

MIS 1000 – Business Problem Solving with Information Technology

Winter 2018 - Thursday

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| Instructor Shamrao Kattimani skattima@oakland.edu | Course Web pre-work, and exams will be posted on our myitlab course site (www.myitlab.com). Moodle may also be used for homework and other assignments. Check it frequently! |
| Contact Hours After class or by appointment | Class Meeting Time and Location Thursdays 6:30 PM-9:20 PM 202 Elliott Hall |

Course Description

Information is the stuff that makes a business go. This 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. You will learn to use Office 2016 programs: Word, Excel, Access, and PowerPoint, how to integrate the Office applications with each other, as well as use the Web to facilitate collaboration and sharing. Hands-on homework exercises will be a major part of this course.

Course Objectives

This course will:

- 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.
- 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.
- Familiarize students with the Internet and computing related resources available at Oakland University.

Upon completing this course, students should be able to:

- 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 database software to enter and organize data, and run basic queries and reports

Prerequisites and Technical Skills Required

There are no prerequisites for this course, however, some prior computer experience is assumed. Students enrolled this course are expected to have a moderate level of computer proficiency.

Course Materials

There is one textbook and an online access code to www.MyITLab.com required for the course.

Textbook:

Exploring Microsoft Office 2016 Edition by Mary Anne S. Poatsy, Mulbery, et al.

MyITLab Student Access Code:

MyITLab for Microsoft Office 2016

Below are your options for purchasing the materials.

Option 1: Myitlab access code with e-Text from myitlab.com - Be sure to choose the e-Text option when you purchase your access at www.myitlab.com.

Option 2: Myitlab access code with e-Text from OU Bookstore - (Same as Option #1, but the price may be higher).

Option 3: Bookstore Bundle Print copy - The on-campus bookstore - the printed book and MyITLab access code bundled together as a single package. **NOTE: The printed book does not contain two chapters of Excel that we will cover, therefore it is imperative that you get the access code with the e-text.**

Software

Microsoft Office 2016 - Windows version – includes Word, PowerPoint, Excel and Access. **It is required for completing homework assignments.**

The 2016 Mac version of Office is different than the Windows version. I am teaching you the Windows version in this class. The book, videos and live demonstrations will be conducted using the Windows version. If you choose to use a Mac for your grader assignments, you should be prepared to figure some things out on your own.

If you don't have Office 2016 software on a home computer, it is available in Elliott Hall 215, 202, most computers in the Kresge Library, and some of the Oakland University computer labs.

NOTE: MS Access may not be available everywhere on campus, but it is available in the Elliott Hall labs and most computers in the Kresge Library.

Course Websites

All detailed course information, files, schedule, announcements, homework assignments, and exams will be available on Moodle (moodle.oakland.edu) and/or MyITLab (www.myitlab.com). We will use both Moodle and MyITLab for assignments/exams.

MyITLab will contain simulation trainings. Exams will be available on MyITLab. You may be asked to upload some of the homework assignments there. Get used to visiting it often. You will need the access code to access this.

Email

I will periodically send emails to your Oakland University email account regarding the course. **You are responsible for any information contained in the emails - check this email often.** Tip: If you don't use OU email regularly, open up the options in OU Gmail and forward your OU mail to the email client you use regularly.

Course Delivery

Lecture: In the lecture part of the course, we'll do a variety of things. I'll do introductions to 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 have 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 projects. Attendance is required in order to get in-class-activity credit.

Homework/Training Assignments: For most of the MS Office Exploring chapters, I will assign training assignments on MyITLab to help reinforce the concepts in the course. You are expected to read any assigned material and complete the myitlab training assignment by the given due date. I will assign various homework projects. These will help to prepare you for the exams.

Performance Evaluation

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| Homework Assignments (31%) | |
| Word Homework | 7% |
| Excel Homework | 9% |
| Access Homework | 9% |
| Powerpoint Homework | 6% |
| Exams (32%) | |
| Exam 1 | 8% |
| Exam 2 | 8% |
| Exam 3 | 8% |
| Exam 4 | 8% |
| Technology assignments (12%) | 12% |
| In-class activities, pre-work tutorials and class participation (10%) | 10% |
| Semester group project (15%) | 15% |

The following scale will be used for determining final grades.

| 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% |

Homework Assignments

An important part of this class is for you to learn how to use these tools to support your work as a student and future professional. You can discuss and consult with your classmates, but each homework assignment **must be completed and turned in individually**. **Turning in the same files, the same written answers, etc. as another student constitutes cheating and will not be tolerated. Both students will be penalized. See the academic conduct policy on Oakland’s website.** Be sure to delete any files from your lab computer and do NOT share your files with anyone. For group assignments, it is expected that every group member will contribute equally. After completing the project, you will be asked to evaluate your group members. An individual group member’s grade may be altered based on this feedback.

Submitting Assignments

Homework assignments will be submitted electronically **via Moodle or myitlab** depending on the assignment. **I will NOT accept any files sent via email.** The grades for homework assignments will be posted on moodle or myitlab. Please note that the course total grade appearing on moodle or myitlab has no meaning as the weight for each grading component is not necessarily entered in moodle/myitlab.

VIRUSES - MAKE SURE THAT ANY FILES YOU SUBMIT ARE FREE OF VIRUSES. Anti-virus software is available in all of the computer labs. It is good practice to have up-to-date, anti-virus software on your home computer. See the course website for information on obtaining such software. Scan your files for viruses before submitting them. I will not grade any file that is infected and will immediately delete it.

It is your responsibility to ensure that files are working and are complete – double check before you submit them.

In-Class Activities

An important part of this class is for you to learn how to use these tools to support your work as a student and future professional. Homework and in-class activities will prepare you for the exams.

Myitlab training assignments must be completed on time. I can’t accept late assignments.

We’ll have 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 projects. During these activities we will typically work with the application we are discussing. **In-class activities must be completed in the classroom and during the class they were assigned. I do not offer make ups.** No use of cell phones, texting or surfing web is permitted in the class. Use of the printer during the class hours is prohibited.

Technology assignments

I'll periodically provide links and/or videos to some articles about technology. You'll be asked to discuss the topics in group and submit a summarized report. Only one person designated as the "submitter" in the group for the given assignment will be making the submission. The submitter within each group should change in round robin for each assignment. Each member of a group is expected to participate and contribute to the discussion. I may use moodle forum to ensure the participation of each group member.

Exams

There will be four exams in this course. Exams are not cumulative and will focus on important concepts discussed in class or related to the use of MS Office and other computing tools in business. Exams may include the myitlab simulation questions and/or myitlab grader projects and/or multiple choice, true/false type question.

Exams are online and are timed. You will be given a window (usually a few days) in which to take the exam. If you have a home computer you may take the exam at home (as long as it meets the myitlab system requirements – see the myitlab section of the syllabus for more info. You may also take the exam in one of the School of Business lab computers.

Once an exam is started it must be completed (i.e. there is no save for later). **Note: it is very important to make sure that the computer you will be using to take the exam has all of the necessary myitlab components installed.** School of Business computers are already equipped with these installations and are ready to use.

Group project

The semester long group assignment is designed with the following objectives.

- Create a professional research paper using Microsoft Word
- Conduct research using the internet
- Collect and analyze data using a spreadsheet
- Think critically and apply concepts learned in class to real-world situations
- Create (and give) an effective presentation using power point

You **MUST** work in a group of 4-5 students. The assignment is designed to be a semester-long project and it is expected that you will work on the project in phases as the semester progresses. Do not wait until the week before this assignment is due to begin the project. You will turn in three files for the assignment:

- An outline
- The research paper
- Your Powerpoint presentation

You will present your project in the last week of the class. You will be asked to evaluate your group members. I may change an individual student's grade for this assignment based on this feedback.

Late Assignment Policy

Homework Assignments: Late assignments (yes, even 5 minutes late) will be penalized 20% for each calendar day late. For example, if you turn in an assignment anytime the day after it was due, you will lose 20% of your maximum score. If you turn it in, two days after it's due, you lose 40%. On the fifth day after an assignment is due, it's worth nothing.

In-class activities must be completed in the class they were assigned. I do not offer make ups.

Exams must be completed by the due date. They will not be available after the due date.

The “Don’t Bother” Clause

As business and society embrace the internet more and more, electronic submission of information correctly and on time is becoming very important. Do not bother regaling me with excuses about various technological disasters and melt downs that occurred just as you were about to submit your homework two minutes before it is due. Plan for the possibility of such disasters and get your homework turned in comfortably before the due date. This habit will pay off in the work place.

Ethics

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. Please read and comply with the university's policy on academic conduct (i.e., ethical behavior). It is printed in the undergraduate catalogue. For this course, unaided individual work is expected for examinations. For individual project assignments, each student must complete and turn in his or her own work (via Moodle or myitlab). For the homework assignments you may consult with your classmates but you must complete all of the work yourself. Submitting someone else's work as your own is considered academic misconduct as is sharing your work with others so that they may turn in your work as their own. For any such academic misconduct, all responsible students will be subject to appropriate disciplinary action including a failing grade in the course.

Advice for doing well in this course

- Read the assigned material – many of the questions you encounter in the homework can be found in the reading material.
- Attend class regularly and work on the in-class assignments and the pre-work trainings.
- Start the homework early and get your questions answered during the class.
- Don't wait until the last minute to take an exam at home. Make sure you have all of the necessary installations completed well before.
- Do not save any files on lab computers as they may not be there later. Save them to your flash drive.

Please be aware of the important dates posted by the university (link below) regarding this term.

<http://www.oakland.edu/important-dates>