>BB &gt; Course Content &gt; Exam 2</b></li> <li><u>Cases</u> Tutorial E: Guidance for Excel Cases <b>BB &gt; Course Content &gt; Exam 2</b></li> <li>Case 07: The Fracking Oil Investment Decision <b>BB &gt; Assignments &gt; Case Projects</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Case 03: The Room and Board Database</b> <ul style="list-style-type: none"> <li>Turn in via <b>BB &gt; Assignments &gt; Submit Work Here</b></li> <li>Due by 11:59 PM, Wed 10/19</li> </ul> </li> <li>Begin group work on Case 07: The Fracking Oil Investment Decision</li> <li><b>Survey 2: Mid-Term Feedback</b> (Optional - Extra Credit)               <ul style="list-style-type: none"> <li>Provide feedback via <b>BB &gt; Assignments &gt; Surveys</b></li> <li>Must be completed by 11:59 PM, Sun 10/23</li> </ul> </li> <li><b>Study</b> <u>Rainer</u>, Excel and Related Material for Exam 2</li> </ul>





Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
17  	Mon 10/24 <hr/> DA 304	<b>Exam 2</b> <ul style="list-style-type: none"> <li>• <u>Cases</u> Case 04</li> <li>• <u>Rainer</u> Chapter 02: Organizational Strategy, Competitive Advantage, and Information Systems</li> <li>• Excel Overview</li> <li>• <u>Excel</u> Chapter 01: Applying Fundamental Excel Skills and Tools in Problem Solving               <ul style="list-style-type: none"> <li>– Functions: AVERAGE, COUNT, COUNTA, MAX, MEDIAN, MIN, SUM; AutoSum button</li> </ul> </li> <li>• <u>Excel</u> Chapter 02: Solving Problems with Statistical Analysis Tools               <ul style="list-style-type: none"> <li>– Functions: LARGE, SMALL, ROUND, COUNTIF, SUMIF, AVERAGEIF</li> </ul> </li> <li>• <u>Excel</u> Chapter 04: Applying Logic in Decision Making               <ul style="list-style-type: none"> <li>– Functions: Boolean logic (TRUE, FALSE, AND, OR, NOT), IF statements, and nested functions</li> </ul> </li> <li>• Includes Lab Activity 02 only</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read</b> <u>Rainer</u> Chapter 07: E-Business and E-Commerce <b>BB &gt; Course Content &gt; Exam 3</b></li> <li>• <b>Complete</b> <u>Rainer</u> Chapter 07: ORION Study Activity <b>BB &gt; Assignments &gt; WileyPLUS ORION</b> <ul style="list-style-type: none"> <li>– Due by 11:00 AM, Wed 10/26</li> </ul> </li> </ul>
18 	Wed 10/26 <hr/> BS 003	<ul style="list-style-type: none"> <li>• <u>Rainer</u> Chapter 07: E-Business and E-Commerce <b>BB &gt; Course Content &gt; Exam 3</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete</b> <u>Rainer</u> Chapter 07 Reading Quiz <b>BB &gt; Quizzes &gt; WileyPLUS</b> <ul style="list-style-type: none"> <li>– Due by 11:59 PM, Thu 10/27</li> </ul> </li> <li>• <b>Review</b> <u>Excel</u> Chapter 05: Retrieving Data for Computation, Analysis, and Reference slides <b>BB &gt; Course Content &gt; Exam 3</b></li> </ul>
19 	Mon 10/31 <hr/> DA 304  <b>Last day to withdraw from classes</b>	<ul style="list-style-type: none"> <li>• Review Results from Exam 2</li> <li>• Excel - Lookup Functions and Exception Handling <b>BB &gt; Course Content &gt; Exam 3</b></li> <li>• Basic Table Lookup Functions: HLOOKUP, LOOKUP, and VLOOKUP</li> <li>• Exception Handling: ISERROR, ISNA</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read</b> <u>Rainer</u> Chapter 04: Information Security <b>BB &gt; Course Content &gt; Final</b></li> <li>• <b>Complete</b> <u>Rainer</u> Chapter 04: ORION Study Activity <b>BB &gt; Assignments &gt; WileyPLUS ORION</b> <ul style="list-style-type: none"> <li>– Due by 11:00 AM, Wed 11/02</li> </ul> </li> </ul>

Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
20 	Wed 11/02 <hr/> BS 003	<ul style="list-style-type: none"> <li><i>Rainer</i> Chapter 04: Information Security <b>BB &gt; Course Content &gt; Final</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> <i>Rainer</i> Chapter 04 Reading Quiz               <ul style="list-style-type: none"> <li><b>BB &gt; Quizzes &gt; WileyPLUS</b></li> <li>Due by 11:59 PM, Thu 11/03</li> </ul> </li> </ul>
21 	Mon 11/07 <hr/> DA 304	<ul style="list-style-type: none"> <li>Lab Activity 03 <b>BB &gt; Labs</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> Lab Activity 03 Quiz <b>BB &gt; Quizzes</b> <ul style="list-style-type: none"> <li>Due by 11:59 PM, Tue 11/08</li> </ul> </li> </ul>
	Tue 11/08	 <b>Presidential Election – NO CLASSES</b>	
22	Wed 11/09 <hr/> BS 003	<ul style="list-style-type: none"> <li>Excel - Lookup Functions and Exception Handling <i>(continued work)</i> <b>BB &gt; Course Content &gt; Exam 3</b> <ul style="list-style-type: none"> <li>Basic Table Lookup Functions: HLOOKUP, LOOKUP, and VLOOKUP</li> <li>Exception Handling: ISERROR, ISNA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Study</b> <i>Rainer</i>, Excel and Related Material for Exam 3</li> </ul>

Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
	Mon 11/14 <hr/> DA 304	<b>Exam 3</b> <ul style="list-style-type: none"> <li>– <i>Rainer</i> Chapter 04: Information Security</li> <li>– <i>Rainer</i> Chapter 07: E-Business and E-Commerce</li> <li>– <i>Excel</i> Chapter 05: Retrieving Data for Computation, Analysis, and Reference</li> <li>– Excel - cumulative concepts, features and functions, plus new functions:</li> <li>– Basic Table Lookup Functions: HLOOKUP, LOOKUP, and VLOOKUP</li> <li>– Exception Handling: ISERROR, ISNA</li> <li>– Includes Lab Activities 02 &amp; 03</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review</b> <i>Excel</i> Chapter 07: Organizing Data for Effective Analysis slides (Part 2) <b>BB &gt; Course Content &gt; Final</b></li> <li>• <b>Review</b> What is the DATEDIF Function? <b>BB &gt; Course Content &gt; Final</b></li> <li>• <b>View</b> Microsoft Excel Tutorial <b>BB &gt; Tutorials &gt; Excel &gt; Dates</b></li> </ul>
23	Wed 11/16 <hr/> BS 003	<ul style="list-style-type: none"> <li>• <i>Excel</i> Chapter 07: Organizing Data for Effective Analysis (Part 2) <b>BB &gt; Course Content &gt; Final</b></li> <li>• Date Functions: DATE, TODAY, YEAR, MONTH, DAY, WEEKDAY, DATEDIF, YEARFRAC</li> <li>• Time Functions: NOW, TIME, HOUR, MINUTE, SECOND</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review</b> <i>Excel</i> Chapter 07: Organizing Data for Effective Analysis slides (Part 1) <b>BB &gt; Course Content &gt; Final</b></li> </ul>

Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
24  	Mon 11/21 <hr/> DA 304	<ul style="list-style-type: none"> <li>Review Results from Exam 3</li> <li><u>Excel</u> Chapter 07: Organizing Data for Effective Analysis (Part 1) <b>BB &gt; Course Content &gt; Final</b></li> <li>Text Manipulation Functions: LEFT, RIGHT, MID, LEN, FIND, UPPER, LOWER, PROPER</li> <li>Information Function: ISTEXT</li> <li>CONCATENATE and use of ampersands</li> </ul>	<ul style="list-style-type: none"> <li><b>Case 10: The Oil Fracking Investment Decision</b> <ul style="list-style-type: none"> <li>Turn in via <b>BB &gt; Assignments &gt; Submit Work Here</b></li> <li>Due by 11:59 PM, Tue 11/22</li> </ul> </li> </ul>
	Wed 11/23		<p style="text-align: center;"><b>Thanksgiving Break</b> <b>November 23 - 27 – NO CLASSES</b></p>
25  	Mon 11/28 <hr/> BS 003	<ul style="list-style-type: none"> <li>Lab Activity 04 <b>BB &gt; Labs</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Complete</b> Lab Activity 04 Quiz <b>BB &gt; Quizzes</b> <ul style="list-style-type: none"> <li>Due by 11:59 PM, Tue 11/29</li> </ul> </li> <li><b>Review</b> <u>Excel</u> Chapter 07: Organizing Data for Effective Analysis slides (Part 3) <b>BB &gt; Course Content &gt; Final</b></li> <li><b>Review</b> <u>Excel</u> Index and Match content <b>BB &gt; Course Content &gt; Final</b></li> </ul>

Class Session	Date	Topics Covered in Class	After-Class Assignments
	Location		
26	Wed 11/30 <hr/> DA 304	<ul style="list-style-type: none"> <li><u>Excel</u> Chapter 07: Organizing Data for Effective Analysis (Part 3) <b>BB &gt; Course Content &gt; Final</b> <ul style="list-style-type: none"> <li>Conditional Functions: COUNTIFS, SUMIFS, AVERAGEIFS</li> </ul> </li> <li>Excel - Additional Conditional and Table Lookup Functions <b>BB &gt; Course Content &gt; Final</b> <ul style="list-style-type: none"> <li>Table Lookup Functions: INDEX &amp; MATCH</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Review</b> <u>Excel</u> Chapter 07: Organizing Data for Effective Analysis slides (Part 3) <b>BB &gt; Course Content &gt; Final</b></li> </ul>
27 	Mon 12/05 <hr/> BS 003	<ul style="list-style-type: none"> <li><u>Excel</u> Chapter 07: Organizing Data for Effective Analysis (Part 3) <b>BB &gt; Course Content &gt; Final</b> <ul style="list-style-type: none"> <li>Data Manipulation: Lists, Tables, Filtering, Sorting</li> <li>Database Functions: DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DSUM</li> <li>PivotTables and PivotCharts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Survey 3: Final Course Survey</b> (Optional - Extra Credit) <ul style="list-style-type: none"> <li>Provide feedback via <b>BB &gt; Assignments &gt; Surveys</b></li> <li>Must be completed by 11:59 PM, Tue 12/06</li> </ul> </li> </ul>
	Mon 12/12  11:30 AM To 02:00 PM <hr/> <b>BS 054</b> (Room change)	<p><b><u>Comprehensive Final Exam</u></b></p> <ul style="list-style-type: none"> <li><u>Excel</u> Chapter 07: Organizing Data for Effective Analysis</li> <li>Excel - cumulative concepts, features and functions, plus new functions:</li> <li>Data Manipulation: Lists, Tables, Filtering, Sorting <ul style="list-style-type: none"> <li>DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DSUM</li> </ul> </li> <li>PivotTables and PivotCharts</li> <li>INDEX &amp; MATCH</li> <li>Includes Lab Activities 02-05</li> </ul>	<p><b>Final Grades will be posted with Registrar's Office by 12/19/16</b></p>

Revised 8/19/2016