Oakland University
School of Business Administration
MIS 1000, Business Problem Solving with Information Technology, 3 credits
Winter 2018, 12879

Instructor: Dr. Shaun Moore	**Class Time: Tues/Thurs 1-2:15pm, 202 EH**
e-Mail Address: samoore@oakland.edu	**Course Websites:**
Office Address: 430F Kresge Library	**Moodle: moodle.oakland.edu**
Office Phone: (248) 289-3130 (Call or Text)	**MyITLab: Access via Moodle**

Office Hours

Wednesdays 4-5pm

I am in my office at 430F Kresge Library most days, so feel free to email me and we can set up a time to meet if the above day and time does not work. Online office hours are also available.

Quick Reference
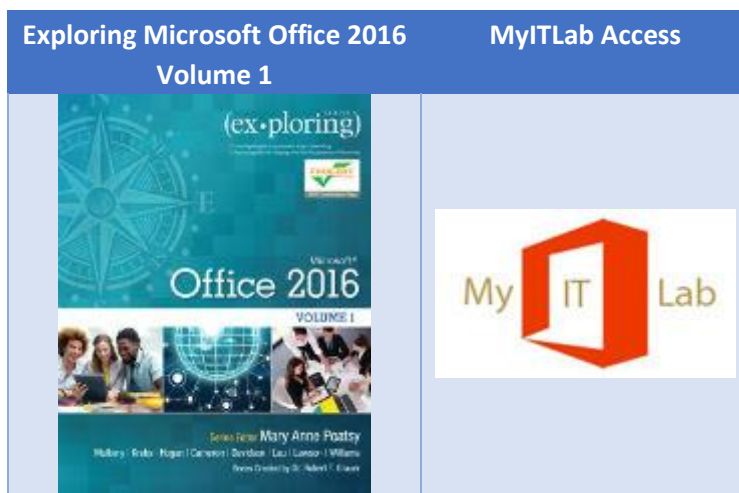
Course Description

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 Office 2016 programs: Excel and Access. You will also learn how to integrate the 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 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

Exploring Microsoft Office 2016 Volume 1	MyITLab Access

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 two 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 eText option, that will be your cheapest option. There are bundles at the OU Bookstore, which will include both the book and the MyITLab access code.

MyITLab Price:
eText + MyITLab - $104.95* (cheapest version for everything you need for the course)
Printed Book + eText + MyITLab - Not available

OU Bookstore Package Price:
eText + MyITLab - $129.80*
Printed Book + eText + MyITLab - $199.75*
OU Bookstore Discounts: 5% discount if you get a GrizzCard and use it for the purchase.

*NOTE: I wasn't able to get updated prices before the semester started. These prices are from 2017, so they may be different than listed above.

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 Disclaimer

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 Office 2016 will have the word Grader Project in the title. If you choose to complete your homework using another version of Office, (even one for a Mac) you will likely lose points with this version.

On Campus: 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 202 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 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 is listed below.

Homework Activities	30%
Real-Time Simulations (RTS)	10%
Exam 1	10%
Exam 2	15%
Exam 3	15%
Forums	10%
Projects	10%
TOTAL	100.00%

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%

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 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 trainings and reading assignments, and may combine several concepts into one. Some of the homework problems will be related to 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.

Real-Time Simulations (RTS): 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 real-time simulations in-class 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 20 RTS assignments that make up 10% of your final grade.

Forums: There will be a total of 9 forums given throughout the course of the semester that cover the readings/videos that have been assigned on Moodle. They make up 10% of your final grade. Forums will typically be team based, where your group will select one out of the possible questions for that week and write about, and then have one person summarize to report back. Forums will take place online on Moodle, and your team will be given the entire week to complete them.

Exams: There will be a total of 3 exams given throughout the course of the semester that make up 40% of your final grade. Exams will be taken in the classroom and will consist of MyITLab simulations and application (i.e. PowerPoint, Word, 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 MS Office, 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 ups exams will only be given for extenuating circumstances with proof (i.e. – a doctor's note).

Projects: There will be two projects assigned that make up 10% of your final grade. The first will be a team presentation project, assigned at the beginning of the semester with presentation dates throughout the entire semester. The second is an individual career research project assigned at the beginning of the semester and worked on in stages throughout the entire semester.

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.

Late submission of assignments: All assignments will be posted to Moodle or MyITLab. Any late submission beyond the deadline will result in deduction of 25% 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 50%. Except in case of emergencies, with a doctor's note, any questions about late submission will not be entertained.

Course Calendar

The class schedule, below, indicates class dates, project due dates, exam dates, specific topical material to be covered, and reading/homework assignments. More detailed and up-to-date information will be on Moodle. The instructor reserves the right to make minor adjustments to this schedule.

Week 1 – January 3-6
Welcome Week
  Readings/Videos
    RV 1A: Windows 10: Frequently Asked Questions – Due Saturday, January 6
    RV 1B: Windows 10: Features – Due Saturday, January 6
  Real-Time Simulations
    RTS 1: Windows: File Management – Due Thursday, January 4
  Activities
    A 1A: Register for MyITLab – Due Saturday, January 6
    A 1B: Install Microsoft Office 2016 – Due Saturday, January 6
    A 1C: Install Chrome Browser – Due Saturday, January 6
    A 1D: Setup Cloud Storage – Due Saturday, January 6
    A 1E: Technology Survey – Due Saturday, January 6
  Forums
    F 1: Introduce Yourself – Due Friday, January 5 and Saturday, January 6
  Homework
    HW 1: Syllabus Quiz – Due Saturday, January 6

Week 2 – January 7-13
PowerPoint Ch. 1-2
  Readings/Videos
    RV 2A: Career Research Project Assignment
    RV 2B: Exploring Microsoft Office 2016: PowerPoint Chapter 1: Introduction to PowerPoint
    RV 2C: Exploring Microsoft Office 2016: PowerPoint Chapter 2: Presentation Development
    RV 2D: Week 2 Forum Resources
  Real-Time Simulations
    RTS 2A: PowerPoint Ch 1 – Due Tuesday, January 9
    RTS 2B: PowerPoint Ch 2 – Due Thursday, January 11
  Activities
    A 2A: Team Presentation Project Topic Selection – Due Tuesday, January 9
    A 2B: Career Research Project Career and Company Selection – Due Saturday, January 13
  Forums
    F 2: Collaborative Presentations - Due Wednesday, January 10 and Saturday, January 13
  Homework
    HW 2A: PowerPoint Chapter 1 Grader Project – Due Saturday, January 13
    HW 2B: PowerPoint Chapter 2 Grader Project – Due Saturday, January 13

Week 3 – January 14-20
Word Ch. 3-4
  Readings/Videos
    RV 3A: Exploring Microsoft Office 2016: Word Chapter 3: Document Productivity
    RV 3B: Exploring Microsoft Office 2016: Word Chapter 4: Collaboration and Research
  Real-Time Simulations

RTS 3A: Word Ch 3 – Due Tuesday, January 16
RTS 3B: Word Ch 4 – Due Thursday, January 18
Activities
A 3: Team Presentation Project Storyboard – Due Saturday, January 20
Forums
F 3: What is a Computer - Due Wednesday, January 17 and Saturday, January 20
Homework
HW 3A: Word Chapter 3 Grader Project – Due Saturday, January 20
HW 3B: Word Chapter 4 Grader Project – Due Saturday, January 20

Week 4 – January 21-27
Excel Ch. 1
 Readings/Videos
RV 4: Exploring Microsoft Office 2016: Excel Chapter 1: Introduction to Excel
 Real-Time Simulations
RTS 4A: Excel Ch 1 – Due Tuesday, January 23
RTS 4B: Excel Ch 1 – Due Thursday, January 25
 Activities
A 4: Career Research Project Data Collection – Due Saturday, January 27
 Homework
HW 4: Excel Chapter 1 Grader Project – Due Saturday, January 27

Week 5 – January 28 – February 3
Excel Ch. 2
 Readings/Videos
RV 5A: Exploring Microsoft Office 2016: Excel Chapter 2: Formulas and Functions
RV 5B: Week 5 Forum Resources
 Real-Time Simulations
RTS 5A: Excel Ch 2A – Due Tuesday, January 30
RTS 5B: Excel Ch 2B – Due Thursday, February 1
 Activities
A 5A: Team Presentation Project Data Collection – Due Saturday, February 3
A 5B: Plagiarism Tutorial/Using and Citing Sources – Due Saturday, February 3
 Forums
F 5: Computer Hardware - Due Wednesday, January 31 and Saturday, February 3
 Homework
HW 5A: Excel Chapter 2 Grader Project – Due Saturday, February 3

Week 6 – February 4-10
Excel Ch. 3
 Readings/Videos
RV 6A: Exam 1 Study Guide
RV 6B: Exploring Microsoft Office 2016: Excel Chapter 3: Charts
RV 6C: Week 6 Forum Resources
 Real-Time Simulations
RTS 6A: Excel Ch 3A – Due Tuesday, February 6
RTS 6B: Excel Ch 3B – Due Thursday, February 8
 Forums
F 6: System Software - Due Wednesday, February 7 and Saturday, February 10
 Homework

HW 6: Excel Chapter 3 Grader Project – Due Saturday, February 10

Week 7 – February 11-17
Exam 1, Excel Ch. 4
  Readings/Videos
    RV 7: Exploring Microsoft Office 2016: Excel Chapter 4: Datasets and Tables
  Exams
    Exam 1 – Due Tuesday, February 13
  Real-Time Simulations
    RTS 7: Excel Ch 4 – Due Thursday, February 15
  Homework
    HW 7: Excel Chapter 4 Grader Project – Due Saturday, February 17

Week 8 – February 18-24
    Winter Recess – No class from February 18-25
  Homework
    HW 8: Progress Report Journal / Mid-Semester Evaluation – Due Saturday, February 24

Week 9 – February 25 – March 3
Excel Ch. 5
  Readings/Videos
    RV 9A: Exploring Microsoft Office 2016: Excel Chapter 5: Subtotals, PivotTables, and PivotCharts
    RV 9B: Week 9 Forum Resources
  Real-Time Simulations
    RTS 9A: Excel Ch 5A – Due Tuesday, February 27
    RTS 9B: Excel Ch 5B – Due Thursday, March 1
  Activities
    A 9: Career Research Project First Draft – Due Saturday, March 3
  Forums
    F 9: Security and Privacy - Due Wednesday, February 28 and Saturday, March 3
  Homework
    HW 8: Excel Chapter 5 Grader Project – Due Saturday, March 3

Week 10 – March 4-10
Excel Ch. 6
  Readings/Videos
    RV 10A: Exam 2 Study Guide
    RV 10B: Exploring Microsoft Office 2016: Excel Chapter 6: What-If Analysis
    RV 10C: Week 10 Forum Resources
  Real-Time Simulations
    RTS 10A: Excel Ch 6A – Due Tuesday, March 6
    RTS 10B: Excel Ch 6B – Due Thursday, March 8
  Forums
    F 10: Networks and Communication - Due Wednesday, March 7 and Saturday, March 10
  Homework
    HW 9A: Excel Chapter 6 Grader Project – Due Saturday, March 10

Week 11 – March 11-17
Exam 2, Access Ch. 1
  Readings/Videos

RV 11: Exploring Microsoft Office 2016: Access Chapter 1: Introduction to Access

Exams
Exam 2 – Due Tuesday, March 13

Real-Time Simulations
RTS 11: Access Ch 1 – Due Thursday, March 15

Activities
A 11: Career Research Project Peer Review – Due Saturday, March 17

Homework
HW 11: Access Chapter 1 Grader Project – Due Saturday, March 17

Week 12 – March 18-24
Access Ch. 2
Readings/Videos
RV 12A: Exploring Microsoft Office 2016: Access Chapter 2: Table and Queries in Relational Databases
RV 12B: Week 12 Forum Resources

Real-Time Simulations
RTS 12A: Access Ch 2A – Due Tuesday, March 20
RTS 12B: Access Ch 2B – Due Thursday, March 22

Forums
F 12: Databases and Big Data - Due Wednesday, March 21 and Saturday, March 24

Homework
HW 12: Access Chapter 2 Grader Project – Due Saturday, March 24

Week 13 – March 25-31
Access Ch. 3
Readings/Videos
RV 13A: Exam 3 Study Guide
RV 13B: Exploring Microsoft Office 2016: Access Chapter 3: Customize, Analyze, and Summarize Query Data

Real-Time Simulations
RTS 13A: Access Ch 3A – Due Tuesday, March 27
RTS 13B: Access Ch 3B – Due Thursday, March 29

Activities
A 13: Career Research Project Second Draft – Due Saturday, March 31

Forums
F 13: The Internet - Due Wednesday, March 28 and Saturday, March 31

Homework
HW 13: Access Chapter 3 Grader Project – Due Saturday, March 31

Week 14 – April 1-7
Exam 3
Real-Time Simulations
RTS 14: Exam 4 Review – Due Tuesday, April 3

Exams
Exam 3 – Due Thursday, April 5

Week 15 – April 8-14
Research Review
Activities

A 15A: Career Research Project In-Class Peer Review – Due Tuesday, April 10
A 15B: Career Research Project Optional Prof Review – Due Thursday, April 12

Week 16 – April 15-17
Fin
  Activities
    A 16: Career Research Project Final Draft – Due Tuesday, April 17