

IS 44: Microsoft Office Tools for Business Analysis

September 08, 2025

Syllabus
Logistics
Cengage Registration



Welcome to IS 44

Microsoft Office Tools for Business Analysis!

Road Map

- Brief introduction
- Course logistics
- Cengage registration to access online portal MindTap

Introduction

- **Md Alimoor Reza**

- Assistant Professor of Computer Science, Dept. of Mathematics and Computer Science, Drake University, USA
- **Office:** Shuang-Zi Building (11th Floor)
- **Email:** md.reza@drake.edu
- **Phone:** 515-271-1972
- **Office hours:** Tuesday: 8:00-9:50 AM
Thursday: 2:00-3:50 PM
additionally by appointment
[Zoom link](#)

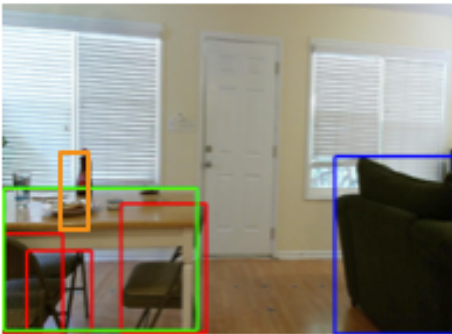


Prior Teaching Experience

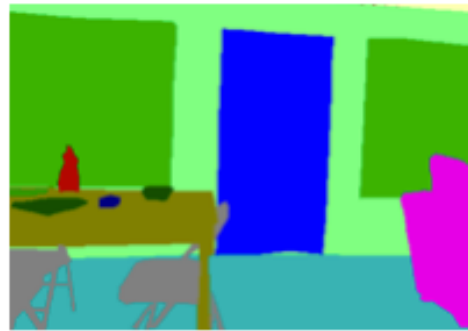
- Prior teaching experience
 - Drake University
 - Introduction to Computer Science (Fall'21,22&23, Spring'22&23)
 - Computer Vision (Spring'22, Fall'24)
 - Robotics (Fall'22, Spring'25)
 - Artificial Intelligence (Spring'23)
 - Indiana University Bloomington
 - Computer Vision (Spring'21)
 - Artificial Intelligence (Fall'18)
 - George Mason University
 - Introduction to Computing , Object Oriented Programming, Data Mining

About My Research

- Research
 - Passionate about Artificial Intelligence (A.I.) for Robots
 - Studying various types of images and finding meaningful concepts from them



Object Detection



Semantic Segmentation



Introduction

- Additional help
 - CS academic advisor (for CS 65):
 - Wei Wang
- Now your turn, briefly introduce yourselves!
 - Your name
 - Why you are interested in this course?
 - Hobby/interest

Course Logistics

- The course explores the use of technology and application software for solving business problems, both analytic and organizational in nature. The course uses the most current Microsoft Office application suite, including Word, Excel, and PowerPoint and **focuses primarily on building Excel skills**. Topics include the use of financial, logical, and time functions in creating worksheets and the use of Pivot tables and charts in analyzing and presenting data. With all topics, there will be an emphasis on problem solving where the tools are used to create desired solutions. Prerequisites: Math 20 or equivalent, knowledge of basic software tools including word processing, file handling, e-mail, Internet browsers, and presentation software.
- Most of the course content lectures, assignments, labs, etc will be hosted at
 - https://analytics.drake.edu/~reza/teaching/is44_fall25/is44_schedule.html

Learning Objectives

- Throughout this course, the student will:
 - develop general awareness and skills to enable safe and reliable use of computer systems and the Internet;
 - develop general understanding of data and how data can be organized to provide information;
 - develop general problem solving skills using the Microsoft Office programs PowerPoint, Excel and Word;
 - provide you with skills and knowledge to use spreadsheets to support personal and business needs.

Course Logistics

Students will be asked to complete individual assignments to show comprehension and application of the concepts presented in the lectures and readings for each Module. Detailed guidelines and grading criteria for these individual assignments are provided in Cengage MindTap/SAM.

- **Skills Training** (*Cengage Homework Lab*). You will use your MindTap/SAM Access Code to complete a Skills Training for each Module (chapter).
 - **Projects** (*Cengage Homework Lab*). You will use your MindTap/SAM Access Code to complete a Project for each Module (chapter). You are allowed 3 submission attempts.
 - **Exam**. The MOS Excel certifications are professional certifications offered through Microsoft. The **associate exam** will count toward your **final exam grade** for IS 44. The Associate exam score will be worth 100 points.
- Read the syllabus

Course Logistics

- Grading policy: the final grade in the course will be determined as follows:

- *Skills Training Homework: 25%*
- *Hands-on Projects: 50%*
- *Exam: 20%*
- *Attendance: 05%*

Total: 100%

- Grading scale:

- | | | |
|-----------------------------|---------------|----------------|
| • A ⁺ (97%-100%) | • A (91%-96%) | • A- (83%-90%) |
| • B+ (77%-82%) | • B (73%-76%) | • B- (69%-72%) |
| • C+ (66%-68%) | • C (63%-65%) | • C- (62%) |
| • D+/D (61%) | • D- (60%) | • F (55%) |

Course Logistics

- Late Assignments, Make-ups, Incomplete work, and cheating
 - Students are expected to turn in all assignments on time. Late assignments will incur a 5 point penalty if it is late. Homework that is more than 2 weeks late will not be accepted. Incomplete grades for the course will not be given unless there are extraordinary circumstances, as determined by the professor.
 - Cheating will not be tolerated. If cheating is detected, student will earn a 0 on the assignment. If a second instance is detected, student will receive an F for the course. All cheating instances will be reported to the Dean..

Course Schedule (tentative)

IS 44: Microsoft Office Tools for Business Analysis (Fall 25)

Instructor: **Dr. Md Alimoor Reza**
Assistant Professor of Computer Science
Department of Mathematics and Computer Science
Drake University

Class room: Qingdao University # Boyi#508
Meeting time: Monday (10:10 am - 12:00pm)
Office hours: Tues (08:00pm-9:50am) and and Thurs (2:00 pm - 3:50 pm) or by appointment

Schedule

A tentative schedule below (subject to change as we progress).

Date	Topic	Reading	Items due
week 1 (Mon: Sep 08)	Course Introduction, Required Materials, and File Management Lecture 1 slide		No Project
week 2 (Mon: Sep 15)	Excel Module 1 - Getting Started with Excel Lecture 2 slide Mindtap training & Project#1 (released)	Reading: Module 1	
week 3 (Mon: Sep 22)	Excel Module 2 - Formatting Workbooks, Text, & Data Lecture 3 slide Mindtap training & Project#2 (released)	Reading: Module # 2	Mindtap training & Project#1 (due on 09/21)
week 4 (Mon: Sep 29)	Excel Module 3 - Calculations with Formulas & Functions Lecture 4 slide Mindtap training & Project#3 (released)	Reading: Module # 3	Mindtap training & Project#2 (due on 09/28)
week 5 (Mon: Oct 06)	Mid-Autumn Festival/National Holiday break: October 1–8, 2025		

Course Logistics

- Read the syllabus
- Important highlights:
 - Grading requirement and grading scale (tentative)
 - Attendance policy
 - Deadline policy
 - Technology requirement
 - Academic integrity

Cengage Registration

- 1 Ensure that you are not on a VPN outside of your country. Visit

<https://student.cengage.com>

2a | If you **do not** have an existing Cengage Account

Click “**Create Account**” (go to step 3)

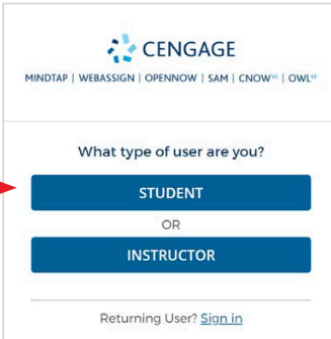
2b | If you **have** an existing Cengage Account

Enter your email, click “**Next**”, then enter your password and Sign in (go to step 10)

The image displays two sequential screenshots of the Cengage login page. The left screenshot shows the 'Sign In' form with an empty email field and a 'NEXT' button. A red '2b' label is next to the 'NEXT' button, and a red '2a' label is next to the 'New User? Create Account' link. A red arrow points to the right screenshot, which shows the 'Sign In' form with an email field containing 'asiatest103@hotmail.com' and a 'SIGN IN' button. A red '2a' label is next to the 'New User? Create Account' link.

Cengage Registration

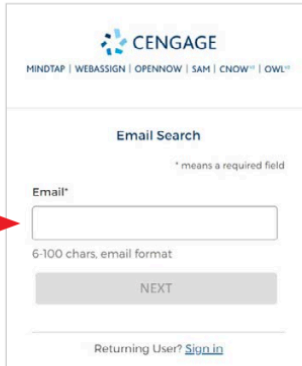
3 | Select “Student”



A screenshot of the Cengage registration page. At the top, the Cengage logo is displayed with the text 'MINDTAP | WEBASSIGN | OPENNOW | SAM | CNOW™ | OWL™' below it. The main heading is 'What type of user are you?'. There are two blue buttons: 'STUDENT' and 'INSTRUCTOR', with 'OR' centered between them. A red arrow points to the 'STUDENT' button. At the bottom, there is a link: 'Returning User? [Sign In](#)'.

4 | Enter your email

Important: You must use a valid email address for account verification.



A screenshot of the Cengage registration page. At the top, the Cengage logo is displayed with the text 'MINDTAP | WEBASSIGN | OPENNOW | SAM | CNOW™ | OWL™' below it. The main heading is 'Email Search'. Below the heading, there is a text input field labeled 'Email*'. A red arrow points to this field. Below the field, the text '6-100 chars, email format' is displayed. Below that is a grey 'NEXT' button. At the bottom, there is a link: 'Returning User? [Sign In](#)'.

Cengage Registration

5 | Complete Registration

- Fill in your **personal information**.
- Select your **institution** by typing institution name and select from dropdown list.
- Select your **Timezone**.
- Tick the box “I agree to the Terms of Use and Privacy Policy”.
- Click “**NEXT**”.

The image displays three sequential screenshots of the Cengage registration process, connected by red arrows indicating the flow.

First Screenshot: Create New Account
The form includes the following fields:

- Email***: asiatest103@hotmail.com
- First Name***: (empty)
- Last Name***: (empty)
- Birth Year***: (empty)

Each field has a character count below it. A "NEXT" button is at the bottom.

Second Screenshot: Institution Selection
The "Institution*" field contains "assumption uni". A dropdown menu is open, showing the following options:

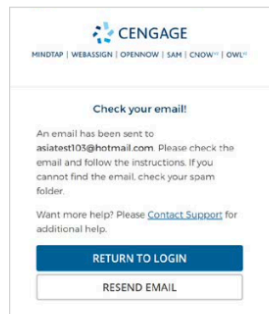
- ASSUMPTION UNIVERSITY ABAC, CITY CAMPUS (BANGKOK)
- ASSUMPTION UNIVERSITY ABAC, HUA MAK CAMPUS (BANGKOK)
- ASSUMPTION UNIVERSITY (ABAC), SUVARNABHUMI CAMPUS (SAMUTHPRAKARN)

A "NEXT" button is at the bottom.

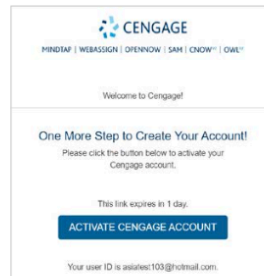
Third Screenshot: Agreement and Final Step
The "Birth Year*" field is empty. Below it is the "Institution*" field with "ASSUMPTION UNIVERSITY (ABAC), S" selected. The "Timezone*" field is set to "(GMT+07:00) Bangkok, Hanoi, Jakart". There is a checkbox for "I want to receive important Cengage updates and information" (unchecked) and a checked checkbox for "I agree to the Terms of Use and Privacy Policy". A "NEXT" button is at the bottom.

Cengage Registration

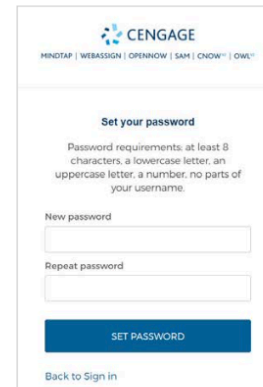
6 | Check your email immediately to activate your account.



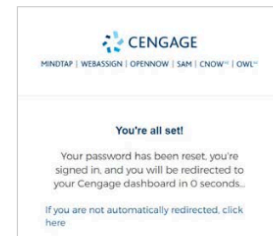
7 | Open our welcome email and click on **"Activate Cengage Account"** button. (Email verification expires in 1 day)



8 | Set your Cengage **password**

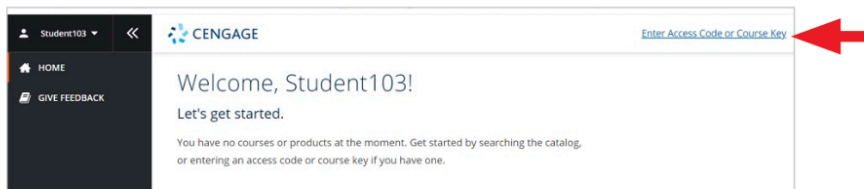


9 | You will be redirected to the Cengage dashboard, where you will activate your Online Learning Platform and enrol in your course.

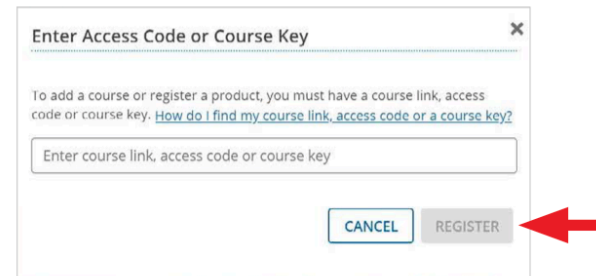


Cengage Registration

10 | This is your student dashboard.
Click on **“Enter Access Code or Course Key”**



11 | Enter the **Course Key**, then click on **“Register”**

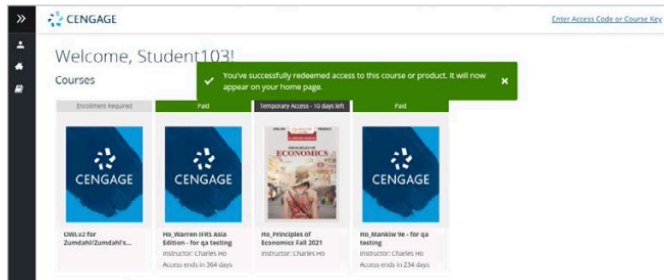


For example: my sample student registration

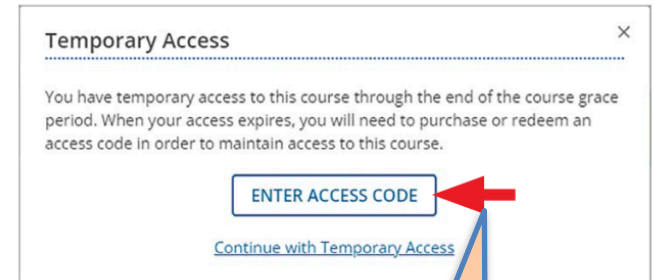
The screenshot shows a web browser window with the URL `student.cengage.com/dashboard/home`. The page features a dark blue sidebar on the left with navigation options: HOME, PROFILE, COURSES (highlighted), and Help. A 'SIGN OUT' button is located at the bottom of the sidebar. The main content area displays the Cengage logo and a link to 'Enter Access Code or Course Key'. A large dashed box contains a plus sign and the text 'Enter Course Key', indicating the registration step.

Cengage Registration

12 | Your Online Learning Platform will appear on the homepage. Click on it to access.



13 | Click on **“Enter Access Code”**

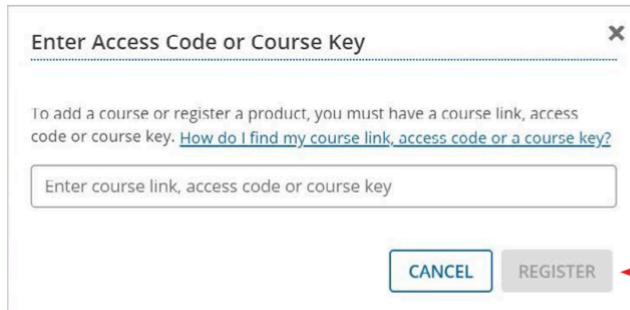


Use the following access key

MTPNBWH5BDWS

Cengage Registration

- 14** | The following window will appear, enter your Access Code, then click **“Register”**.



Enter Access Code or Course Key

To add a course or register a product, you must have a course link, access code or course key. [How do I find my course link, access code or a course key?](#)

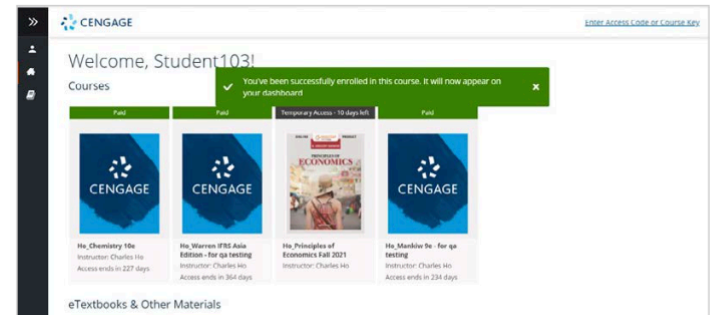
Enter course link, access code or course key

CANCEL REGISTER

Use the following access key

MTPNBWH5BDWS

- 15** | You have successfully enrolled to your instructor’s course with full digital access. Click on the Online Learning Platform to enter.



Completed Cengage Registration!

The screenshot shows a web browser at the URL `student.cengage.com/dashboard/home`. The user is logged in as `Md Alimoor`. The dashboard features a sidebar with navigation options: HOME, PROFILE, COURSES (currently showing 'No Courses'), and Help. A 'SIGN OUT' button is located at the bottom of the sidebar. The main content area displays the Cengage logo and a link to 'Enter Access Code or Course Key'. A course card for 'New Perspectives Microsoft 365 & Office Collection' (First Edition) is shown, indicating 'Temporary Access - 11 days left' and providing buttons for 'OPEN MINDTAP' and 'VIEW EBOOK'. Below the course card, the course details are listed: 'QDU IS 44 (Office 365) - Reza - Fall 2025', 'Instructor: Alimoor Reza', and 'Course access until March 2, 2026'. A green success message at the bottom of the dashboard states: 'You've been successfully enrolled in this course. It will now appear on your dashboard.'