

USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS

KENT STATE UNIVERSITY - STARK CAMPUS
SYLLABUS M&IS 34054 - Using IS for Solving Business Problems
DRAFT as at 1/10/2011
SPRING 2011: January 10 through April 30, 2011
[Exam Week May 2 through May 7, 2011]

CREDITS	SECTION	CRN	DAYS THAT CLASS MEETS	TIME THAT CLASS MEETS	ROOM
3	600	17995	Tuesdays and Thursdays	5:30 to 6:45 p.m.	FA 30

A. ADMINISTRATIVE

Instructor: **Greg Blundell** B.Com MBA ABD
Work Phone: (330) 244-5177 or (330) 535-3377 Ext. 5177 [Akron Callers]
Primary email: gblundel@kent.edu **Alternate email:** ksu_stark@hotmail.com
Website: <http://www.personal.kent.edu/~gblundel> [Please note only 1 "l" in blundel]

Office: Room 150P (in the new Fine Arts Addition), entrance from Campus Center pathway.

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday	All other times
10:00 – 10:55 & 12:30 – 15:25	10:00 – 17:25	10:00 – 10:55 & 12:30 – 15:25	10:00 – 17:25	By Appointment	by appointment please

Class Hours:

Day	Course 1	Room/Time	Course 2	Room/Time	Course 3	Room/Time
M & W	Business Policy & Strategy MIS 44285/600	FA 210 11:00 – 12:15	Exploring Business BUS 10123/603	FA 214 15:30 – 16:45	Exploring Business BUS 10123/602	FA 216 17:30 – 18:45
T & R	Using IS to Solve Business Problems M&IS 34054/600	FA 30 17:30 – 18:45	Business Policy & Strategy MIS 44285/601	FA 216 18:55 – 21:35 THURSDAY ONLY		

B. TEXTBOOK AND RELATED STUDY MATERIALS

Required: **MIS Cases: Decision Making with Application Software [4th Edition]**

By: Lisa Miller

Prentice Hall, 2009

Print ISBN: 978-0-13-238105-5

e-Text ISBN: 978-0-13-606749-8 [Price to Students: \$30.82 for a 180 day subscription]

Please Note Well: Refunds cannot be issued on any e-book once the student has activated and accessed the material.

Recommended: Please refer to the [Suggested Additional Reading List](#) on page 9 for further information.

C. COURSE CATALOG DESCRIPTION

The **MINOR IN MANAGEMENT** is intended to provide a basic core of management courses, with emphasis on strategic management, leadership and the management of employees. These courses allow students to gain an overview of managerial functions and expertise that will add value to the career preparations provided by their major programs. The minor is valuable to students outside and inside the College of Business. Students are expected to satisfy all the prerequisite requirements for the declaration of the minor. These are;

1: Required (TOTAL 12)

ACCT: 23020 Intro. to Financial Accounting (3)

M&IS: 34165 Dynamics of Leadership (3)

M&IS: 24163 Principles of Management (3)

M&IS: 34180 Human Resources Management (3)

2: Electives (TOTAL 24): Choose four courses from the following with no more than one course from any area:

ACCT: 23021 Intro. to Managerial Accounting (3)

COMM: 25863 Business & Professional Comm. (3)

ECON: 22060 Principles of Microeconomics (3)

FIN: 36053 Business Finance (3)

M&IS: 34185 Individual and Group Behavior (3)

COMM: 20001 Interpersonal Communication (3)

COMM: 35864 Organizational Communication (3)

ECON: 22061 Principles of Macroeconomics (3)

M&IS: 24053 Introduction to Computer Applications (3)

MKTG: 25010 Marketing (3)

Requirements for the declaration of a Minor:

- Officially declared major [no pre-majors, general or undeclared], A minimum of 60 semester hours completed, A minimum of 2.50 cumulative GPA in the Major and Minor Courses.
- Admission to all 3/40000-level courses require completion of all prerequisites and appropriate academic status.

USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS

Using Information Systems for Solving Business Problems is a continuation of M&IS 24053 and provides students with further study in the use of information systems to solve business problems. You will learn how to build elegant and robust models in both MS-Access & MS-Excel to solve the most pressing problems experienced in business today. This course is only open to business management majors during the initial registration period. Should space then be available, after the initial registration period, it is then open to any business major on a first-come, first-served basis. **Prerequisite: M&IS 24053.**

This course will not count toward a CIS major or minor.

D. LEARNING OBJECTIVES

There are dangers with an over- or under-reliance on data. In the 1960's, Robert McNamara (*the Secretary of Defense during the Vietnam War*) espoused a scientific approach to decision making. Analysts (*who became known as "whiz kids"*) analyzed data, and made decisions for the generals and admirals in the military. The experience and wisdom of the senior officers was overruled by the "facts" in the data. In his book *In Retrospect*, Robert McNamara tells the story of why some of these decisions were "wrong, terribly wrong".

On the other hand, there is also a danger to relying solely on experience and intuition (*this is what worked last time*) and ignoring performance measure data. "Gut feeling" and "seat of the pants" decisions can lead to disastrous consequences. An enlightened decision maker will balance the data analysis results with their experience and intuition.

This Course is designed to provide both hands-on educational activities and technical assistance for current and future business persons. Its purpose is to help business owners and managers develop advanced skills in the information systems field and then to enable them to utilize those skills in decision making to better meet their business goals.

E. TEACHING PHILOSOPHY

I am honored to present this Course and I believe that I have 3 principle responsibilities;

1. Firstly, to You the Student;

To educate you to the best of my ability and to the full extent of all the available material on this subject. I will instill in you the same passion that burns within me in the pursuit and accumulation of continuous knowledge. Further, I plan to make and keep the classroom sessions very interactive, by injecting my own quirky brand of humor and anecdotal accounts of my experience. This is done in order to make the learning experience fun and a permanent deposit into your memory banks. However, I caution you to not interpret the moments of light-heartedness as an effort to undermine or downplay the seriousness and importance of this course, since the required level of professionalism will always be maintained. Within this context, prepare thoroughly for each class and you will be the catalyst for making the learning experience fun.

2. Secondly, to Kent State University;

To honor the dictum, constitution, code of conduct and history of this fine academic institution by upholding my commitment to provide only the highest level of instruction. I will be fully prepared for each session, by drawing upon all the available resources, and by being prompt and professional at all times. I too will ensure that all the stated course objectives are met, and above all, that no question remains unanswered.

3. Lastly, to Myself;

By never knowingly laying claim to a level of competence and knowledge that I do not possess and at all times exercising competence at least to the level I claim. To always act with complete discretion when entrusted with confidential information, and to act with impartiality when purporting to give independent advice. Further, I will never seek personal advantage to the detriment of the University and will never exercise any form of discrimination on the basis of race, sex, creed, color, country of origin, ability, age and/or religion.

F. COURSE METHODOLOGY

This course has a definite slant towards being more hands-on than most. You will be tasked with extensive in-class assignments and will be required to tackle upcoming assignments as homework. Individual presentations throughout the Semester will be given enabling you to receive adequate feedback and to avail you with ample opportunities to sharpen your skills in employing the feedback, as given. Furthermore, instead of being strictly a one-directional classroom delivery format, it will more often than not follow the format of being discussion-driven. Class interaction is a product of preparation which is facilitated by you reading the prescribed material before the class presents.

This course requires that nothing is ever printed out and all submissions are via email. Please note that the application software standard at Kent State University at Stark is Microsoft Office version 2007. All work for submission must be completed as follows; [Documents](#) in [MS Word 2007](#), [Spreadsheets](#) in [MS-Excel](#), [Databases](#) in [MS-Access 2007](#) and [Presentations](#) in [MS-PowerPoint 2007](#). **Assignments received in any other software format cannot be accessed, therefore will not be accepted.**

USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS**G. STUDENT EVALUATION**

A breakdown of the Student Evaluation in this Course, the relative value of each and a description of each component along with the schedule for final grading allocation, follows;

GRADE COMPONENTS [TOTAL 100 %]		COURSE GRADING			
Examinations: [3 @ 20 points per] ACCESS: Case 24: Wright Brothers' Airport Shuttle Service EXCEL: Case 12: Baylee Byrd Playsets, Inc. FINAL: Case 26: Healthy Plant and Tree Nursery		60%	A	90-100 %	Aim here, be inspired, goal-driven and achievement oriented
Homework: [4 @ 10 points per] ACCESS 1: Case 16: Susan's Special Sauces ACCESS 2: Case 21: Tyrone's Arcade Games EXCEL 1: Case 4: Maxi's Grocery Mart EXCEL 2: Case 8: Megan Davis Convention Center			B	80-89 %	Admirable, but with just a little more effort you could be up a level
		40%	C	70-79 %	Average – and just who wants to be seen as average?
			D	60-69 %	You and I both know that this level is not indicative of your best efforts
			F	< 60%	Say no more

Completing Cases & Reports

Cases from the prescribed book are assigned as per the [Schedule](#) on pages 6 through 8, below. Some Cases are presented as skills-building opportunities, others as graded Homework and Exams. [Working Data files](#) are provided for nearly all Cases covered in class [A [register](#) is provided on page 10]. Necessarily, you should have made strong attempts on each Case prior to seeking assistance from either your classmates, our supplemental instructor **John Jones** [jjones56@kent.edu], or me. We will cover each of the new skills introduced in each case comprehensively in class prior to any particular Case being due in to me. In order to get the most benefit from the class sessions, it goes without saying that you should come to class well prepared for the discussion, *i.e. you should have the prep work completed up to but excluding the Information Specifications for each Case in question.*

PLEASE NOTE: Graded Homework Cases are due in via email [to both [email addresses](#) listed above] no later than 12:00 noon on the date in the [Schedule](#). There are absolutely no extensions here and a failure to comply will result in a zero for the Assignment missed. I will confirm receipt of each submission— however, if you haven't received confirmation within 24 hours, please assume I did not receive it and please resubmit.

For Exam Cases, you will be well advised to have them fully completed prior to the actual Exam since I will be giving you additional tasks to carry out on each Case during the Exam. These Cases are normally split 60/40, with the former being for the completed Case and the latter for the tasks undertaken during the Exam. In order to complete each Case, you will need to undertake the following;

- Build each model as directed in the **Case Background**, **Case Scenario** and **Design Specifications** sections.
- Work through the **Information Specifications** section and create solutions, both programmatic and narrative, for each one, as detailed.
- Recognize any **Implementation Concerns**, as listed, and include either in your **Information Specifications** section or in your Case Deliverables section.
- Work through the **Test Your Design** section and enhance your model, as built in 1. above, where necessary.
- For the **Case Deliverables** section, the following requirements apply;
 - Items 1 & 5:** A Combined written report [in MS Word 2007 as a separate attachment to your email to me], detailing "any assumptions you made about the case and the key elements" thereof. In addition to this, please share your opinion/s and justification/s for what you've added to the Case model to enhance its utility and/or functionality and if you had the time, its aesthetics and user-friendliness. **For Item 5, you will need to provide a clear explanation of your approach, all the results and your informative interpretation of each result for each of your responses to the Information Specifications section and the Test Your Design section.**
 - Items 2 & 3:** **Please Note - It will never be necessary to print out anything for this course**
 - Item 4:** Your file/s fully completed and named accordingly. Each file you send through should be named with the Case number and your last name. So if it was my file for Case 15, it would be named as **CASE15Blundell.geb** for Access, or **CASE15Blundell.xlsx** for Excel. **For consistency purposes, please follow this naming convention for all your submitted work. All files to be emailed as attachments to both email addresses provided above.**
 - A word of caution when sending **MS-Access 2007** files via email. Most email programs see them as virus-laden and they will be removed from the transmission. So, to avoid this from happening, please follow these steps;
 - You need to first ensure that your file extension [.accdb] is visible.
 - Right mouse click on the **Start** button and click **Explore**.
 - In Windows Explorer click **Tools, Folder Options, View** and uncheck the box next to **Hide extensions for known file types**.
 - Click **Apply** and then click **OK**.
 - Find your file wherever you saved it – right mouse click on it and select **Rename**, then change the file name to read **CASE??Last Name.xxx** where you will put your initials in place of **xxx**.
 - So if it was my file, its name would be **CASE15Blundell.geb** [Please note – this is for Access files only]
 - Failure to do this will result in me not receiving your file and its all downhill from here.
 - Item 6:** Although I will not require prepared oral presentations, I will regularly call on students, one by each, to share with the class what their take on the Case is.
 - Other Items:** if required in the Case, will be dealt with on an individual Case-by-Case basis.
- Failure to comply with these simple, but detailed requirements will... 'Nuff said.

H. STUDENT RESPONSIBILITIES

It goes without saying that each student is personally responsible for completing all assigned readings and internalizing all the material presented in the classroom, which may or may not originate from the required Textbook.

Further, students will be responsible for all other material covered in the classroom lectures; other assigned readings, presentations, and any and all pertinent homework and other assignments whether or not covered in the class lectures.

It is a student's responsibility to catch up on all work missed. Absence from class does not excuse a student from not being in the possession of any briefs/documentation handed out or shared in the classroom.

I strongly encourage you, that if you do not understand any of the topics we discuss in class or you read about, please do not be afraid to ask either during the lesson, after class during my office hours or via email.

PLEASE NOTE WELL – the dates of Examinations, Assignments, Projects, Presentations and any other submission materials are not negotiable they will take place on the dates as scheduled. **I do not accept late or incomplete work; please do not make that mistaken assumption.**

FERPA Regulations prohibit the distribution of Grades other than face-to-face with the respective student or via Web for Students. PLEASE DO NOT ASK FOR GRADES OVER THE PHONE OR TO BE SENT VIA EMAIL. If you need to determine your progress throughout the semester, please visit me during my scheduled office hours.

Email must be used in all cases where a physical submission is required – **you never need to print anything out for this Course.**

In consideration of your fellow classmates, **please turn off all cell phones, beepers, PDA's, and any other electronic equipment emitting sound** for the duration of the Classroom sessions. I can and will accommodate emergency situations, if notified in advance. If you should choose to answer a cell phone in my class, without forewarning me of your emergency, and you will definitely fail.

I. ATTENDANCE

YOUR REGULAR CLASS PREPARATION AND ATTENDANCE IS NOT ONLY EXPECTED BUT REQUIRED. As per University Policy, an Attendance Register will be taken each time the Class meets and your respective attendance recorded.

(Please review the complete University Policy at <http://www.kent.edu/policyreg/chap3/3-01-2.cfm>).

Your **unexcused** absence from class, including your **regular tardiness and/or leaving class early** will negatively affect your final grade, which will be calculated as follows;

Classes meeting 3 TIMES a week		Classes meeting TWICE a week		Classes meeting ONCE a week	
Perfect attendance	0 % deducted	Perfect attendance	0 % deducted	Perfect attendance	0 % deducted
Miss ≤ 2	3 % deducted	Miss 1	3 % deducted	Miss 1	7 % deducted
Miss >2 but ≤ 5	7 % deducted	Miss 2 or 3	7 % deducted	Miss >1	10 % deducted
Miss ≥ 6	10 % deducted	Miss ≥ 4	10 % deducted		
Miss ≥ 9 classes	Failing Grade	Miss ≥ 6 classes	Failing Grade	Miss ≥ 3 classes	Failing Grade

Please note that these penalties are NOT NEGOTIABLE – please do not embarrass yourself asking for concession.

If you are unable to attend class for whatever reason, you should consult with me before the Class meets. Contact can be made via telephone, email or in person. Apologies received after the specific class/es in question has/have concluded will not be accepted, unless accompanied by an official written document.

Bottom Line: No make-up Examinations/Quizzes or Attendance relief will be granted without an official written document.

Class Cancellations – Campus Closings: Announcements of class cancellations and/or campus closings will be made on the campus home page. In the case of an emergency, weather-related or otherwise, please check the web page at www.stark.kent.edu for information on the buildings and times of the closing. While information may be broadcast by radio and television, this should be confirmed by the web page, which is the official announcement of the campus and which will be the information used to determine issues related to student attendance, rescheduling of tests, and other concerns.

J. ACADEMIC HONESTY

You are an adult and a college student. You should know that claiming someone else's work as your own is nothing other than cheating. Although it is often said that doing this is a means of only cheating yourself, this is a truism that needs to be understood, not simply glossed over. The official KSU policy is:

"Use of the intellectual property of others without attributing it to them is considered a serious academic offense. Cheating or plagiarism will result in a failing grade for the work or for the entire course. Repeat offenses result in dismissal from the University. University guidelines require that all infractions be reported to the Student Conduct Officer on our campus."

USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS**K. ENROLLMENT:**

Students have the responsibility to ensure they are properly enrolled in classes. You are advised to review your official Class schedule once you have registered to ensure you are properly enrolled in the correct courses and sections. Should you find an error in your class schedule, you have until the second week of the semester to correct it with your advising officer. If registration errors are not corrected by this time and you continue to attend and participate in Classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.

If you are considering withdrawing from this course, please consult with a staff member in the Student Services Office, 134 Main Hall. Withdrawal from a course can affect financial aid, student status, or progress within your major.

For withdrawal deadlines, please refer to http://www.registrars.kent.edu/home/TermUpdate/sche_adj.htm.

L. STUDENTS WITH ISSUES THAT COULD INHIBIT THEIR ACADEMIC SUCCESS

Kent State University recognizes its responsibility for creating an institution atmosphere in which students with disabilities can succeed. In accordance with University Policy Subpart E...104.44, if you have a documented disability, you may request accommodations to obtain equal access in this class.

Please contact the accessibility coordinator on campus, **Suzanne Savickas** in **Student Accessibility Services**, located in the Academic Success Center, situated on the lower level of the Campus Center, phone (330) 244-5047, or ssavicka@kent.edu

After your eligibility for accommodation is determined, you will be given a letter which, when presented to instructors, will help us know best how to assist you to succeed at Kent State University at Stark.

M. OTHER KSU @ STARK STUDENT-RELATED RESOURCES & SERVICES

Please click on the following link for a campus map: <http://www.stark.kent.edu/about/upload/starkb-wmap.pdf>

1. **ACADEMIC SUCCESS CENTER [ASC] (Tutoring & Testing):** [Contact Person **Lisa Hart**]
Place: Lower Level Campus Center **Phone:** (330) 244-5042 **Email:** lhart@kent.edu
For specific Hours of Business please consult <http://www.stark.kent.edu/CurrentStudents/ASC.cfm>
Tutoring: Free, walk-in math tutoring is available 8 a.m.-7 p.m. Monday through Thursday and 8 a.m.- 3 p.m. Friday in the Academic Success Center in the lower level of Campus Center. Subject-area tutoring is available by appointment and can be arranged in person in the Academic Success Center or by completing a form online located at <http://www.stark.kent.edu/student/resources/testing.cfm>. Online tutoring in math, statistics, chemistry, and accounting can also be accessed from this page.
2. **CAMPUS STUDENT COMPLAINT OFFICER:** [Contact Person **Rob Kairis**]
Place: Learning Resources Center **Phone:** (330) 244-3326 **Email:** rkairis@kent.edu
3. **INTERFAITH CAMPUS MINISTRY:** [Contact Person **Michael Gleason**]
Place: Lower Level Campus Center **Phone:** (330) 244-3281/2 **Email:** mfgleason@kent.edu
4. **WRITING CENTER:** [Contact Person **Jay Sloan**]
Place: Room 202 in Main Hall **Phone:** (330) 244-3299 **Email:** writing_GST@kent.edu
Please consult their website at: <http://www.stark.kent.edu/student/resources/writing/index.cfm>
5. **CAMPUS SECURITY:** [Contact Person **Mark Elliott**]
Place: Lower Level Main Hall **Phone:** (330) 244-3226 **Email:** mellio12@kent.edu
Cell-Phone: 330-705-0430 [or if on campus, 53123 from a campus phone. Alternatively please phone 911]

N. STARK CAREER SERVICES CENTRE

The mission of the SCSC is to provide centralized, comprehensive career education, career employment, student employment and academic testing services to Kent State University and global communities.

In support of this, and the University mission, we are committed to:

- ☆ *empowering individuals to prepare for satisfying careers by providing education, counseling and employment opportunities.*
- ☆ *forging valued partnerships and relationships through effective communication and collaboration.*
- ☆ *servicing as the benchmark for career center excellence by embracing innovation, technology and personalized service.*

USING INFORMATION SYSTEMS FOR SOLVING BUSINESS PROBLEMS

Career Education Services: Career Education Services consists of six different areas:

- ☆ career counseling ☆ career exploration course ☆ Graduate School Preparation
- ☆ career presentations ☆ Alumni Services ☆ Career Research Library

Career counseling is available to students on an appointment or walk-in basis, and students are welcome to utilize the wealth of information available in the Career Research Library. The Job Seekers Companion, a job search resource, is available on-line, as are a number of career resources.

Contact Details:

Person: Chris Paveloi
Place: Academic Success Center (lower level of Campus Center)
Phone: (330) 244-5043 **e-mail:** cpaveloi@kent.edu
Business Hours: Monday through Friday 8:00 a.m. - 5:00 p.m.

O. RECYCLING

KSU Stark recycles. Recycling saves energy, which is currently generated by expensive and vanishing fossil fuels.

Recycling one aluminum can saves enough energy to run a TV for three hours!

Please take a few seconds to separate your trash. Aluminum cans and plastic and glass bottles may be placed in the blue recycling bins, and all types of paper may be placed in the blue recycling trash cans.

All other waste may be placed in the black or blue trash cans placed around campus.

Page 1: DRAFT CLASS SCHEDULE – M&IS 34054/600 – TR 5:30 to 6:45 p.m.

I reserve the right to make changes to this schedule; and whenever possible the changes will be announced in advance. In all cases, the Syllabus will be updated on my Webpage.

Date	Day	W	L	Assignment	SCOPE OF WORK TO BE COVERED [Please Prepare before Class]
Through Tuesday January 4			Payment for Registration Activity: Visit www.kent.edu/bursar/ for payment dates & schedule.		
JAN	11	Tue	1	1	Overview COURSE ORIENTATION - Introductions, Syllabus & Schedule Review, Discuss Homework Assignments & Examinations
					Overview DATABASE SOFTWARE REVISITED <i>Introduction to Database Software; What Is a Database?; What Is a Database Management System?; Comparative Advantages of Database Packages; Windows-based Databases; Introducing Microsoft Access for Windows & Getting Started – Access 2007 for Windows</i>
				In-Class: Pgs. 291 - 343	Database Tutorial – Timeka’s Tanning Salon, Inc.
Monday January 10 to Sunday January 16			Late Registration and Schedule Adjustment: Available using FlashFAST in FlashLine/Student Tools. Visit www.kent.edu/bursar/ for tuition payment dates and billing schedule.		
13	Thu	1	2	In-Class: Pgs. 291 - 343	Database Tutorial – Timeka’s Tanning Salon, Inc. [continued]
17	MON	2	CAMPUS CLOSED		CAMPUS CLOSED on account of Dr. Martin Luther King, Jr. Day
Monday January 17 to Sunday January 23			Late Registration - \$100 Non-waivable Late Registration Fee. Available using FlashFAST in FlashLine/Student Tools. Schedule Adjustment - No Late Registration Fee Assessed. Courses may not be added or P/F/AU or credit hour options be changed after Sep 12 . Visit www.kent.edu/bursar/ for tuition payment dates and billing schedule.		
18	Tue	2	3	In-Class: Pgs. 291 - 343	Database Tutorial – Timeka’s Tanning Salon, Inc. [continued]
20	Thu	2	4	In-Class	New Access Skills Case 15: Table, Form, Query & Report Design, Wizards & Relationships. Select Queries, Aggregate Functions & Calculated Fields
25	Tue	3	5	At Home Pg. 97 – 105 Diff. Level: ★	Access Case 15: Koko's Canine Pet Club Project: Creating a database that tracks clients and their pets, available walk times and pet walkers
Sunday January 23			Last day to withdraw from Any or All before a grade of “W” is assigned. View the Processing Dates for Classes link at http://www.registrars.kent.edu for deadlines for flexibly scheduled courses.		
27	Thu	3	6	In-Class	New Access Skills Case 16: Calculated Controls
				At Home Pg. 106 – 115 Diff. Level: ★	Homework 1: Access Case 16: Susan’s Special Sauces Project: Creating a database that simply tracks inventory: product selling prices, quantities on hand and production cost

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Page 2: DRAFT CLASS SCHEDULE – M&IS 34054/600 – TR 5:30 to 6:45 p.m.

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Date	Day	W	L	Assignment	SCOPE OF WORK TO BE COVERED [Please Prepare before Class]	
FEB	1	Tue	4	7	In-Class	New Access Skills Case 17: IIF Function, Form, Lookup & Report Wizards
	3	Thu	4	8	DEADLINE	HOMEWORK 1: Access Case 16: Susan's Special Sauces [via email]
					At Home Pg. 116 – 128 Diff. Level: ★	Access Case 17: Granny Joan's Cookies Project: Creating a Cookie database that stores data on students, cookie packages/ categories/checkouts and sales
	8	Tue	5	9	In-Class	New Access Skills Case 18: Report & Label Wizards, AutoLookup Queries, Combo Box, Command Buttons, Mailing Labels
	10	Thu	5	10	At Home Pg. 129 – 137 Diff. Level: ★★	Access Case 18: Friends In Need Project: Creating a database that tracks Friend [Donors]
	15	Tue	6	11	In-Class	New Access Skills Case 19: Aggregate Functions, Chart Wizard, Crosstab Query
	17	Thu	6	12	At Home Pg. 138 – 147 Diff. Level: ★★	Access Case 19: Second Time Around Movies [continued] Project: Interrogation of a database to extract specific data
	22	Tue	7	13	In-Class Pg. 148 – 157 Diff. Level: ★★	Access Case 20: Elusive Moose RV Park No new Access Skills for this Case Project: Creating a reservations database
24	Thu	7	14	In-Class	New Access Skills Case 21: Parameter Queries, Sub-forms, Tab Controls	
MAR	1	Tue	8	15	At Home Pg. 158 – 167 Diff. Level: ★★★	HOMEWORK 2: Access Case 21: Tyrone's Arcade Games Project: Creating a database that tracks asset distribution, particularly computer hardware and software
	3	Thu	8	16	In-Class	New Access Skills Case 23: Advanced Report Design, Filter by Form, Word Mail Merge Wizard
	8	Tue	9	17	DEADLINE	HOMEWORK 2: Access Case 21: Tyrone's Arcade Games [via email]
					At Home Pg. 180 – 190 Diff. Level: ★★★	Access Case 23: ABC Inc.'s Health Benefits Project: Modifying an existing Employee Benefits database
	10	Thu	9	18	Overview	Introduction to Spreadsheets/Microsoft Excel Spreadsheet Design Principles
					In-Class Pgs. 252 – 290	Excel Tutorial – Timeka's Tanning Salon, Inc.
	15	Tue	10	19	ACCESS EXAM	EXAM: Access Case 24: Wright Brothers' Airport Shuttle Service Project: Migration of the existing "database" and a revision of the following needs; parking table, parking reservation form, daily check-in and check-out reports
					Pg. 191 – 200 Diff. Level: ★★★	
	17	Thu	10	20	In-Class Pgs. 252 – 290	Excel Tutorial – Timeka's Tanning Salon, Inc. [continued]
	20	Sun	WITHDRAWAL DEADLINE		FINAL DATE TO WITHDRAW FROM ALL COURSES FOR THE SEMESTER	
	21	Mon	NO CLASSES		Campus Closed for SPRING BREAK	
27	Sun	NO CLASSES		Campus Closed for SPRING BREAK		
APR	5	Tue	13	23	In-Class	New Excel Skills Case 2: Consolidating Worksheets, Functions [PV, NPV & IRR], Naming Ranges and Protecting Cells
					At Home Pg. 7 – 13 Diff. Level: ★	Excel Case 2: Piedmont Trailer Manufacturing Company Project: Conducting an Economic Feasibility Study
	31	Thu	12	22	In-Class	New Excel Skills Case 3: Functions [COUNTA, COUNTIF, PMT, SUM, SUMIF, VLOOKUP]
				At Home Pg. 14 – 18 Diff. Level: ★	Excel Case 3: Francisco's Lawn Care Project: A System for tracking customers, service dates, payments and revenue	
APR	5	Tue	13	23	In-Class	New Excel Skills Case 4: IF Function, Absolute & Relative Cell References & Page Break
					At Home Pg. 19 – 24 Diff. Level: ★★	HOMEWORK 1: Excel Case 4: Maxi's Grocery Mart Project: Preparing Pro-Forma Income Statement and Analysis

Page 3: DRAFT CLASS SCHEDULE – M&IS 34054/600 – TR 5:30 to 6:45 p.m.

I reserve the right to make changes to this schedule; and whenever possible the changes will be announced in advance. In all cases, the Syllabus will be updated on my Webpage.

Date	Day	W	L	Assignment	SCOPE OF WORK TO BE COVERED [Please Prepare before Class]	
APR	7	Thu	13	24	DEADLINE	HOMEWORK 1: Excel Case 4: Maxi's Grocery Mart [via email]
					In-Class	New Excel Skills Case 5: Pivot Table and Chart, Functions [AVERAGE, MODE, MEDIAN]
					At Home Pg. 25 – 36 Diff. Level: ★★	Excel Case 5: Klein Technology Seminars Project: Facilitating the Analysis of Customer Satisfaction Surveys
	12	Tue	14	25	In-Class	New Excel Skills Case 6: External Cell Reference & Template
					At Home Pg. 37 – 42 Diff. Level: ★★	Excel Case 6: Terrell & Terrell Property Management, Inc. Project: A System for tracking income and expenses for rental units
	14	Thu	14	26	In-Class	New Excel Skills Case 8: Date Calculations, Filter & Nesting functions
					At Home Pg. 48 – 52 Diff. Level: ★★★	HOMEWORK Excel Case 8: Megan Davis Convention Center Project: A System for tracking income and expenses for rental units
	19	Tue	15	27	DEADLINE	HOMEWORK 2: Excel Case 8: Megan Davis Conv. Center [via email]
					In-Class	New Excel Skills Case 10: Advanced Filter, Functions [DAVERAGE] & Grouping Worksheets
					At Home Pg. 60 – 66 Diff. Level: ★★★★	Excel Case 10: Madison's Department Store Project: Monitoring and analyzing the performance of Sales Staff
21	Thu	15	28	In-Class	New Excel Skills Case 12: Data Table, Goal Seek, Scenario Manager, Solver	
26	Tue	16	29	EXCEL EXAM Pg. 72 – 78 Diff. Lev: ★★★★★	Excel Case 12: Baylee Byrd Playsets, Inc. Project: Preparation and Analysis of Current and Future Performance	
28	Thu	16	30	In-Class	Preparation for FINAL EXAM	
MAY	6	Thu	17	—	FINAL EXAM	18:00 to 20:00: Case 26: Healthy Plant and Tree Nursery <i>To be presented individually to me in my office. Please bring your completed Case file with you and be prepared to walk me through, step-by-step, your complete response to Mr. Regaldo's requests in this Case, as if I were him. No Case Deliverables will be required for this Case.</i> Please Note: You are welcome to present your Case to me anytime that I am on campus during Exam Week – An Exam Week Schedule will follow closer to the time.
	11	Wed	18		FINAL GRADES	Available via FLASHLINE [STUDENT TOOLS TAB]

What it means to apply yourself outside of Class

I need you to appreciate that this course involves a lot of work both in the classroom and at home. It is by no means a difficult course and the content, once mastered, will greatly benefit you in your future career. Maximum effort will make the assimilation of the content that much easier and afford you the opportunity to return the maximum benefit from your academic "investment."

In their freshman year, students should expect to spend at least 1½ hours studying outside class for each credit hour they spend in class. Thus, for a 3-credit-hour lecture or seminar course, 4½ hours of studying outside of class per week is considered an absolute necessity. Anything less and the student is almost guaranteed a poor grade in their respective course. Students should bear this in mind if they are attempting to combine full-time course and employment loads.

As the student rises through the ranks, inevitably the amount of outside class time needing to be spent on studying increases significantly such that by the time a student reaches their senior year, as much as 4 hours per credit hour might be required to maintain the appropriate focus and progress in order to return a top grade.

Proficient Microsoft Office Skills, particularly with Access and Excel, are highly prized and rewarded in industry. In this light, it is expected and required of you to practice and sharpen your skills outside of class hours, either on campus or at home. Our SI, [John Jones](#) stands ready with me, at all times, to assist you in completing work between classes.

There is absolutely no excuse, and I won't accept one either, for not coming to class fully prepared and up-to-date on all required and/or assigned readings, case preparations and homework. You own this responsibility, Yes?

SUGGESTED ADDITIONAL READING LIST

<p><u>ESSENTIALS OF MANAGEMENT INFORMATION SYSTEMS</u> <i>Authors: Kenneth C. Laudon, New York University and Jane P. Laudon, Azimuth Information Systems</i> <i>ISBN: 0-13-008734-3</i> <i>Publisher: Prentice Hall</i> <i>Edition: 5th 05/08/2002</i> <u>Highly recommended</u></p>	<p>Appropriate for sophomore all the way up to MBA-level MIS and Information Systems courses taught in MIS, IS, CIS, Business and Management departments. Ideal for courses on the quarter system and those that combine an MIS text with hands-on software, projects, or case studies.</p> <p>Exceptionally practical in approach, this text prepares students for the constantly changing demands of using information systems as managers in today's fast-paced organizations - first by relating MIS to management, the organization and technology, focusing on the importance of integrating these elements; second by tracking emerging technologies and organizational trends; and third by consistently using examples taken from real businesses, both domestic and foreign.</p>
<p><u>Mastering Excel 2007: A Problem-Solving Approach</u> <i>Author: James Gips</i> <i>Publisher: Pearson Custom Publishing</i> <i>Edition: 1st August 11, 2007</i> <i>ISBN-10: 0536391270</i> <i>ISBN-13: 978-0536391278</i></p>	<p>Following the critical thinking, problem-solving approach of the New Perspectives Series learners will gain a comprehensive understanding of Microsoft Excel 2007, including the new features of the software. The case-based tutorials challenge learners to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With the New Perspectives Series approach, learners understand why they're learning what they're learning, and are better situated to retain skills.</p>
<p><u>Alison Balter's Mastering Microsoft Office Access 2007 Development</u> <i>Publisher: Sams</i> <i>Edition: 1st June 10, 2007</i> <i>ISBN-10: 0672329328</i> <i>ISBN-13: 978-0672329326</i> <i>Paperback</i></p>	<p>Microsoft Office 2007 is a major upgrade from the last version of Office; Access will also be greatly revised. Alison Balter is the name that Access developers will trust to guide them through Access 2007's new features. She has the rare ability to take complex topics and explain them clearly, as shown by the success of her ten previous books on Access.</p> <p>Balter is known for providing real-world solutions to specific Access development problems. She also is known for her ability to back up her practical examples with just enough underlying theory to give the reader a good overall understanding of Access. In short, this book will provide beginning and intermediate Access developers with everything that they need to know to design and build Access 2007 applications. It should also appeal to DBAs and power users who want or need to get started building custom Access apps. This latest book in her Mastering Access series will not disappoint her many fans who anxiously await each new version, and should win her new fans as well.</p>
<p><u>Microsoft® Office Access(TM) 2007 Inside Out (Microsoft Office Access Inside Out)</u> <i>Authors: John Viescas & Jeff Conrad</i> <i>Publisher: Microsoft Press (April 11, 2007)</i> <i>ISBN-10: 0735623252</i> <i>ISBN-13: 978-0735623255</i> <i>Paperback</i></p>	<p>Learn everything you need to know for working with Microsoft® Office Access 2007--from the inside out! This book packs hundreds of time-saving solutions, troubleshooting tips, and workarounds for using Office Access 2007--all in concise, fast-answer format. Whether you are upgrading from Office 97 or Office 2003, you'll be able to dig in to the work-ready resources that help you take your Access 2007 experience to the next level. This information-packed complete reference shows you how to get the most out of Access 2007 and find out what's new. You will learn how to design more-efficient databases, streamline data entry, find the information you need, and work with tools to produce effective forms, reports, and queries. In addition, you'll begin to explore strategies for database design and advanced table design. Plus, you'll get an easy-to-use companion CD packed with custom resources and a fully searchable eBook. With INSIDE OUT, you get all muscle and no fluff!</p> <p>Key Book Benefits:</p> <ul style="list-style-type: none"> • Discover what's new in Microsoft Access 2007 • Award-winning INSIDE OUT format makes hundreds of tips, tricks, and workarounds easy to find and easy to use • Drills into the most-used features and functions in Access, delivering comprehensive details--but no fluff--in a single volume • Learn how to develop a database design strategy, create relationships on multiple fields, add indexes, and explore advanced table design • Includes a companion CD with customer resources, eBooks, and more

ACCESS & EXCEL Student Data File Register<http://www.personal.kent.edu/~gblundel/html/34054/SDF.ZIP>

CASE DESCRIPTION	WORKING DATA FILES	
	EXCEL	ACCESS
EXCEL Tutorial – Timeka’s Tanning Salon, Inc.	Salon Tutorial Excel	—
EXCEL Case 1: Milligan’s Backyard Storage Kits	Milligan4	—
EXCEL Case 2: Piedmont Trailer Manufacturing Company	—	—
EXCEL Case 3: Francisco's Lawn Care	Francisco4	—
EXCEL Case 4: Maxi's Grocery Mart	—	—
EXCEL Case 5: Klein Technology Seminars	KleinData4	—
EXCEL Case 6: Terrell & Terrell Property Management, Inc.	Terrell4	—
EXCEL Case 7: Mark’s Collectibles, Inc.	SiteStatistics4	—
EXCEL Case 8: Megan Davis Convention Center	MDCC_Reservation Details	MDCC_Reservations4
EXCEL Case 9: BJR’s Investments	Portfolio4	—
EXCEL Case 10: Madison's Department Store	Madison4	—
EXCEL Case 11: Lake West University	LakeWestAssessment4.xls	—
EXCEL Case 12: Baylee Byrd Playsets, Inc.	—	—
EXCEL Case 13: Edmund Grant Pharmaceutical Company	EGPC4	—
EXCEL Case 14: Molly Mackenzie Boat Marina	Molly4	—
ACCESS Tutorial – Timeka’s Tanning Salon, Inc.	Salon Tutorial Access	—
ACCESS Case 15: Koko's Canine Pet Club	Koko4	Koko4
ACCESS Case 16: Susan’s Special Sauces	—	—
ACCESS Case 17: Granny Joan’s Cookies	GrannyJoanData4	☐
ACCESS Case 18: Friends In Need	Friends4	☐
ACCESS Case 19: Second Time Around Movies	—	Movie4
ACCESS Case 20: Elusive Moose RV Park	Moose4	—
ACCESS Case 21: Tyrone's Arcade Games	Arcade4	Arcade4
ACCESS Case 22: Keller Industries	Hardware4	Tracking4
ACCESS Case 23: ABC Inc.'s Health Benefits	BenefitsData4	Benefits4
ACCESS Case 24: Wright Brothers' Airport Shuttle Service	WrightBorthersData4	WrightBrothers4
COMBO Case 25: Natalie’s Tours	ToursData4	Tours4
COMBO Case 26: Healthy Plant and Tree Nursery	Nursery4	—
COMBO Case 27: Franklin University: Student Scholarship Management	FranklinAward4	Franklin4
COMBO Case 28: Letty’s Costume Rental	CostumeData4	—
WEB Case 29: Mountain View Dental Clinic	—	—
WEB Case 30: Family Veterinary Pet Care Clinic	—	—