

Oakland University
School of Business Administration
MIS 1000, Business Problem Solving with Information Technology, 3 credits
Winter 2018 Online, 13776

Instructor: Dr. Shaun Moore e-Mail Address: samoore@oakland.edu Office Address: 430F Kresge Library Office Phone: (248) 289-3130 (Call or Text)	Class Time: Online Course Websites: Moodle: moodle.oakland.edu 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	2
Course Objectives.....	2
Required Meeting Dates and Times	2
Course Materials	3
Required Book and Content Package	3
Course Website	3
Software Disclaimer.....	4
Hardware (Optional).....	4
Grading and Assignments.....	4
Grading Schema and Grading Scale	4
Assignments.....	6
Course Calendar	8

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 2013 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 2013 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

Required Meeting Dates and Times

This course is designated as a fully-online course, with regular activities on Moodle with regular class replaced by online activities. There are, however, two required face-to-face meeting dates for this course:

Date / Time	Place	Meeting type
Friday, March 2 – 9:20-11:20 AM	Elliott Hall 202	Face to Face – Mid-Term Exam
Friday, April 20 – 9:20-11:20 AM	Elliott Hall 202	Face to Face – Final Exam

If you are unable to attend the mid-term or final, you may make arrangements no less than two weeks prior to the exam date to take the exam online via a proctoring service. There is a \$40 fee (approx.) to take each exam. This fee is at the student's own expense. The student must have Office 2013 software, plus the software/hardware specifications required by the service in order to take the exam online. For more information about the exam service and the required hardware/software please visit www.proctoru.com.

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 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 MIS 100 - Winter 2017 Online

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

As this is an online course, you will need to use your own computer or a computer in a lab 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%
Mid-Term Exam	20%
Final Exam	20%
Forums	10%
Video Lessons (VL)	5%
Real-Time Simulations (RTS)	5%
Career Research Project	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 two texts 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.

Video Lessons (VL): Each week there will be 1-5 video lessons on Moodle that must be completed before doing any of the other homework for that week. The VLS will cover the different aspects of the MS Office programs that we're learning. I'll introduce the software tools used in the course, as well as discuss concepts and issues related to actually using these tools in practice for problem solving, communication, supporting decision making and supporting business processes. You'll complete questions throughout each VL to 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 37 VLS that make up 5% of your final grade.

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 31 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 look at 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 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 5% 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 2 exams given throughout the course of the semester that make up 40% of your final grade. Even though this is an online class, 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 either free in the 202 Elliott Hall lab computers on the date assigned, or for

a small fee online during the week of the exam. Make ups exams will only be given for extenuating circumstances with proof (i.e. – a doctor’s note).

Career Research Project: There will be one writing project assigned that make up 10% of your final grade. The career research project will be an individual assignment 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

Video Lessons

VL 1: Windows: File Management

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 Saturday, January 6

Activities

A 1A: Register for MyITLab – Due Saturday, January 6

A 1B: Install Microsoft Office 2016 – Due Saturday, January 6

A 1C: Install Required Browsers – 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

Video Lessons

VL 2A: PPT Ch 1

VL 2B: PPT Ch 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 Saturday, January 13

RTS 2B: PowerPoint Ch 2 – Due Saturday, January 13

Activities

A 2: 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

Video Lessons

- VL 3A: Word Ch 3: Tables
- VL 3B: Word Ch 3: Mail Merge
- VL 3C: Word Ch 4: References
- VL 3D: Word Ch 4: Collaboration

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 Saturday, January 20
- RTS 3B: Word Ch 4 – 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****Video Lessons**

- VL 4A: Excel Ch 1: Data and Formulas
- VL 4B: Excel Ch 1: Formatting and Printing

Readings/Videos

- RV 4: Exploring Microsoft Office 2016: Excel Chapter 1: Introduction to Excel

Real-Time Simulations

- RTS 4: Excel Ch 1 – Due Saturday, January 27

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****Video Lessons**

- VL 5A: Excel Ch 2: Formula Basics
- VL 5B: Excel Ch 2: Function Basics
- VL 5C: Excel Ch 2: VLOOKUP
- VL 5D: Excel Ch 2: PMT
- VL 5E: Excel Ch 2: IF

Readings/Videos

- RV 5A: Exploring Microsoft Office 2016: Excel Chapter 2: Formulas and Functions
- RV 5B: Week 5 Forum Resources

Real-Time Simulations

- RTS 5: Excel Ch 2 – Due Saturday, February 3

Activities

- A 5: 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****Video Lessons**

VL 6: Excel Ch 3

Readings/Videos

RV 6A: Exploring Microsoft Office 2016: Excel Chapter 3: Charts

RV 6B: Week 6 Forum Resources

Real-Time Simulations

RTS 6: Excel Ch 3 – Due Saturday, February 10

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**Excel Ch. 4****Video Lessons**

VL 7A: Excel Ch 4: Datasets

VL 7B: Excel Ch 4: Tables

VL 7C: Excel Ch 4: Conditional Formatting

Readings/Videos

RV 7: Exploring Microsoft Office 2016: Excel Chapter 4: Datasets and Tables

Real-Time Simulations

RTS 7: Excel Ch 4 – Due Saturday, February 17

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

Readings/Videos

RV 8: Mid-Term Exam Study Guide

Homework

HW 8: Progress Report Journal / Mid-Semester Evaluation – Due Saturday, February 24

Week 9 – February 24 – March 3**Mid-Term Exam****Exams**

Mid-Term Exam – In-Class on Friday, March 2 from 9:20-11:20 AM

Activities

A 9: Career Research Project First Draft – Due Saturday, March 3

Week 10 – March 4-10**Excel Ch. 5****Video Lessons**

VL 10A: Excel Ch 5: Subtotals and Outlines

VL 10B: Excel Ch 5: PivotTables and PivotCharts

Readings/Videos

RV 10A: Exploring Microsoft Office 2016: Excel Chapter 5: Subtotals, PivotTables, and PivotCharts

RV 10B: Week 10 Forum Resources

Real-Time Simulations

RTS 10: Excel Ch 5 – Due Saturday, March 10

Forums

F 10: Security and Privacy - Due Wednesday, March 7 and Saturday, March 10

Homework

HW 10: Excel Chapter 5 Grader Project – Due Saturday, March 10

Week 11 – March 11-17**Excel Ch. 6****Video Lessons**

VL 11A: Excel Ch 6: Data Tables

VL 11B: Excel Ch 6: Goal Seek

VL 11C: Excel Ch 6: Scenario Manager

VL 11D: Excel Ch 6: Solver

Readings/Videos

RV 11A: Exploring Microsoft Office 2016: Excel Chapter 6: What-If Analysis

RV 11B: Week 11 Forum Resources

Real-Time Simulations

RTS 11: Excel Ch 6 – Due Saturday, March 17

Activities

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

Forums

F 11: Networks and Communication - Due Wednesday, March 14 and Saturday, March 17

Homework

HW 9A: Excel Chapter 6 Grader Project – Due Saturday, March 17

Week 12 – March 18-24**Access Ch. 1****Video Lessons**

VL 12A: Access Ch 1: Database Basics

VL 12B: Access Ch 1: Relationships

Readings/Videos

RV 12: Exploring Microsoft Office 2016: Access Chapter 1: Introduction to Access

Real-Time Simulations

RTS 12: Access Ch 1 – Due Saturday, March 24

Homework

HW 12: Access Chapter 1 Grader Project – Due Saturday, March 24

Week 13 – March 25-31**Access Ch. 2****Video Lessons**

VL 13A: Access Ch 2: Table Design

VL 13B: Access Ch 2: Importing Data

VL 13C: Access Ch 2: Queries

Readings/Videos

RV 13A: Exploring Microsoft Office 2016: Access Chapter 2: Table and Queries in Relational Databases

RV 13B: Week 13 Forum Resources

Real-Time Simulations

RTS 13: Access Ch 2 – Due Saturday, March 31

Activities

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

Forums

F 13: Databases and Big Data - Due Wednesday, March 28 and Saturday, March 31

Homework

HW 13: Access Chapter 2 Grader Project – Due Saturday, March 31

Week 14 – April 1-7**Access Ch. 3****Video Lessons**

VL 14: Access Ch 3: Expression Builder and Functions

Readings/Videos

RV 14A: Final Exam Study Guide

RV 14B: Exploring Microsoft Office 2016: Access Chapter 3: Customize, Analyze, and Summarize Query Data

Real-Time Simulations

RTS 14: Access Ch 3 – Due Saturday, April 7

Forums

F 14: The Internet - Due Wednesday, April 4 and Saturday, April 7

Homework

HW 14: Access Chapter 3 Grader Project – Due Saturday, April 7

Week 15 – April 8-14**Review****Readings/Videos**

RV 15: Final Exam Study Guide

Activities

A 15: Career Research Project Peer Review 2 – Due Saturday, April 14

Week 16 – April 15-21**Final Exam****Friday, April 20**

Final Exam – In-Class on Friday, April 20 from 9:20-11:20 AM

Activities

A 16: Career Research Project Final Draft – Due Tuesday, April 17