Introduction to Computer Applications
MIS 24053 Spring 2014 Section 15044
Tuesdays 7:00 PM – 9:45 PM, BSA 100
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, 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
- Become a better writer
- Learn to manage your time

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

BONGO

All of your course assignments (homework and quizzes) are interactive and involve using BONGO. Assignments administered by BONGO are graded instantly. BONGO is available 24/7 and your course grade report is updated on BONGO each time anything is graded.

Class Attendance

Class attendance is recommended. There may be extra credit opportunities available only to those in class attendance. These opportunities are not available if your miss class. No exceptions.

Textbook

The course's textbook is *Dancing with Data*, 2013, Active Learning Lab, Kendall-Hunt, 978-1-4652-2382-1. The textbook is an ebook and includes numerous interactive lessons, interactive checkpoints (for which you may earn EXTRA CREDIT for completing), 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.

Other Materials

Microsoft Excel – For this course you will use Microsoft Excel (2007 or any newer version). Excel may be used on your computer if you have it or in the College of Business computer lab or other labs on campus. The version of Excel you use MUST permit Excel macros to operate. If you do not have Excel installed but would like it, you can obtain it (possibly free) from Microsoft, search for Office Student 365 ProPlus.

OpenOffice – This is a free equivalent for some of Microsoft Office. We will use the database program Base from OpenOffice instead of Access from Microsoft Office. This avoids the cost of purchasing the premium version of Office. We use no other components of OpenOffice. Get OpenOffice Base for free at http://www.openoffice.org/download/

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

Text Editor – Notepad for the PC or Textedit for the Mac are fine.

Class Presentation Resources - To help you follow along during the software demonstration part of the class download example files from the RESOURCES \ CLASS PRESENTATIONS on the BONGO menu. Bring these files to class on your laptop. There is a download for most class units.

Topic Presentations - 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 \ GENERAL*.

Study Guides - You will find a study guide for each unit in *RESOURCES*

Assignments

Homework Assignments - Fourteen homework assignments - all graded instantly by BONGO. You may attempt each assignment up to three times. Your highest score is the grade of record. Log on to BONGO, click My Assignments; select an assignment; follow the directions. BONGO will guide you to the specific exercises to be completed. You may complete any homework assignment after the due date without special permission but a 20% lateness penalty is assessed.

Business Simulation - You will run a simulated ice cream business for ten seasons (ten weeks). Your objective is to maximize profits over that period. The higher your aggregate profit the higher your grade. If you miss sending in your plan for any of the ten seasons you receive a zero for each season missed. Your aggregate profits suffer. Lateness for any reason is not permitted for this assignment.

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. 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.

Quizzes – There are seven quizzes - all graded instantly by BONGO. 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. Some quizzes have ***prerequisite*** assignments. Check BONGO for details this way: 1) Login to BONGO, 2) Click MY STATUS on the course menu, 3) Click MY PREREQUISITES.

You will need a ***reservation*** time to begin a quiz. Use BONGO to make a reservation at the appropriate time. Your instructor will explain how to do this. Reservations open two days before a quiz begins. DO NOT DELAY in making a reservation - if you do, you may not get the time you want and you may end up not taking the quiz and receiving a grade of zero. It is up to you to get a reservation and take the quiz. If you do not find the time you want, get a different time. Do not ask the instructor to get a specific time for you. No special deals are made for anyone regarding reservations. YOU DO NOT NEED TO COMPLETE PREREQUISITES TO MAKE A

RESERVATION! You may complete any quiz after the due date without special permission but a 20% lateness **penalty** is assessed. A reservation is not required but all prerequisites must be completed.

Extra Credit - Up to 10 points of extra credit are awarded based on you completing reading assignments in the e-book and answering questions ("checkpoints") as you read. To learn how to record your earned extra credit in BONGO: 1) Login to BONGO, 2) Click RESOURCES on the course menu, 3) Read the document: "GETTING EXTERNAL EXTRA CREDIT SCORES"
Grading Scale

Grading Scale

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

+/- grades are not used. No curves.

Assignment	Points Possible
Homework (14 @ 3)	42
Business Simulation	5
Quizzes (7 @ 10)	70
Writing Assignments (4 @ 5.5)	22
Total	**139**

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 with a "W" is Sunday, March 23, 2014.

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.

•sickness with medical note
•athletic event - with coach's note
•religious observation

•military responsibility with documentation
•death in family with documentation

Email Communication

Communicate with your instructor using e-mail. Communication with the instructor should be business formal and appropriate. Image 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 the e-mail address shown at the top of this syllabus. No other e-mail addresses are used by the instructor.
•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 are correct.
•Get to the point. Do not be long-winded. No jumbled verbiage.
•Be organized. Be clear.
•Use proper English - no slang.
•DO NOT TYPE IN ALL CAPS!
•Be respectful.
•Say who you are.
•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 or evenings.
•Written in a rude or demanding way.
•That contains "ASAP".
•That begins with "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 completing assigned readings
•All questions are important
•Respect all students
•Cameras not permitted in classroom

Class Schedule

Unit	Week	Class Date	Subject	Reading Assignment from e-book Read before class	Homework / Quiz (Check BONGO for Due Date)	Extra Credit Checkpoint Topic
1	1	Tuesday 1/14	Introduction Information Systems	Introduction Information Systems		Introduction Information Systems
	2	Tuesday 1/21	Operating Systems Data and Information	Operating Systems Data and Information	Homework 1 Homework 2 Quiz 1	Operating Systems Data and Information
2	3	Tuesday 1/28	Excel Introduction, Data Types Formatting, Functions, Formulas, Data Analysis	Excel beginning through Date and Time Functions Excel Data Analysis through Pivot Table	Homework 3, Homework 4 Homework 5, Writing Assignment 1	Excel-Basics Excel Data Analysis
	4	Tuesday 2/4	Data Analysis		Quiz 2** Prerequisite	
3	5	Tuesday 2/11	Excel-Cell Naming & Addressing, Excel Merge, Data Import	Excel Naming Data and Formulas Excel Cell Addressing Excel Merge Excel External Data	Homework 6 Homework 7 Writing Assignment 2	Excel-Names Excel-Addressing Excel-Merge Excel-External Data
	6	Tuesday 2/18	Excel-Cell Naming & Addressing, Excel Merge and Import Data		Quiz 3 Part A ** Prerequisite Quiz 3 Part B ** Prerequisite	
4	7	Tuesday 2/25	Excel Logic	Excel Logic	Homework 8	Excel-Logic
	8	Tuesday 3/4	Excel Database Operations	Excel-Database Operations	Quiz 4 ** Prerequisite	Excel-Database Operations Internet WWW
5	9	Tuesday 3/11	Database SQL	Database SQL	Homework 9 Part A Homework 9 Part B	Database SQL Hardware
	10	Tuesday 3/18	SQL		Quiz 5 Part A Quiz 5 Part B ** Prerequisite Writing Assignment 4	
6	11	Tuesday 4/1	Base Queries & Operations	OpenOffice Base	Homework 10, Homework 11 Writing Assignment 3	OpenOffice Base Software
	12	Tuesday 4/8	Communication Applications		Quiz 6 Part A ** Prerequisite Quiz 6 Part B ** Prerequisite	
7	13	Tuesday 4/15	Advanced Analysis	Excel Functions: Text, Financial, Statistical Excel Charts and Analysis: Statistical Techniques	Homework 12	Excel-Statistics Communication & Networking
	14	Tuesday 4/22	Advanced Analysis			
	15	Tuesday 4/29	Advanced Analysis		Quiz 7 Part A ** Prerequisite Quiz 7 Part B ** Prerequisite	

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. By completing the checkpoints in the chapters marked ** you will received extra credit. See the schedule in BONGO for exact due dates for extra credit availability. To learn how to record your earned extra credit in BONGO see the section about extra credit earlier in the syllabus. See MY ASSIGNMENTS in BONGO for the quiz schedule.

Quiz # Unit #	Topics
1	Information Systems Operating Systems Data and Information System Development **
2	Excel Introduction Formatting Functions Formulas Data Types Data Analysis Security & Privacy **
3	Cell and Formula Naming Cell Addressing Excel Table Merge Data Import Social Impact **
4	Excel Logic Excel Database Operations ** The Internet ** WWW**
5	Database SQL Hardware **
6	Access Software **
7	Excel Statistics and Charts 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, January 26, 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 (May Graduation: Apply before September 15th August Graduation: Apply before December 13th 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.