KENT STATE
U N I V E R S I T Y

Introduction to Computer Applications
MIS 24053 Spring 2014 Section 16053
Monday & Wednesday 8:30 PM – 9:45 PM, BSA 200
Mrs. Candice Vander Weerdt, cvander8@kent.edu, Office A417

Objective

To develop competency in handling data using various computer programs. It is expected that during this term students will develop competency in the operation of the computer programs to which they are exposed. It is further expected that as students master the course material, self confidence will rise.

To develop an understanding of the role data and IT (Information Technology) plays in virtually all areas of business. A focus on data analytics (discovering useful information and supporting decision making) together with ERP (enterprise resource planning) will aid the growth of student skill and understanding.

Learning Outcomes

- Develop data analysis skills
- Develop software manipulation skills
- Learn to use data and information for decision making
- Learn about the role of IT throughout business
- Business writing capabilities
- Time management skills

Sources of Information

- Class lecture / discussion
- The e-book
- The e-book's interactive lessons
- Me (email me with questions)
- Tutors
- Online presentations
- Study guides for each course unit
- Downloads for you to use during class

Blackboard

All of your course assignments (homework and quizzes) are available and submitted online. Most assignments are graded instantly. Blackboard is available 24/7 and your course grade report is updated on blackboard each time anything is graded.

Class Attendance

Class attendance is required. After the first **four** unexcused absences a grade percentage point will be deducted from your final course grade. An attendance sheet will be distributed each class period, please sign in.

Textbook

The course's textbook is *Dancing with Data*, Active Learning Lab, Kendall-Hunt, 978-1-4652-2382-1. The textbook is an ebook and includes numerous interactive lessons, interactive checkpoints and other beneficial features including highlighting and note taking. Use the course schedule to know what to read before each class. Read the material before coming to class and be ready to participate in the discussion. If you have taken this course before (even with another instructor) you may still use your access code. However, it may expire during the semester. To avoid any lapse in access, email me in the first two weeks of class and I will renew your code.

Other Materials

<u>Microsoft Excel, Word, and PowerPoint</u>– For this course you will use Microsoft Excel, Word and PowerPoint (2007 or any newer version). These programs may be used on your computer if you have it or in the College of Business computer lab or other labs on campus. If you do not have programs installed but would like them, you can obtain them from Microsoft, search for Office Student 365 ProPlus. You may also purchase on a monthly basis at: http://office.microsoft.com/en-us/home-premium/.

<u>SQL (database)</u> – You will use an on-line interface to an SQL database. This will be provided for you by a link from Blackboard.

<u>Text Editor</u> – Notepad for the PC or Textedit for the Mac are fine.

<u>Class Presentation Resources - </u>To help you follow along during the software demonstration part of the class download example files from the Class Presentations tab on Blackboard. Bring these files to class on your laptop. There is a download for most class units.

<u>Topic Presentations</u> - To further your understanding of topics you read about but that are not discussed in the classroom there are a series of topic presentations in Resources.

<u>Study Guides</u> - You will find a study guide for each unit in Resources.

Assignments

Homework Assignments - Nine homework assignments - all submitted through Blackboard – will be assigned. You may attempt each assignment up to three times. Your highest score is the grade of record. Students may complete the assignment for one week after the due date for half credit. This will not be assessed automatically, but later by the instructor. After one week past the due date, the assignment will not be accepted for any credit.

Writing Assignments - Four written assignments will be graded by professional readers. Each assignment is about a topic from this course and several are based on readings in the e-book. Tutors are not involved in the writing assignments and are not able to help you with them. The two lowest scores will be dropped from these four assignments. **Lateness for any reason is not permitted for this assignment.**

Your writing must be yours alone. Do not share with others. Do not copy others. Do not use someone else's work and modify it. Plagiarism is serious - see the KSU statement about plagiarism toward the end of the syllabus. If you are not sure what plagiarism is ask me. If you share your work with another student or if you use the work of another student, you are committing plagiarism. Do not do it.

You are required to submit your writing assignment in two places on Blackboard. One link is to have the document sent through a plagiarism checker, the second link allows the graders access to the document. If you do not submit to both links you will automatically lose 10 points on the assignment. Email me *before the due date* if you have questions about submitting.

Quizzes – Six quizzes will be assigned, all completed and on the Blackboard site. You may attempt each quiz one time. Quizzes are open book, open notes, and take home. The quiz schedule is later in this syllabus. The content of each quiz is listed after the schedule. Before taking the quiz, you must attempt the prerequisite quiz. The quiz will become available in the Quiz tab after prerequisite has been completed. Additionally, the prerequisite quiz is worth 10 extra credit points. Quizzes may be completed for one week after the due date for half credit. After one week past the due date the quiz will no longer be available for any credit.

Wiki – An entry on the course wiki is a required assignment. This entry should discuss an excel function in terms of the definition, syntax, and an example of use. The entry must be submitted by the due date, **lateness for any reason is not permitted for this assignment.**

Discussion Board – 20 Points will be awarded for proficient use of the course discussion board. Every student begins the semester with 10 points. Additional points may be earned by:

- Posting a question that has not already been asked
- Answering another student's question
- Providing further insight to a posted question or solution

Points may be deducted by:

- Emailing me a question before posting to the discussion board
- Posting a question that has already been asked
- Emailing me a question that has already been asked
- Using rude or inappropriate language on the discussion board

<u>Final Exam</u> – The final exam for the course will be cumulative and will be completed online through the Blackboard site. Similar to the previous quizzes, students must complete a prerequisite before beginning and it will be an open note, open book, take home exam. **Lateness for any reason is not permitted for this assignment.**

Grading Scale

Minimum Score	Letter Grade
90	A
80	B
70	C
60	D
0	F

+/- grades are not used. No curves.

<u>Assignment</u>	<u>Points Possible</u>
Homework (9 @ 15)	135
Quizzes (6 @ 30)	180
Writing Assignments (2 @ 20)	40
Final Exam	45
Course Wiki	30
Course Discussion Board	20
Total	**450**

Course Withdraw

If you choose to withdraw from the course please see your academic advisor or the registrar. If you simply stop attending class you WILL NOT be automatically withdrawn. The final date to withdraw from the course without a "W" is <u>September 7, 2014</u>. The last day to drop with a "W" score is <u>November 2, 2014</u>, after this date I have to provide a letter grade.

Lateness

The following are the Kent State accepted excuses for absence and late homework submission or permission to take a quiz late. No other excuses are accepted. Requests for class absences

must be submitted to the instructor in writing (email or written note handed to instructor in class).

- •Sickness with medical note
- •Athletic event - with coach's note
- •Religious observation
- •Military responsibility with documentation
- •Death in family with documentation

Email Communication

If you have a general course question, please post the question to the class discussion board before emailing the instructor. Many times students have the same questions and clarity is helpful for everyone. If you have a more personal question, communicate with your instructor using e-mail or attend office hours.

Communication with the instructor should be **business formal** and appropriate. Proper business communication requires practice. You must practice these skills in this class. Imagine you are writing to your boss; **think about how you would talk to this person.** There are some rules you must observe. Follow these guidelines:

- •Use your Kent email address when emailing the instructor or send the message through Blackboard. Do not send me an email through your personal account, it may be marked as spam meaning I will not receive the message.
- •Begin with a greeting and end with a closing (Good Morning Mrs. Vander Weerdt…. Sincerely,)
- •Do not send attachments of your work to your instructor unless specifically invited to do so.
- •Make sure that your spelling and grammar is correct.
- •Get to the point. Do not be long-winded. No jumbled verbiage. This is not the place to "vent".
- •Be organized. Be clear.
- •Use proper English - no slang.
- •DO NOT TYPE IN ALL CAPS! do not write in all lower case.
- •Be respectful.
- •Allow 36 hours for a reply.

The instructor will not answer email:

- •**About an assignment on the due date for that particular assignment.**
- •On weekends and most evenings.
- •**Written in a rude or demanding way.**
- •That contains "ASAP" or "Hey".

Class Tutors

In addition to the instructor's office hours, tutoring is available in room A418 College of Business. Tutoring is provided by several experienced students. No appointment is necessary.

Drop in. Hours will be announced and posted on the course website. Tutors are not involved in the writing assignments and are not able to help you with them.

Etiquette

•Prepare for class by reading the ebook BEFORE class.
•All questions are important. Respect all students
•Cameras not permitted in classroom
•Attend class ready to learn; bring your computer (if possible), paper and pens, notes sheets from previous classes, questions from the homework, etc.

Class Schedule

Unit	Class Date	Reading Assignment (Read before class)	Homework / Quiz Due
1	Monday 8/25	Syllabus Introduction	
1	Wednesday 8/27	Operating Systems Microsoft Office (Resources Tab) Microsoft Word (Resources Tab)	
1	Wednesday 9/3	Word Advanced Functions (Resources Tab)	Homework 1 – Thursday 9/4 11:59 PM Quiz 1 – Monday 9/8 6:00 PM
2	Monday 9/8	Information Systems Data & Information Begin Excel	Writing 1 – Friday 9/12 11:59 PM
2	Monday 9/15	Excel (First Steps through Functions)	Homework 2 – Thursday 9/18 11:59 PM Quiz 2 – Monday 9/22 6:00 PM
3	Monday 9/22	Excel – Naming and Data and Formulas, Cell Addresses and Operations, Data Analysis)	Writing 2 – Friday 9/26 11:59 PM
3	Monday 9/29	Excel – Pivot Table and Merging Tables	Homework 3 – Thursday 10/2 11:59 PM Homework 4 – Thursday 10/2 11:59 PM Quiz 3 – Monday 10/6 6:00 PM
4	Monday 10/6	Excel – Logic & Database Operations	
4	Monday 10/13	Excel – Lookup Tables	Homework 5 – Thursday 10/16 11:59 PM Homework 6 – Thursday 10/16 11:59 PM Quiz 4 – Monday 10/20 6:00 PM
5	Monday 10/20	Excel – Statistical Techniques and Charts and Graphs	
5	Monday 10/27	Excel –Charts and Graphs	Homework 7 – Thursday 10/30 Quiz 5 – Monday 11/3 6:00 PM
6	Monday 11/3	Database SQL	Wiki – Thursday 11/6 11:59 PM Writing 3 – Friday 11/7 11:59 PM
6	Monday 11/10	SQL	Homework 8 – Thursday 11/13 11:59 PM Quiz 6 – Monday 11/17 6:00 PM
7	Monday 11/17	Microsoft Word – Labels PowerPoint and Prezi	Writing 4 – Friday 11/21 11:59 PM
7	Wednesday 11/19	Comprehensive Data Analysis	Homework 9 – Thursday 12/4 11:59 PM
ALL	Monday 12/1	Comprehensive Data Analysis	Final Exam – Thursday 12/11 11:59 PM

Quiz Preparation

This section should help you prepare for each quiz. The material you are responsible for on each quiz is listed below. In the topics column any topic marked with ** will not be discussed in class. It is your responsibility to read the named chapter in the e-book.

Quiz # Unit #	Topics
1	Syllabus Operating Systems Microsoft Office Microsoft Word
2	Information Systems Data & Information Excel (First Steps, The Environment, Cells and Ranges, Data, Formatting Data, Formulas, Functions) System Development ** Security & Privacy **
3	Excel (Data Analysis, Naming Data and Formulas, Cell Addresses & Operations, Merging Tables) Social Impact **
4	Excel (Logic & Database Operations) The Internet ** WWW**
5	Excel (Statistical Techniques and Charts Hardware ** Software **
6	Database SQL ERP*
7	Advanced Word PowerPoint Prezi Communication & Networking **

Cheating and Plagiarism

Academic honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to be cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.

Disabled Students

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

Official Registration

Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on FlashLine) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until **Sunday, September 7, 2014** to correct the error. If registration errors are not corrected by this date 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 for any class in which you are not properly registered.

Graduation

If you are eligible to graduate, it is your responsibility to apply for graduation before the set deadline (December Graduation: Apply before March 15th). If you apply after the deadline you will be assessed a $200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation. To apply for graduation complete the following steps: Log onto your Flashline account 1. Click on the Student Tools tab, 2. Look in the Graduation Planning Tool Box, 3. Click on Application for Graduation
If an error message appears, you must contact your advisor.