

IS 44: Microsoft Office Tools for Business Analysis

September 08, 2025

Syllabus
Logistics
Cengage Registration



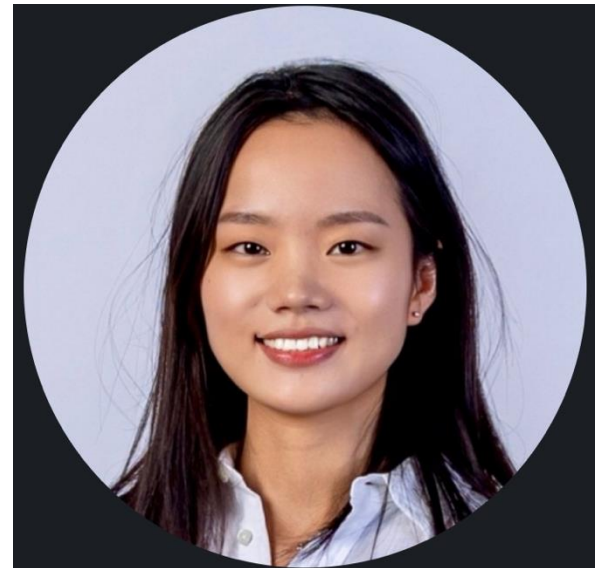
Welcome to IS 44
Microsoft Office Tools for Business Analysis!

Road Map

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

Introduction

- Lu Zhang
 - Assistant Professor of Practice in Data Analytics, Dept. of Mathematics and Computer Science, Drake University, USA
 - **Office:** Shuang-Zi B Building (11th Floor)
 - **Email:** lu.zhang@drake.edu
 - **Office hours:** Tuesday: 8:00-9:50 AM
Tuesday: 4:00-5:50 PM
Additionally by appointment

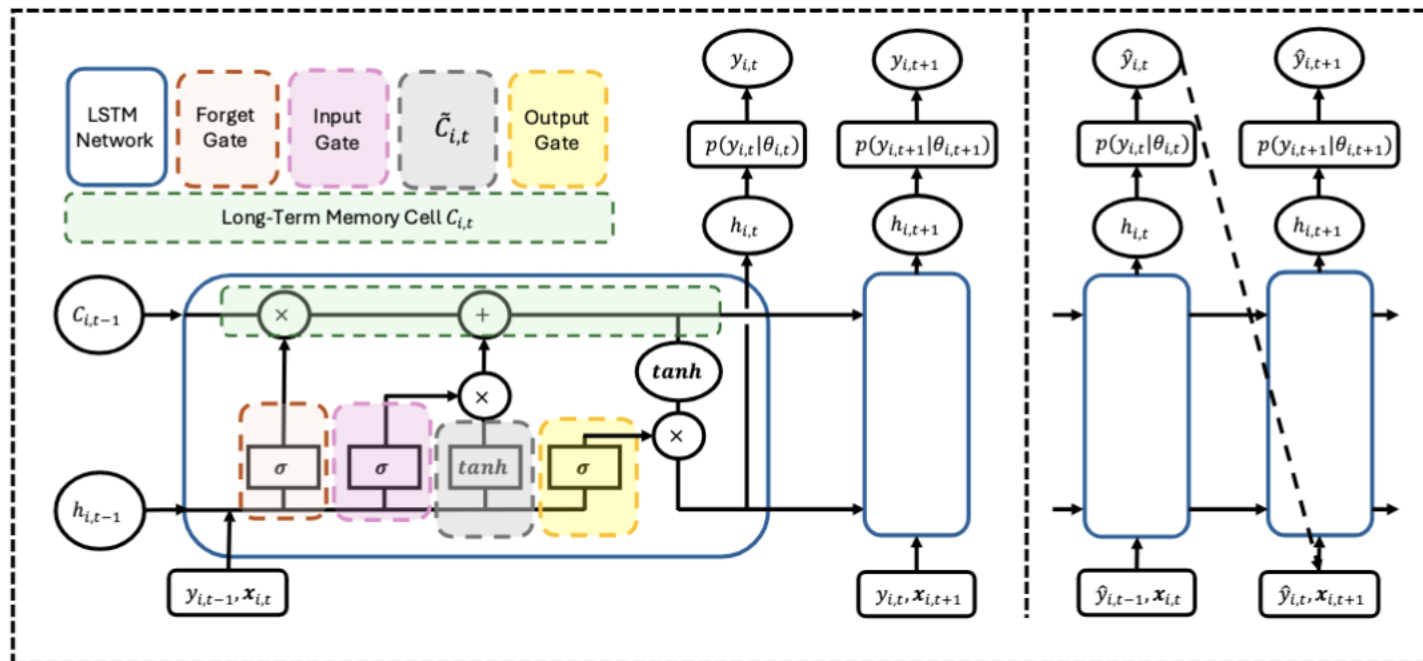


Prior Teaching Experience

- Prior teaching/working experience
 - Drake University
 - STAT 40: R & SAS (Fall 2025)
 - IS44: Microsoft Office Tools for Business Analysis (Fall 2025)
 - Northern Illinois University
 - Computational Methods in Statistics (Spring 2025)
 - Project Manager at Statistical Consulting Lab (2019-2024)

About My Research

- Research
 - Passionate about Deep Learning Application on Financial Data.
 - Studying high-frequency financial data and finding meaningful strategies from it.



Introduction

- Additional help
 - IS 44 academic advisor:
 - Wei Wang (wangwei08ww@126.com)
- Now your turn, briefly introduce yourselves!
 - Your name
 - Why are you 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.

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, the student will earn a zero 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 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)

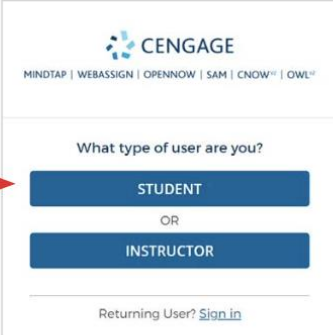
2b | If you **have** an existing Cengage Account

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 interface. The left screenshot shows the initial 'Sign In' screen with an email input field and a blue 'NEXT' button. A red '2b' label is positioned to the right of the 'NEXT' button, and a red '2a' label is positioned to the right of the 'New User? Create Account' link. The right screenshot shows the subsequent 'Sign In' screen with an email input field containing the text 'asistest103@hotmail.com', a password input field, and a blue 'SIGN IN' button. A red arrow points from the 'NEXT' button in the left screenshot to the 'SIGN IN' button in the right screenshot.

Cengage Registration

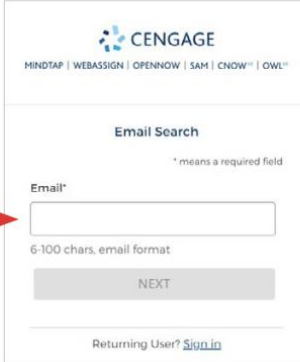
3 | Select “Student”



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 the logo, the question 'What type of user are you?' is centered. Two blue buttons are stacked vertically: 'STUDENT' on top and 'INSTRUCTOR' on the bottom, with the word 'OR' centered between them. A red arrow points to the 'STUDENT' button. At the bottom of the form, 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 the logo, the heading 'Email Search' is centered, followed by a note: '* means a required field'. Below this, the label 'Email*' is positioned to the left of a text input field. Below the input field, the text '6-100 chars, email format' is displayed. A grey 'NEXT' button is located below the input field. A red arrow points to the input field. At the bottom of the form, 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, with red arrows indicating the flow from left to right.

First Screenshot: Create New Account
The form includes the Cengage logo and the text "MINDTAP | WEBASSIGN | OPENNOW | SAM | KNOW | OWL". Below the logo, it says "Create New Account" with a note "* means a required field". The fields are:

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

Second Screenshot: Institution Search
A search bar contains "assumption uni". A dropdown list shows 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 visible below the list.

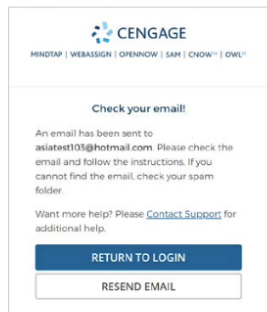
Third Screenshot: Birth Year and Agreement
The form shows the "Birth Year*" field, the "Institution*" dropdown (selected: ASSUMPTION UNIVERSITY (ABAC), S...), and the "Timezone*" dropdown (selected: (GMT+07:00) Bangkok, Hanoi, Jakart...). Below these are two checkboxes:

- I want to receive important Cengage updates and information
- I agree to the Terms of Use and Privacy Policy

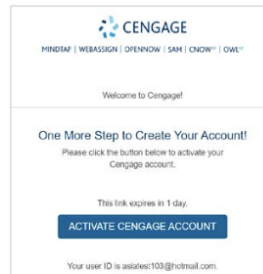
A "NEXT" button is at the bottom.

Cengage Registration

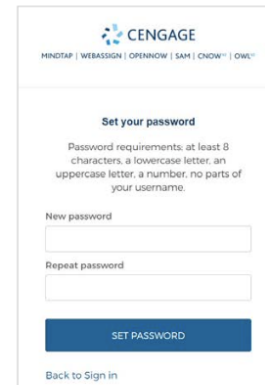
6 | Check your email immediately to activate your account.



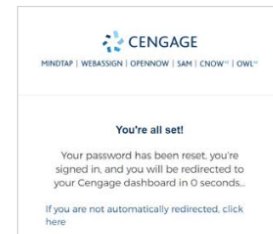
7 | Open our welcome email and click on **"Activate Cengage Account"** button. (Email verification expires in 1 day)



8 | Set your Cengage **password**

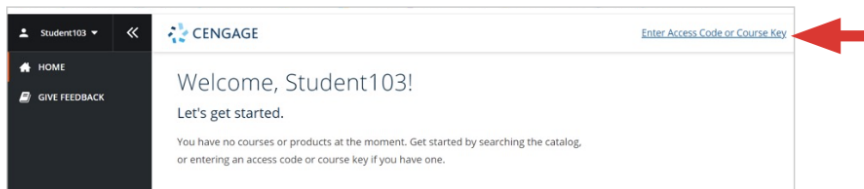


9 | You will be redirected to the Cengage dashboard, where you will activate your Online Learning Platform and enrol in your course.

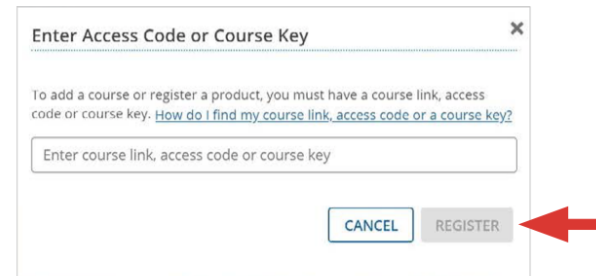


Cengage Registration

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



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

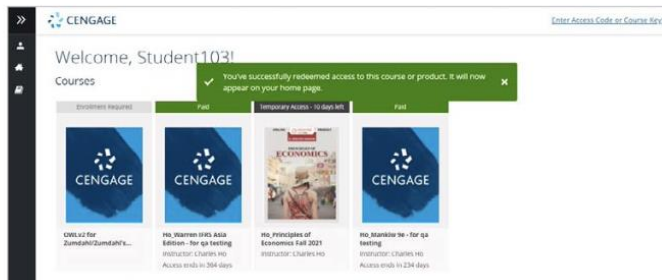


For example: my sample student registration

The screenshot shows a web browser window with the URL `student.cengage.com/dashboard/home`. The browser's address bar includes navigation icons (back, forward, refresh, home) and a star icon for bookmarks. The page header features the Cengage logo on the left and a link to "Enter Access Code or Course Key" on the right. A dark blue sidebar on the left contains navigation options: "Md Alimoor" (with a double arrow icon), "HOME", "PROFILE", "COURSES" (with a dropdown arrow and "No Courses" below it), and "Help". At the bottom of the sidebar is a "SIGN OUT" button with a right-pointing arrow icon. The main content area is enclosed in a dashed rectangular border and contains a large grey plus sign with the text "Enter Course Key" centered below it.

Cengage Registration

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



13 | Click on “**Enter Access Code**”

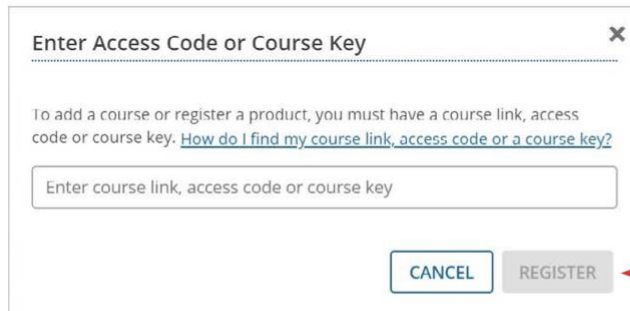


Use the following access key

MTPQ3Q35KWG3

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?](#)

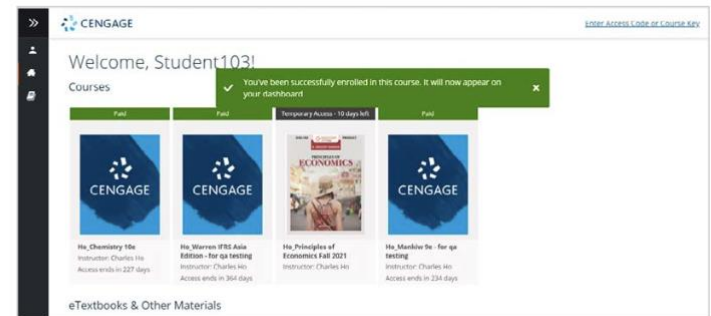
Enter course link, access code or course key

CANCEL REGISTER

Use the following access key

MTPQ3Q35KWG3

- 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 displays the Cengage student dashboard at the URL student.cengage.com/dashboard/home. The user is logged in as Md Alimoor. The dashboard features a navigation sidebar on the left with options for HOME, PROFILE, COURSES (currently showing 'No Courses'), and Help, along with a SIGN OUT button. The main content area shows a course card for 'New Perspectives Microsoft 365 & Office Collection, First Edition'. The card indicates 'Temporary Access - 11 days left' and provides buttons for 'OPEN MINDTAP' and 'VIEW EBOOK'. Below the 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 card area states: 'You've been successfully enrolled in this course. It will now appear on your dashboard.'