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

Instructor: Amy Rutledge **e-Mail Address: rutledge@oakland.edu** **Office Address: 343 Elliott Hall**	**Class Time: MWF 9:20-10:27** **Course Websites:** **Moodle: moodle.oakland.edu** **MyITLab: www.myitlab.com or access via Moodle**
Contacting Me Please contact me using your Oakland University email account – and ONLY your OU account. I may not respond to you if you use a non-OU account – especially if it is to discuss your grades. Let me know if you need to discuss something; I am here to help you if you are struggling. **Office Hours** Office Hours –12:30pm-1:30pm Mondays or by appointment	

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.** 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. The course is the first of the two required MIS courses for students in the School of Business Administration. A minimum of a 2.0 in MIS 1000 is required to proceed in the business program.

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

Enrolled participants will have completed a prerequisite Moodle competency course before registering. You are also expected to have a moderate level of computer proficiency. You should be comfortable doing all of the following:
• Using your chosen computer operating system and web browser
• Following online directions for using a new program
• Typing at least 20 words per minute
• Troubleshooting basic computer problems
• Working through problems you can't resolve on your own with remote support technicians

Course Materials

Required Books and Content Package**

There is one textbook and an online access code to www.MyITLab.com required for the course. To save yourself some money, I **strongly** recommend that you purchase the access code **with the e-text** directly from www.myitlab.com. If you prefer a printed book, printed books can be purchased from the OU bookstore as a package (and include the access code and e-text). 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. You may also purchase the online access code and e-text from the OU bookstore but you'll be paying about $20 more for what you would get directly at the website. NOTE: I do not advise purchasing from any other sources (such as Chegg, Amazon, etc.) as they are not reliable and, often, students end up paying more – if not double to get the right materials! **If you fail to purchase the correct package you will miss out on necessary content to complete assignments/quizzes.**
**Supplemental readings and resources will also be made available online through Moodle.

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, then, work from there.

Using myITlab.com

We will use MyITLab to submit most homework assignments and exams. You will need to purchase an access code to access this content on MyITLab.

Required Technology

To fully participate in this course, you will need:

- An Internet-connected computer with the Chrome Web browser installed. (You may use your own or one in our University labs. Use of smartphones and tablets is not recommended for this course.)
- A high-speed internet connection is recommended. *Microsoft Office 2016*
- *In the event that your computer crashes or Internet goes down, it is recommended to have a backup plan in place where you are able to be able to log in using a different computer or travel to another location as needed. Please be prepared to tell me your back up plan.*
- *Any files you intend to use for this course should be saved to a cloud storage solution (see Moodle for storage options) and not to a local hard drive, USB stick or external disk. Saving files this way guarantees your files are not dependent on computer hardware that can fail. Never save your files to a lab computer with the expectation that you will retrieve them later. Lab computers are wiped of files almost daily.*

Software
Microsoft Office 2016 – Windows version preferred
- We will use the following software for this course:

Word, Excel, PowerPoint, and Access (a database program that ONLY runs on Windows and is not available for the MAC)

- Nearly all homework assignments will require Microsoft Office 2016 programs to be scored correctly. Office 2016 can be obtained for FREE. See Moodle for more details. Assignments *requiring* Office 2016 will have the word **Grader** in the title. If you choose to complete your homework using an older version of Office, you will likely lose points with this version and you do so at your own risk.
- 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. Microsoft Access is not available for the Mac operating system. A Windows computer must be used for Access.
- 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 is not available everywhere on campus, but it is available in the Elliott Hall labs and most computers in the Kresge Library.

Technical Assistance

General Course Questions – If you have general questions about the course (such as due dates, content, etc.), please contact the instructor using any of the contact methods described in the instructor section at the beginning of this document. If you have any trouble accessing any of the content in this course, please contact the instructor. Note that I use a Questions and Answers forum in Moodle. Some of the answers to your questions may be found there.

MyITLab – For technical issues related to MyITLab that you cannot resolve on your own, please contact MyITLab Support via live chat or phone: https://support.pearson.com/getsupport/s/contactsupport Do NOT email MyITLab support. Please contact MyITLab first, prior to contacting me, so you can get your issue resolved quickly so as not to delay any progress on your assignments.

Moodle – For technical issues related to Moodle that you cannot resolve on your own, please contact the E-Learning and Instructional Support office:

- Phone : (248) 805-1625
- Submit a help ticket : http://www2.oakland.edu/elis/help.cfm?lms=2

Student and Teacher Expectations

Students are expected to:
- Complete all assigned readings, videos, etc.
- Ensure that their computer is compatible with Moodle and MyITLab.
- Login to Moodle at the **beginning** of each week to review the readings and assignment checklist and understand the work expected that week
- Follow the calendar of events and complete all assignments by their deadline

- Respond to emails within 2 business days
- I expect you to read all of these expectations, so I'm hiding this in here to see if you're reading this syllabus. For 5% extra credit toward your first exam, search the Internet for an image of the first computer bug and send it to me as an email attachment. You must tell me your class day and time in the subject of your email. Ex: MWF 9:20 – Syllabus Bug

The teacher is expected to:
- Respond to Q&A forum postings and email within 2 business days
- Grade assignments within one week of the assignment deadline
- Be your coach, mentor, and someone who is available to help!

Grading and Assignments

Grading Schema and Grading Scale

Students will be graded based on the following assessments.

Homework Activities	**35%**
Exams (3 exams)	**40%**
In-Class Activities (5/%)/Simulation Trainings (5%)	**10%**
Class Project Presentations	**10%**
Blog Website Assignments	**5%**
TOTAL	**100.00%**

The following scale will be used for determining final grades. A 2.0 or higher in MIS 1000 is required for acceptance into the School of Business. How to read this chart: A student with a 91.5% in the course would fall below 92.6 on the chart and therefore would earn a 3.6 in the course.

Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade
0.986	4.0	0.886	3.5	0.796	3.0	0.746	2.5	0.696	2.0	0.646	1.5
0.966	3.9	0.866	3.4	0.786	2.9	0.736	2.4	0.686	1.9	0.636	1.4
0.946	3.8	0.846	3.3	0.776	2.8	0.726	2.3	0.676	1.8	0.626	1.3
0.926	3.7	0.826	3.2	0.766	2.7	0.716	2.2	0.666	1.7	0.616	1.2
0.906	3.6	0.806	3.1	0.756	2.6	0.706	2.1	0.656	1.6	0.606	1.1
										0.596	1.0

Oakland University's published grading policy will be used, which can be found on the Oakland University web site by searching for "grading policy". Grade codes / conversions are as follows:

A = 3.6 - 4.0

B = 3.0 - 3.5

C = 2.0 - 2.9

D = 1.0 - 1.9

F = 0.0 - 0.9 (No credit)

I = Incomplete

W = Withdrawal

Z = Audit

Assignments

Readings/Videos: You will be learning through a variety of methods. I will assign readings from our text 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 and exams. I recommend that you set some time aside for reading.

Homework Activities: Homework activities will be assigned weekly. Each activity may take an hour or more to complete. Do not leave them until the last minute – it is usually reflected in student grades. The assignments are designed to test what you've learned from the reading assignments and simulation trainings. 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.

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. Online practice exams will be available before each exam. Make up exams will only be given for extenuating circumstances with proof (i.e. – a doctor's note).

Project: One group project will be assigned during the semester. For group projects, grades will be based on the score the group earned as a whole; however, the instructor reserves the right to modify individual grades based on participation/group evaluations and feedback. For example, a lack of participation would result in a 0% grade for that individual. Late group projects will be given a 0% grade.

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 send your files to other students or let them 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. The program will tell me as such and both students will be referred to the Dean of Students for an academic hearing.

Late submission of homework and simulation assignments: All assignments will be posted to Moodle or MyITLab. Any late submission 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, any questions about late submission will not be entertained. Forum posts, extra credit, and projects will not be accepted late except in extenuating circumstances.

In-Class Activities: During most class sessions, we will have an in-class activity. You will be given a file to work with during the class time and you will upload the completed file during class time. If you are absent, I do not allow make up of in-class activities. I will drop the lowest in-class activity for the semester.

Exams: All exams will be held in class. A lab computer (not the student's personal computer) must be used to take an exam. Exams will take place during the assigned class period. Additional time for an exam cannot be given because the lab is scheduled for classes back-to-back. 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.

Important Dates from the Registrar's Office (Drop/Add dates, Last day to Withdraw, etc.):
http://www.oakland.edu/important-dates

Course Calendar

The class schedule, posted on Moodle, 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.