

Oakland University
School of Business Administration
MIS 1000, Business Problem Solving with Information Technology, 3 credits
 (Formerly MIS 100)
Winter 2018, 11384

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<p>Office Hours Tuesday from 3:00 pm to 4:00 pm 448 Hamlin Hall Ask for Zac at the front desk and they will let me know that you are there.</p>	

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Course Description

Information is the stuff that makes business go. The course will introduce concepts, principles, tools and methods that we in business use to organize, manage, and present information with desktop personal productivity applications. This information technology includes personal computers, internet browsers, word processors, spreadsheets, presentation and graphics tools, and database management systems. As a student in this course, you will learn the most important topics of Microsoft Office 2016 within the context of business activities and problem solving. Some prior computer experience is assumed. We will start with an introduction to PowerPoint and Word followed by an introduction to Information Technology (IT), in general. Next, you will learn to use the other Microsoft Office 2016 programs: Excel and Access. You will also learn how to integrate the Microsoft Office applications with each other as well as with the Web. Hands on exercises will be a major part of this course. The course is the first of the two required MIS (Management Information Systems) courses for students in the School of Business Administration.

Course Objectives

- Expose students to the basic concepts and terminology of computing and information systems. Students will become information technologically literate at a basic level and should be able to see how information technology will affect their lives as students and future professionals.
- Provide students with hands-on experience using desktop application software packages (Microsoft Word, Excel, PowerPoint, and Access) to facilitate communication, decision support and process support in typical business settings.
- Familiarize students with the Internet and computing related resources available at Oakland University.
- Learn how to creatively use information technology to solve common business problems.
- Create a professional document using a word processor
- Conduct research using the Internet
- Create an effective presentation using a presentation package
- Collect and analyze data using a spreadsheet
- Use a database software

Course Materials

Required Book and Content Package



The above textbook and website access code to MyITLab are both required for the course. I strongly recommend that you purchase the package from one of the three options below. MyITLab has the cheapest price, but you don't get a physical book. A physical book is not required, so if you are fine with an E-text option, that will be your cheapest option. There are bundles at both the OU Bookstore or Neebo (2592 N. Squirrel Road, Auburn Hills, MI 48326), which will include both the book and the MyITLab access code.

MyITLab Price:

eText + MyITLab - **Approximately** \$105.00 (cheapest version for everything you need for the course)
 Printed Book + MyITLab - Not available

Neebo Package Price:

eText + MyITLab - **Approximately** \$115
 Printed Book + MyITLab - **Approximately** \$200

OU Bookstore Package Price:

eText + MyITLab - **Approximately** \$130
 Printed Book (w/ eText) + MyITLab - **Approximately** \$215

NOTE: If you are purchasing the printed textbook, especially from an outside source (i.e. Amazon), then you must be sure to purchase it with eText access because Excel Chapters 5 and 6 are not in the printed version of the textbook.

Course Website

All detailed course information, files, schedule, announcements, homework assignments, and homework submissions will be available on Moodle (moodle.oakland.edu), as well as on the MyITLab site (accessible via Moodle). We will use both Moodle and MyITLab for assignments and exams. Check Moodle first for a complete checklist of what is required each week.

Software

Microsoft Office 2016 – Windows version

Nearly all homework assignments in MyITLab require the Windows version of Microsoft Office 2016 programs to be scored correctly. Assignments requiring Microsoft Office 2016 will have the word Grader Project in the title. If you choose to complete your homework using another version of Microsoft Office, (even one for a Mac) you are likely to lose points. Also, MS Access is **NOT** available for Mac computers, so you will be required to complete all assignments pertaining to MS Access on a Windows machine.

On Campus: Microsoft Office 2016 software is available in the Elliott Hall 215, 202, 200C and some Oakland University computer labs, as well as computers in Kresge Library. **NOTE:** MS Access is not available everywhere else on campus, but it is available in Elliott Hall and Kresge Library.

At Home: You can get Office 365 for **FREE** with your OU email account at the following site:
<https://products.office.com/en-us/student/office-in-education>.

Hardware (Optional)

A USB Flash Drive is highly recommended to save and backup your files, especially during exams. You can pick one of these up for less than \$10 (or oftentimes get them as free giveaways, even around campus). Any work saved on the computers in 223 Elliott Hall will be erased at the end of each day, so you'll want to get in the habit of saving work on your own USB drive.

Grading and Assignments

While this is not specifically an online course, many portions of the course utilize online programs. You will need to use the computer lab or (if you have one) your own computer outside of class time to complete assignments. The course will be divided into weekly sections. We will use a variety of methods to learn the materials for this course.

Grading Schema and Grading Scale

Grades for a majority of assignments will be based on a 100-point scale. You can always access your grades through Moodle by clicking the Grades link in the Administration block. At the end of the semester, I will translate your weighted grade to OU's 4.0 scale and submit it to the university. The weight for each category, as it pertains to your final grade, is listed below.

Homework	30%
In-Class Activities (ICA)	10%
Exam 1	10%
Exam 2	10%
Exam 3	10%
Forum & Blogs	10%
Group Presentation	10%
Career Research Paper	10%
TOTAL	100.00%

The following scale will be used for determining final grades. Anything below 1.0 (59.6%) is considered a 0 (zero).

Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score
4.0	98.6%	3.5	88.6%	3.0	79.6%	2.5	74.6%	2.0	69.6%	1.5	64.6%
3.9	96.6%	3.4	86.6%	2.9	78.6%	2.4	73.6%	1.9	68.6%	1.4	63.6%
3.8	94.6%	3.3	84.6%	2.8	77.6%	2.3	72.6%	1.8	67.6%	1.3	62.6%
3.7	92.6%	3.2	82.6%	2.7	76.6%	2.2	71.6%	1.7	66.6%	1.2	61.6%
3.6	90.6%	3.1	80.6%	2.6	75.6%	2.1	70.6%	1.6	65.6%	1.1	60.6%
										1.0	59.6%

Assignments

Readings/Videos: You will be learning through a variety of methods. I will assign readings from our textbook as well as readings and videos from other sources which relate to course topics. While there is no direct percentage of the final grade for readings and videos, they are required to understand the material, and will be assessed by homework, forums, and exams.

Homework Activities: Homework activities will be assigned weekly and, unless otherwise marked, will be **due on Friday/Saturday by 11:59PM**. Activities may take an hour or so to complete, so do not leave them until the last minute. There will be around 25 homework activities that make up 30% of your final grade. The assignments are designed to test what you've learned in the MyITLab simulations and reading assignments, and may combine several concepts into one. Most of the homework problems will be related to Microsoft Office 2016, the readings/videos on Moodle, or both. Many of these concepts build upon each other; thus, it is imperative that you complete them all.

NOTE: The Grader Project assignments in MyITLab will require you to download a file that you will work on. The file you download is encoded and is unique to you. You must upload that same file, as MyITLab will be looking for your uniquely coded file. Uploading any other file or parts of another file that is not yours is considered cheating. The system will notify me as such.

Lecture/In-Class Activities (ICA): In the lecture part of the course, we'll do a variety of things. I'll introduce the software tools used in the course. We'll discuss concepts and issues related to actually using these tools in practice for problem solving, communication, supporting decision making and supporting business processes. We'll explore relevant web sites and various tech gadgets that complement the software tools we use in this course. We'll complete in-class activities that reinforce the skills you are learning as well as give you a preview of what you need to do in future homework activities. There will be around 24 ICA assignments that make up 10% of your final grade.

Forum/Blogs: There will be around 6 forum/blogs given throughout the course of the semester that consist of answering prompts relate to articles/videos that have been assigned on Moodle. They make up 10% of your final grade. Blogs will take place online on Google Sites, links for which will be submitted on Moodle. You will have an average of 2 weeks to complete any given forum/blog.

Exams: There will be a total of 3 exams given throughout the course of the semester that each make up 10% of your final grade. Exams will be taken in the classroom and will consist of quizzes, MyITLab simulations, and/or grader project (i.e. Excel or Access) assignments similar to the chapter trainings and homework activities. Exams are not generally cumulative and will focus on concepts related to the use of Microsoft Office 2016, other computing tools in business, and a few concepts from the readings/videos on Moodle. Online practice exams will be available before each exam. Exams must be taken on the 202 Elliott Hall lab computers on the date assigned. Make up exams will only be given for extenuating circumstances, with a doctor's note or physical proof of incident, **AND** proper communication with the professor.

Group Presentation Project (GPP): There will be a team presentation project that will make up 10% of your final grade. It will be assigned near the beginning of the semester with presentation dates at the end of the semester.

Career Research Paper (CRP): There will be an individual career research paper that will make up 10% of your final grade. Topics will be assigned/selected near the beginning of the semester and the paper will be worked on in stages throughout the entire semester.

Extra Credit Opportunities: There will a number of different opportunities to earn extra credit during the semester. These extra credit points will be directly applied to your overall **homework** grade. More information regarding extra credit opportunities will be given during the semester as they arise.

Course Policies

Academic Conduct: Ethics is a fundamental business concept. The standards of conduct by which one's actions are judged right or wrong, honest or dishonest, fair or unfair, are called ethics. All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Cheating on examinations; plagiarism; falsifying reports/records; and unauthorized collaboration, access, or modifying of computer programs are considered serious breaches of academic conduct. The Oakland University policy on academic conduct will be strictly followed with no exceptions. See Student Code of Conduct: <http://www.oakland.edu/?id=24228&sid=482>.

Accommodations: Students with disabilities who may require reasonable accommodations should make an appointment with OU's Disability Support Services office by calling (248) 370-3266 or TTY: (248) 370-3268; faxing (248) 370-4989; or e-mailing dss@oakland.edu. The DSS provides Faculty Notification Letters detailing approved services. Students are responsible for delivering these letters to their professors and are encouraged to discuss specific arrangements for reasonable accommodations with their professors. Please see the DSS website at www.oakland.edu/dss for more information. You are responsible for all required assignments until you have done so.

File Security: You are responsible for the reasonable security of your individual files. This can affect you in two ways: First, you should keep backup copies of your work. A link to a free program will be provided on Moodle. If technical problems make a submitted copy unreadable, you will be required to submit a backup to have the project graded. Additionally, penalties in grading may also be taken depending on the nature of the problem. If you have no backup copy or your backup copy is unusable, you earn a grade of zero (0) for that assignment. Second, with regard to Academic Conduct, you must take reasonable precautions to ensure that others cannot copy your files and submit them as their own. This means that, among other things: you should not allow other students to borrow your project files or USB drives, and you should not leave copies of your files on the hard drives or desktops of shared computers.

Submitting Assignments: Assignments must be submitted electronically via Moodle or MyITLab. I will **NOT** accept any files sent via email. If you are required to download a Grader Project assignment file from MyITLab you must submit the same file. The file you download is encoded and is unique to you. You must upload the same file as MyITLab will be looking for that same code. Uploading any other file that is not your code is considered cheating/academic dishonesty and will be reported to the Dean of Students Office.

Late submission of assignments: All assignments will be posted to Moodle or MyITLab. Submissions, **of any assignment listed in the "Assignments" section above**, beyond the deadline will result in deduction of 20% per day past the due date. For example, if you earned 100% on an assignment, but you turned it in two days late, your score would be a 60%. Except in case of emergencies, with a doctor's note or physical proof of incident, questions about late submission will not be entertained.

Missing Class: It is expected that you will communicate with the me (via email) if you are not going to be attending class. Other than the case of an emergency (with a doctor's note or physical proof of incident) missing or not attending class will result in the loss of points towards your ICA grade. Other incidents will be addressed on a case-by-case basis.

Exams: All exams will be held in class. A lab computer (not a personal computer) must be used to take each exam. If you are late you will not be given additional time to complete the exam. There is no make-up for a missed exam unless the student has discussed and made arrangements with me for a valid reason beforehand. In all other instances, the student must produce a valid doctor's note for the day the student missed the exam. Such doctor's note must be produced in the same week the student missed the exam.

Tentative Course Calendar

The class schedule, on the next two pages, indicates class dates, project due dates, exam dates, specific topical material to be covered, and reading/homework assignments. The instructor reserves the right to make minor adjustments to this schedule.

For Institution-wide important dates please see the important dates calendar on the Registrar's website (oakland.edu/registrar/important-dates/).

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	Date	Topic	In Class Activities (ICA)	Homework	Forum / Blog	Project(s)	Optional
Week 1	Wed, Jan 03 2018	Syllabus Google Suite	ICA Syllabus Day End of Class	MIS 100 Syllabus Quiz Sat, Jan 06 2018 @ 11:59 pm	-	-	Simulation - Windows 10 MyITLab Orientation Videos
Week 2	Mon, Jan 08 2018	Google Suite Online Collaboration	ICA Google Suite End of Class		Forum - Introduce Yourself Wed, Jan 10 2018 @ 11:59 pm Sat, Jan 13 2018 @ 11:59 pm		
	Wed, Jan 10 2018	MS PowerPoint GPP & Group Intro	ICA MS PPT End of Class				
Week 3	Mon, Jan 15 2018	NO CLASS MLK Day					
	Wed, Jan 17 2018	MS Word CRP Introduction	ICA MS Word End of Class				
Week 4	Mon, Jan 22 2018	MS Excel Ch. 1	ICA Excel Ch. 1 End of Class	MS Excel Chapter 1 Simulation Fri, Jan 26 2018 @ 11:59 pm	Blog #1 - Collaboration & Presentation Best Practices Sat, Jan 27 2018 @ 11:59 pm		Grader Project(s) MS Excel Chapter 1 #2
	Wed, Jan 24 2018	MS Excel Ch. 1	ICA Excel Ch. 1 End of Class	MS Excel Chapter 1 Grader Project Sat, Jan 27 2018 @ 11:59 pm			
Week 5	Mon, Jan 29 2018	MS Excel Ch. 2	ICA Excel Ch. 2 End of Class	MS Excel Chapter 2 Simulation Fri, Feb 02 2018 @ 11:59 pm		CRP Career and Company Selection GPP Data Set Preferences Wed, Jan 31 2018 @ 11:59 pm	Grader Project(s) MS Excel Chapter 2 #2
	Wed, Jan 31 2018	MS Excel Ch. 2	ICA Excel Ch. 2 (Wed) End of Class	MS Excel Chapter 2 Grader Project Sat, Feb 03 2018 @ 11:59 pm			
Week 6	Mon, Feb 05 2018	MS Excel Ch. 3	ICA Excel Ch. 3 End of Class	MS Excel Chapter 3 Simulation Fri, Feb 09 2018 @ 11:59 pm	Blog #2 - MS Word Concepts Sat, Feb 10 2018 @ 11:59 pm	GPP Research Google Document (Shared w/ Zac) Wed, Feb 07 2018 @ 11:59 pm	Grader Project(s) MS Excel Chapter 3 #2 Practice Exams MS Excel Chapter 1 - 3
	Wed, Feb 07 2018	MS Excel Ch. 3 Exam 1 Questions	ICA Excel Ch. 3 (Wed) End of Class	MS Excel Chapter 3 Grader Project Sat, Feb 10 2018 @ 11:59 pm			
Week 7	Mon, Feb 12 2018	EXAM 1 MS Excel Ch. 1 - 3					
	Wed, Feb 14 2018	MS Excel Ch. 4	ICA Excel Ch. 4 End of Class	MS Excel Chapter 2 Simulation Fri, Feb 16 2018 @ 11:59 pm MS Excel Chapter 2 Grader Project Sat, Feb 17 2018 @ 11:59 pm	-	GPP Research Google Document (Completed) Wed, Feb 14 2018 @ 11:59 pm	Grader Project(s) MS Excel Chapter 4 #2
Week 8	Mon, Feb 19 2018	NO CLASS Winter Recess					
	Wed, Feb 21 2018						

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	Date	Topic	In Class Activities (ICA)	Homework	Forum / Blog	Project(s)	Optional	
Week 9	Mon, Feb 26 2018	MS Excel Ch. 4/5	ICA Excel Ch. 5 End of Class	MS Excel Chapter 4 Simulation MS Excel Chapter 5 Simulation Fri, Mar 02 2018 @ 11:59 pm	Blog #3 - MS Excel Concepts Sat, Mar 03 2018 @ 11:59 pm	GPP Google Slides (Shared w/ Zac) Wed, Feb 28 2018 @ 11:59 pm	CRP Suggestion Data Collection Grader Project(s) MS Excel Chapter 5 #2	
	Wed, Feb 28 2018	MS Excel Ch. 5 Group Time	ICA Excel Ch. 5 (Wed) End of Class	MS Excel Chapter 4 Grader Project MS Excel Chapter 5 Grader Project Sat, Mar 03 2018 @ 11:59 pm				
Week 10	Mon, Mar 05 2018	MS Excel Ch. 6	ICA Excel Ch. 6 End of Class	MS Excel Chapter 6 Simulation Fri, Mar 09 2018 @ 11:59 pm		GPP Google Slides (Completed) Wed, Mar 07 2018 @ 11:59 pm	Grader Project(s) MS Excel Chapter 6 #2 Practice Exams MS Excel Chapter 4 - 6	
	Wed, Mar 07 2018	MS Excel Ch. 6	ICA Excel Ch. 6 (Wed) End of Class	MS Excel Chapter 6 Grader Project Sat, Mar 10 2018 @ 11:59 pm				
Week 11	Mon, Mar 12 2018	GPP/CRP Work Exam 2 Questions	ICA GPP CRP Prep End of Class	-	-	-	-	
	Wed, Mar 14 2018	EXAM 2 MS Excel Ch. 4 - 6						
Week 12	Mon, Mar 19 2018	MS Access Ch. 1	ICA Access Ch. 1 End of Class	MS Access Chapter 1 Simulation Fri, Mar 23 2018 @ 11:59 pm	Blog #4 - Big Data Sat, Mar 24 2018 @ 11:59 pm	GPP Rough Draft Sat, Mar 24 2018 @ 11:59 pm	Grader Project(s) MS Access Chapter 1 #2	
	Wed, Mar 21 2018	MS Access Ch. 2	ICA Access Ch. 1 (Wed) End of Class	MS Access Chapter 1 Grader Project Sat, Mar 24 2018 @ 11:59 pm				
Week 13	Mon, Mar 26 2018	MS Access Ch. 2	ICA Access Ch. 2 End of Class	MS Access Chapter 2 Simulation Fri, Mar 30 2018 @ 11:59 pm		CRP Rough Draft Sat, Mar 31 2018 @ 11:59 pm	Grader Project(s) MS Access Chapter 2 #2	
	Wed, Mar 28 2018	MS Access Ch. 2	ICA Access Ch. 2 (Wed) End of Class	MS Access Chapter 2 Grader Project Sat, Mar 31 2018 @ 11:59 pm				
Week 14	Mon, Apr 02 2018	MS Access Ch. 3	ICA Access Ch. 3 End of Class	MS Access Chapter 3 Simulation Fri, Apr 06 2018 @ 11:59 pm	Blog #5 - MS Access Concepts Sat, Apr 07 2018 @ 11:59 pm		Grader Project(s) MS Access Chapter 2 #2	
	Wed, Apr 04 2018	MS Access Ch. 3 Exam 3 Questions	ICA Access Ch. 3 (Wed) End of Class	MS Access Chapter 3 Grader Project Sat, Apr 07 2018 @ 11:59 pm				
Week 15	Mon, Apr 09 2018	EXAM 3 MS Access Ch. 1 - 3					GPP Final Draft Tue, Apr 10 2018 @ 11:59 pm	
	Wed, Apr 11 2018	GROUP PRESENTATIONS (A, C, E, G)	ICA Presentation Day 1 End of Class	-				
Week 16	Mon, Apr 16 2018	GROUP PRESENTATIONS (B, D, F, H)	ICA Presentation Day 2 End of Class	-	-	CRP Final Draft Mon, Apr 16 2018 @ 11:59 pm	-	