



**CIS-305-02-4202 (v2) – Schedule
Data Analysis for Decision-Making
Spring 2020**

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

Important Dates

Spring 2020 classes start	Jan 06 (Tue)	Spring Break	Mar 09-15 (Tue-Sun)
Last day to drop/add	Jan 10 (Fri)	Last day of classes	Apr 20 (Tue)
Martin Luther King holiday	Jan 20 (Tue)	Reading Day	Apr 21 (Tue)
Spring 2019 Business Career Fair	Feb 15 (Fri)	Final Exam	Apr 27 (Tue)
Last day to withdraw	Mar 04 (Thu)	Degree Date	May 09 (Sat)
		Spring commencement	May 09 (Sat)*

**date is tentative*

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Section Info	02	TTH	08:00 AM – 9:15 AM
			BS 054
Office Hours	Tuesdays and Thursdays	01:00 PM – 02:00 PM	BS 307

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

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 when each assignment is due.
3. Read assigned material **before** the scheduled class session. There may be unannounced quizzes to check 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. Contact the UofL I.T. Help Desk at (502) 852-7997 to report any technical issues that you may encounter with Blackboard or CardMail.
I do not accept technical issues as a valid excuse for submitting any assigned work after the posted due date and time as noted in this schedule.











Exam	Microsoft® Office® Application	Chapter(s)
Module 1	Access	1-4
Midterm	Access	1-7
Module 3	Excel	1-4
Final	Excel	1-4 and 6-8

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.

Date	Topics Covered in Class	After-Class Assignments	Due
Tue 01/07	<p>Course Syllabus and Schedule BB > Syllabus BB > Schedule</p> <p>McGraw-Hill SIMnet® Purchase & Registration</p> <p>Blackboard Overview - Navigation and Content</p>	 Complete <u>SIMnet</u> Intro Chapter Assignments Content > Intro  Complete <u>SIMnet</u> Access Chapter 1 HW Content > Module 1 > Chapter 1	08:00 AM Thu 01/09
Thu 01/09	<p>Module 1, Access Chapter 1: Creating a Database and Tables</p> <p>Student Survey (<i>Optional - Extra Credit</i>) Surveys</p>	 Complete <u>SIMnet</u> Access Chapter 1 Project (IP) Content > Module 1 > Chapter 1  Submit <u>SIMnet</u> Pause & Practice: Access 1-4 (EC) Content > Module 1 > Chapter 1  Survey 1: Getting to Know You (<i>Optional - EC</i>) Surveys Syllabus Acknowledgement (<i>Required</i>) Syllabus	08:00 AM Tue 01/14
Tue 01/14	<p>Module 1, Access Chapter 1 Group Project (GP) Content > Module 1 > Chapter 1</p>	 Complete <u>SIMnet</u> Access Chapter 2 HW Content > Module 1 > Chapter 2	08:00 AM Thu 01/16
Thu 01/16	<p>Module 1, Access Chapter 2: Using Design View, Data Validation, and Relationships</p>	 Complete <u>SIMnet</u> Access Chapter 2 Project (IP) Content > Module 1 > Chapter 2  Submit <u>SIMnet</u> Pause & Practice: Access 2-3 (EC)	08:00 AM Thu 01/23
Mon 01/20	<p><i>Martin Luther King, Jr. Holiday – CLASS DOES NOT MEET</i></p>		
Tue 01/21	<p>Module 1, Access Chapter 2 Group Project (GP) Content > Module 1 > Chapter 2</p>	 Complete <u>SIMnet</u> Access Chapter 3 HW Content > Module 1 > Chapter 3	08:00 AM Thu 01/23

Date	Topics Covered in Class	After-Class Assignments		Due
Thu 01/23	Module 1, Access Chapter 3: Creating and Using Queries		Complete <u>SIMnet</u> Access Chapter 3 Project (IP) Content > Module 1 > Chapter 3	08:00 AM Tue 01/28
			Submit <u>SIMnet</u> Pause & Practice: Access 3-4 (EC) Content > Module 1 > Chapter 3	
Tue 01/28	Module 1, Access Chapter 3 Group Project (GP) Content > Module 1 > Chapter 3		Complete <u>SIMnet</u> Access Chapter 4 HW Content > Module 1 > Chapter 4	08:00 AM Thu 01/30
Thu 01/30	Module 1, Access Chapter 4: Creating and Using Forms and Reports		Complete <u>SIMnet</u> Access Chapter 4 Project (IP) Content > Module 1 > Chapter 4	08:00 AM Tue 02/04
			Submit <u>SIMnet</u> Pause & Practice: Access 4-4 (EC) Content > Module 1 > Chapter 4	
Tue 02/04	Module 1, Access Chapter 4 Group Project (GP) Content > Module 1 > Chapter 4		Complete <u>SIMnet</u> Module 1 Practice Exam Content > Module 1 > Practice Exam	
Thu 02/6	 Module 1 Exam Access Chapters 1-4		Complete <u>SIMnet</u> Access Chapter 5 HW Content > Module 2 > Chapter 5	08:00 AM Tue 02/11
Tue 02/11	Module 2, Access Chapter 5: 5.1 Using Access Templates 5.2 Creating and Customizing a Relationship through the Lookup Wizard	 	Submit <u>SIMnet</u> Pause & Practice: Access 5-1 (EC) Content > Module 2 > Chapter 5 Complete <u>SIMnet</u> Access Chapter 6 HW Content > Module 2 > Chapter 6	08:00 AM Thu 02/13

Date	Topics Covered in Class	After-Class Assignments		Due
Thu 02/13	Module 2, Access Chapter 6: Creating Advances Queries and Reports		Complete <i>SIMnet</i> Access Chapter 6 Project (IP) Content > Module 2 > Chapter 6	08:00 AM Tue 02/18
			Submit <i>SIMnet</i> Pause & Practice: Access 6-3 (EC) Content > Module 2 > Chapter 6	
Tue 02/18	Module 2, Access Chapter 6 Group Project (GP) Content > Module 2 > Chapter 6		Complete <i>SIMnet</i> Access Chapter 7 HW Content > Module 2 > Chapter 7	08:00 AM Thu 02/20
			Submit <i>SIMnet</i> Pause & Practice: Access 7-1 (EC) Content > Module 2 > Chapter 7	
			Survey 2: Mid-Term Survey (Optional - EC) Surveys	
Thu 02/20	Module 2, Access Chapter 7: 7.1 Building a Form in Design View 7.2 Modifying Form Properties	Study for Midterm Exam		
Tue 02/25	 Midterm Exam Access Chapters 1-7		Complete <i>SIMnet</i> Excel Chapter 1 HW Content > Module 3 > Chapter 1	08:00 AM Thu 02/27
Thu 02/27	Review Results from Midterm Exam Module 3, Excel Chapter 1: Creating and Editing Workbooks		Complete <i>SIMnet</i> Excel Chapter 1 Project (IP) Content > Module 3 > Chapter 1	08:00 AM Tue 03/03
			Submit <i>SIMnet</i> Pause & Practice: Excel 1-4 (EC) Content > Module 3 > Chapter 1	
Tue 03/03	Module 3, Excel Chapter 1 Group Project (GP) Content > Module 3 > Chapter 1 Today is the last day to withdraw from classes Mar 4th		Complete <i>SIMnet</i> Excel Chapter 2 HW Content > Module 3 > Chapter 2	08:00 AM Thu 03/05

Date	Topics Covered in Class	After-Class Assignments		Due
Thu 03/05	Module 3, Excel Chapter 2: Working with Formulas and Functions	 	Complete <u>SIMnet</u> Excel Chapter 2 Project (IP) Content > Module 3 > Chapter 2 Submit <u>SIMnet</u> Pause & Practice: Excel 2-3 (EC) Content > Module 3 > Chapter 2	08:00 AM Tue 03/17
Tue 03/10 & Thu 03/12	 <p style="text-align: center;">Spring Break March 19-15 – NO CLASSES</p>			
Tue 03/17	Module 3, Excel Chapter 2 Group Project (GP) Content > Module 3 > Chapter 2		Complete <u>SIMnet</u> Excel Chapter 3 HW Content > Module 3 > Chapter 3	08:00 AM Thu 03/19
Thu 03/19	Module 3, Excel Chapter 3: Creating and Editing Charts	 	Complete <u>SIMnet</u> Excel Chapter 3 Project (IP) Content > Module 3 > Chapter 3 Submit <u>SIMnet</u> Pause & Practice: Excel 3-3 (EC) Content > Module 3 > Chapter 3	08:00 AM Tue 03/24
Tue 03/24	Module 3, Excel Chapter 3 Group Project (GP) Content > Module 3 > Chapter 3		Complete <u>SIMnet</u> Excel Chapter 4 HW Content > Module 3 > Chapter 4	08:00 AM Thu 03/26
Thu 03/26	Module 3, Excel Chapter 4: Formatting, Organizing, and Getting Data	 	Complete <u>SIMnet</u> Excel Chapter 4 Project (IP) Content > Module 3 > Chapter 4 Submit <u>SIMnet</u> Pause & Practice: Excel 4-4 (EC) Content > Module 3 > Chapter 4	08:00 AM Tue 03/31
Tue 03/31	Module 3, Excel Chapter 4 Group Project (GP) Content > Module 3 > Chapter 4		Complete <u>SIMnet</u> Module 3 Practice Exam Content > Module 3 > Practice Exam	08:00 AM Thu 04/02

Date	Topics Covered in Class	After-Class Assignments	Due
Thu 04/02	 Module 3 Exam Excel Chapters 1-4	 Complete <u>SIMnet</u> Excel Chapter 6 HW Content > Module 4 > Chapter 6	08:00 AM Tue 04/07
Tue 04/07	Module 4, Excel Chapter 6: Exploring the Function Library	 Complete <u>SIMnet</u> Excel Chapter 6 Project (IP) Content > Module 4 > Chapter 6  Submit <u>SIMnet</u> Pause & Practice: Excel 6-4 (EC) Content > Module 4 > Chapter 6	08:00 AM Thu 04/09
Thu 04/09	Module 4, Excel Chapter 6 Group Project (GP) Content > Module 4 > Chapter 6	 Complete <u>SIMnet</u> Excel Chapter 7 HW Content > Module 4 > Chapter 7  Complete <u>SIMnet</u> Excel Chapter 8 HW Content > Module 4 > Chapter 8	08:00 AM Tue 04/14
Tue 04/14	Module 4, Excel Chapter 7: 7.1 Using Excel Templates 7.2 Setting Data Validation Module 4, Excel Chapter 8: 8.1 Creating and Managing Scenarios 8.2 Using Goal Seek 8.3 Using Solver	 Submit <u>SIMnet</u> Pause & Practice: Excel 7-1 (EC) Content > Module 4 > Chapter 7  Submit <u>SIMnet</u> Pause & Practice: Excel 8-1 (EC) Content > Module 4 > Chapter 8 Study for Final Exam  Survey 3: Final Survey (Optional - EC) Surveys	11:59 PM Tue 04/21
Mon 04/27 08:00 AM to 10:30 AM	 Final Exam Excel Chapters 1-4, and 6-8	I will post final grades in ULink by 04/30/20	

Revised 1/3/2020