

# **M&IS 24053 Computer Applications Fall 2015**

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**A407 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.

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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 exhilarating.

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## **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**

Class lecture / discussion -- attendance expected and required  
The e-book (bring it in class)  
The e-book's interactive lessons  
Me (email me or see with questions)  
Tutors  
Online Presentations  
Study guides for each course unit  
Downloads for you to use during class

## **COURSE STRUCTURE**

There are five units of three weeks each. Each has graded homework and a quiz.  
There is also a final exam. The units are:

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

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 of 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. Read the material before coming to class to be ready to participate in the class discussion and to earn extra credit.

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](http://www.microsoft.com) for free.

You can purchase Microsoft Office (which includes Excel) for a special price here:

<http://www2.kent.edu/is/services/service.cfm?service=60A590E1-0E46-F1F0-7F1D437075E364F4>

### **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**

### **Bring Your Laptop to Class**

To help you follow along during the software demonstrations download example files from RESOURCES on the BONGO menu. Bring these files to

class on your laptop. There are downloads or other activities for you to do every day.

### **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 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 18 homework assignments. The 14 automatically graded homework assignments may be submitted three times. Your highest score is the grade of record. The schedule of assignment due dates is in BONGO, 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 without KSU accepted reason (see list below) and with proper documentation.

You may drop any two homework assignments. BONGO guides you through the process.

### **Quizzes**

There are five quizzes; complete each one time. All are open book, open notes, and take home. The schedule of quiz due dates is in BONGO, A study guide for each unit/quiz in is BONGO / RESOURCES. Prerequisites - Some quizzes have prerequisite assignments. Check BONGO for details this way:

- Login to BONGO
- Click MY STATUS
- Click PREREQUISITES

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

Lateness - not allowed without KSU accepted reason (see list below) and with proper documentation.

### **Final Exam**

The final exam is comprehensive and is administered by BONGO. You may complete the Final Exam once.

### **In-Class Assignments**

A substantial portion of your course grade will be earned from in-class assignments. These will not be announced in advance. Bring a laptop, tablet, or smartphone with a wireless or cell connection.

Missed in-class assignments may be made up only with KSU accepted reason (see list below) and proper documentation.

### **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**

This scale is followed closely. Anything above .5 will be rounded up. Nothing else will be rounded up, no matter how close.

A (4.0) 93-100

A- (3.7) 90-92

B+ (3.3) 87-89

B (3.0) 83-86  
B- (2.7) 80-82  
C+ (2.3) 77-79  
C (2.0) 73-76  
C- (1.7) 70-72  
D+ (1.3) 67-69  
D (1.0) 60-66  
F (0.0) 0-59

## **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. Documentation is required.

sickness with medical note  
athletic event - with coach's note  
religious observation  
military responsibility with documentation  
death in family with documentation

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Bring your laptop to class and explore and experiment with concepts and software being demonstrated during class.

You will need a laptop, tablet, smartphone with wireless/cell connection to complete in-class assignments.

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## **CLASS ATTENDANCE**

Expected and required.

There will be in-class assignments that comprise a significant portion of your grade.

## **GROUND RULES**

Class is a discussion - not a lecture - be there and be ready by completing assigned readings

All questions are important

Respect all students

Cameras not permitted in classroom

## **COURSE UNIT GUIDE**

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

<b>UNIT</b>	<b>CHAPTER</b>	<b>HOMEWORK</b>	<b>PREREQUISITE</b>	<b>QUIZ</b>	<b>EXTRA CREDIT</b>
1	INTRODUCTION INFORMATION SYSTEMS SYSTEM DEVELOPMENT OPERATING SYSTEMS DATA & INFORMATION ERP / SAP	HOMEWORK 01 HOMEWORK 02 HOMEWORK 03		QUIZ 1	INTRODUCTION INFORMATION SYSTEMS SYSTEM DEVELOPMENT OPERATING SYSTEMS DATA & INFORMATION
2	DATABASE SQL HARDWARE SOFTWARE ANALYTICS AND VISUALIZATION HTML	HOMEWORK 04 HOMEWORK 05 HOMEWORK 06	SQL EXPORT	QUIZ 2	DATABASE SQL 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 07 HOMEWORK 08 HOMEWORK 09 HOMEWORK 10	DATA ANALYSIS EXCEL BASICS IMPORT FROM SQL	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	HOMEWORK 11 HOMEWORK 12 HOMEWORK 13	ABSOLUTE ADDRESSING IMPORT AND ANALYSIS LOGIC AND LOOKUP	QUIZ 4	EXCEL- ADDRESSING EXTERNAL DATA MERGE NAMES LOGIC DATABASE OPERATIONS

	Operations/functions THE INTERNET WWW				THE INTERNET WWW
5	EXCEL Charts Statistical Functions (in Functions section) Statistical Techniques (in Data Analysis section) COMMUNICATIO N & NETWORKING	HOMEWORK 14 HOMEWORK 15 HOMEWORK 16 HOMEWORK 17 HOMEWORK 18		QUIZ 5	EXCEL- STATISTICS COMMUNICATIO N & 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 24-48 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"



## **OFFICE HOURS**

TBD and appointments by email. Use the address at top.

## **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. Bring your laptop!

## **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 it 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](http://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.

### **Course Withdrawal Deadline**

For Fall 2015, the course withdrawal deadline is Sunday, November 8, 2015.