M&IS 24053 Computer Applications Summer 2015

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A418 College of Business

OBJECTIVE

There are two objectives:

You will develop competency in handling data using various computer programs. It is expected that during this term you will develop competency in the operation of the computer programs to which you are exposed. It is further expected that as you master the course material your confidence as a problem solver will increase.

You will 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) will aid the growth of your skill and understanding.

Sometimes being successful with problem solving requires going back to basics and looking for simplicity.

Often simple solutions are elegant.

what is easy may be fun but not necessarily worthwhile. Learning means scaling new heights. The view from the top can be exhil

THEME

The course theme is data & information & decision making.

LEARNING OBJECTIVES

Develop data analysis skills
Become proficient with Microsoft Excel and other software
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

The e-book
The e-book's interactive lessons
Me (email me or see with questions)
Online Presentations
Study guides for each course unit
Downloads for you to use

SELF-STUDY COURSE

This is a self-study course. All of the material you need to learn to complete assignments and quizzes is in the e-book (described below). You need no other sources.

You are going to need to be self-motivated. You will learn a lot and be capable of advanced data manipulation and analysis when the course is complete.

COURSE STRUCTURE

There are four units. Each has graded homework and a quiz. There is also no final exam. The units are:

1. Information Systems
2. Database and SQL
3. Excel Basics
4. Excel Advanced

The content and reading assignments of each unit is listed in a table below. You should complete all assigned readings as soon as possible in the early part of each unit. You should answer the CHECKPOINT questions in the e-book to reinforce your understanding if what you read and to earn extra credit.

COURSE WEBSITE: BONGO

Your course assignments (homework and quizzes) are interactive and involve using the course website BONGO. The instructor will provide access.
Assignments administered by BONGO are graded instantly.
BONGO is available 24/7.
Your course grade report, always available, is updated on BONGO each time anything is

graded.
In addition to grading handouts for you to download and use are provided here too.

TEXTBOOK

The course's text book is Dancing with Data, 2015, Active Learning Lab, Kendall-Hunt, 978-1-4652-6693-4. The textbook is required and is an e-book and includes:

Numerous interactive lessons
Interactive checkpoints - you get EXTRA CREDIT for answering the checkpoint questions and some are quiz questions
Many other beneficial features including highlighting and note taking are explained in the book's preface.
Use the unit guide (later in syllabus) and know what to read before each class.
The e-book is available at the KSU bookstore and Campus Book and Supplies. It is not available elsewhere.

SOFTWARE

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. (2008 for Mac does not run macros)
If you do not have Excel installed but would like it you can obtain a 60 day trial copy from www.microsoft.com for free.
You can purchase Microsoft Office (which includes Excel) for a special price here: http://www.kent.edu/is/helpdesk/microsoft.cfm

Database Management System

An online DBMS with a large database are provided. You will use a web browser for access.

Text Editor

You will need to use a simple text editor. Notepad (PC) or TextEdit (Mac) are fine. If you use Mac read about Mac on the course website. You may need to make some adjustments to easily use TextEdit for course purposes.

OTHER RESOURCES

Self Study worksheets

In BONGO \ RESOURCES you will find "self study worksheets" for several of the units. Download these and use them to complete your understanding of that unit's content.

Topic Presentations

To further your understanding of topics you read about there are a series of topic presentations in BONGO \ RESOURCES \ GENERAL.

Study Guides

You will find a study guide for each unit in BONGO / RESOURCES

ASSIGNMENTS AND EXTRA CREDIT

Homework Assignments

There are 15 homework assignments. They are automatically graded and may be submitted four times. Your highest score is the grade of record. All assignments are due the last day of class.

To complete an assignment:

Log on to BONGO
click MY ASSIGNMENTS
select an assignment
Follow the directions. BONGO will guide you to the specific exercises to be completed

Lateness - not allowed. All assignments due on last day of the last day of the course.

Quizzes

There are four quizzes; complete each two or three time. All are open book, open notes, and take home. A study guide for each unit/quiz in is BONGO / RESOURCES.

Content - Each quiz is a blend of material from class presentation, the textbook, homework assignments.

Lateness - not allowed. All quizzes are due the last day of class.

Extra Credit

Answering CHECKPOINTS in e-book

Up to ten 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:

Login to BONGO
Click RESOURCES on the course menu
Click HOW TO DO THINGS
Read the document: "GETTING EXTERNAL EXTRA CREDIT SCORES"

GRADING SCALE

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

+/- grades are not used. Grades are not rounded up. No curves.

COURSE UNIT GUIDE

This table lists the textbook chapters and their relationship to homework, quizzes, and extra credit for each unit.

UNIT	CHAPTER	HOMEWORK	QUIZ	EXTRA CREDIT
1	INTRODUCTION INFORMATION SYSTEMS SYSTEM DEVELOPMENT OPERATING SYSTEMS DATA & INFORMATION ERP / SAP	HOMEWORK 01 HOMEWORK 02	QUIZ 1	INTRODUCTION INFORMATION SYSTEMS SYSTEM DEVELOPMENT OPERATING SYSTEMS DATA & INFORMATION
2	DATABASE SQL	HOMEWORK 03	QUIZ 2	DATABASE SQL

	HARDWARE SOFTWARE ANALYTICS AND VISUALIZATION HTML	HOMEWORK 04		HARDWARE SOFTWARE ANALYTICS AND VISUALIZATION
3	EXCEL BASICS Beginning through Date and Time Functions Data Analysis: Beginning through Pivot Table SECURITY & PRIVACY SOCIAL IMPACT	HOMEWORK 05 HOMEWORK 06 HOMEWORK 07 HOMEWORK 08	QUIZ 3	EXCEL- BASICS DATA ANALYSIS SECURITY and PRIVACY SOCIAL IMPACT
4	EXCEL Cell Addresses & Operations External Data Merging Tables Naming Data and Formulas Logic Database Operations/functions Statistical Functions (in Functions section) Statistical Techniques (in Data Analysis section) THE INTERNET WWW COMMUNICATION & NETWORKING	HOMEWORK 09 HOMEWORK 10 HOMEWORK 11 HOMEWORK 12 HOMEWORK 13 HOMEWORK 14 HOMEWORK 15	QUIZ 4	EXCEL- ADDRESSING EXTERNAL DATA MERGE NAMES LOGIC DATABASE OPERATIONS STATISTICS THE INTERNET WWW COMMUNICATION & NETWORKING

EMAIL COMMUNICATION WITH THE INSTRUCTOR - READ CAREFULLY

Communicate with your instructor using e-mail. There are some rules that 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.

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.
Be honest.
Use proper English - no slang.
DO NOT TYPE IN ALL CAPS!
Be respectful.
Say who you are.
Be patient. Allow 24 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", "prompt", or other similar or demanding words.
That begins with "Hey

Collaboration vs. Plagiarism

You are encouraged to discuss course material and assignments with other students. You will learn a lot more if you talk with other students. There is no better way to learn than to share what you know and ask questions of others. That is collaboration.

You may not submit the same work as another student. That is plagiarism. There are university rules about plagiarism (see next paragraph) which is not something you want to be involved with. If you copy another student's work and present is as yours (by pasting or re-typing) that is plagiarism. If you and another student share and submit the same assignment solution that is plagiarism. If you are interested in learning this will not be an issue to you anyway. If you just want to get through the course maybe you should try a different course. If the work you submit is not yours alone your grade will be a zero for that assignment or at the discretion of the instructor you may fail the course.

--- Official KSU/College of Business Information Follows ---

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 it is your responsibility to correct the error. If registration errors are not corrected 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.