Dillard College of Business Administration

MIS2003 Information Technology Concepts for Business

Syllabus (Online 2003.X20)

Contact Information

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Office Hours W 3pm-5pm, TR 9:00 to 9:30am, 3:30 to 4:30pm or appointment
Online office hours when necessary
Note: If you need me, please send an e-mail. I am often out of the office working on technology.

Required Materials

1. Textbook: Microsoft Office 365 Office 2016 Introductory, Shelly Cashman Series
Freund, Vermaat, Hoisington, Last, Pratt, & Sebok (Cengage Learning)
2. Student Data Files (downloaded from the book's website or the Coursework Y: drive in Dillard computer labs)
3. Microsoft Office 365 or Office 2019 (Excel, Word, PPT). Below is a link for free student version.
https://www.microsoft.com/en-us/education/products/office
4. Computer with Lock Down Browser, Respondus Monitor, Internet and webcam

Course Prerequisite

Course Description

Introduction to management information systems specifically related to effective use of spreadsheets, word processing, database and presentation systems. The importance of how to use these applications in the work place is the goal. Topics covered will emphasize the use of Microsoft Office applications such as Excel, Word, PowerPoint, Access, and other Microsoft business apps. Approximately 60% of the course will be devoted to Microsoft Excel applications. The remaining 40% divided among MS Word, PowerPoint, Access, or other software applications used in business (i.e. Minitab, SPSS, etc.).

DCOBA Undergraduate Program General Learning Goals

GLG 1: Our students will be effective at problem solving and decision making abilities through the critical analysis, evaluation, and interpretation of business information.

GLG 2: Our students will be effective communicators.

Objective: Our graduates will be able to demonstrate a competency in speaking and writing for common business scenarios.
2a: Our graduates will be able to demonstrate a competency in speaking for common business scenarios.
2b: Our graduates will be able to demonstrate a competency in writing for common business scenarios.

GLG 3: Our students will be prepared to use technology.

Objective: Our graduates will be able to utilize available technology for business applications.

GLG 4: Our students will be ethical decision makers.

Objective: Our graduates will demonstrate ethical reasoning skills within a business environment.

GLG 5: Our students will be effective team members.

Objective: Our graduates will know how to use team building and collaboration to achieve group objectives.

GLG 6: Our students will be multicultural and globally aware.

Objective: Our graduates will have an understanding of the influence of global and multicultural issues on business activities.

Course Specific Learning Goals: After completing course, students should be able to:

GLG 3: Our students will be technologically prepared.

- Understand how to apply simple and complex Excel applications to other courses and in their future careers.
- Understand the purpose of business computer application software and technology application.
- Demonstrate the effective use of spreadsheet applications, word processing, database management systems and presentation products.
- Perform effective analysis of data with a solid understanding of how to turn data into information to assist business organizations in achieving goals and objectives.
- Use software application tools in a variety of applications to enhance communication, understand and quantify diverse problems in an objective format and provide management with a common language to understand business situations.

Attendance

Students are expected to login to D2L on a regular basis. Attendance is measured as assignments are uploaded and tests are taken in D2L. Students are expected to upload all assignments and exams by their due dates to receive credit.

Students should review all attendance policies defined by University. Only students with authorized absences as outlined by University policy may make up missed examinations and assignments. Arrangements must be made with the instructor for activities that require you to miss class and DSS for illness or other disabilities that may require you to miss class. Documentation is required. In summary, attendance will be in accordance with university policy.

Grading / Student's Performance Assessment (subject to modification):

1. Exams: Two exams (possibly three). Exams will require a computer with Respondus Lock Down Browser, Respondus Monitor, and a webcam. Exams will be recorded. Exams must be taken on their respective due dates.
2. Chapter Assignments: Computer lab assignments are assigned for all chapters covered. Each carries equal weight except for Excel assignments, which may be weighted more. Excel will comprise approximately 60% of all assignments with the remaining 40% from Word, PowerPoint, Access, and other software. Assignments address your ability to apply the applications covered in the course and include "In the Lab", "Apply Your Knowledge", "Extend Your Knowledge", and "Analyze, Correct, & Improve" problems from the textbook. You must have a textbook to succeed in the course. Almost all assignments come directly from the textbook along with exam questions. In addition to assignments and exams, students are expected to read each chapter covered in the textbook.

   Assignments must be completed and uploaded in D2L by their due date to receive credit. Some assignments may count more than other assignments due to importance, length, and complexity. The instructor will tell you in advance if this is the case. All assignments uploaded must be completed by the student taking the course.

Grading Component Weights: Assignments 33.3% of grade, Exam 1 33.3%, and Exam 2 33.3% (or 1/3 each). If three exams are given, every element will be weighted 25% of your grade. Letter grades will be assigned as follows:

A 90 to 100
B 80 to 89
C 70 to 79
D 60 to 69
F Less than 60

Each chapter covered in the textbook will have assignments students are responsible for completing each class meeting. These assignments will address the ability to apply the applications covered in the course and include "In the Lab", "Apply Your Knowledge", and "Analyze, Correct, & Improve" problems from the textbook. Assignments must be completed and uploaded/submitted in D2L by their due date to receive credit.

Academic Integrity

With regard to academic honesty, students are referred to the "Student Honor Creed" in the MSU Undergraduate Catalog Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be dealt with according to the official procedures. The minimum penalty is an "F" in this course and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University. All assignments submitted and exams taken must be completed by the student enrolled in the course.

Americans with Disabilities Act

If a student has an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see me as soon as possible (i.e., within the first two weeks of the semester). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. Please refer to Midwestern State University Undergraduate Catalog for further details.

Syllabus Change Policy

This syllabus is a guide for the course and is subject to change at the discretion of the instructor if necessary. Changes will be communicated. Students are responsible to adhere to any changes.

Midterm Status

In order to help students keep track of their progress toward course objectives, the instructor may provide a midterm progress report through a student's Web World/Banner account for students at risk of receiving a grade lower than a C in the course at that point in time. Midterm grades will not be reported on the students' transcript nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at approximately the midpoint of the semester. Students at risk should get with the instructor to determine the cause.

MIS2003 All Sections
Planned Topics for MS Office

TECHNOLOGY & OPERATING SYSTEMS
Introduction to Computers & Technology
Overview of Microsoft Office and Operating Systems
Information Security Awareness

WORD
Creating, Formatting, and Editing a Word Document with Pictures
Creating a Research Paper with Citations and References
Creating a Business Letter with a Letterhead and Table

EXCEL (Minimum 60% of course content)
Creating Worksheets
Formatting Worksheets
Creating Charts
Embedding Charts
Formatting Charts
Analyzing Data Using Charts
Analyzing Data Using Formulas
Analyzing Data Using Functions
What If Analysis
Working with Large Worksheets
Managing Data Using Tables
Analyzing Table Data
Financial/Statistical/Other Functions

ACCESS
Databases and Database Objects
Querying a Database
Maintaining a Database

POWERPOINT
Creating and Editing a Presentation with Clip Art
Enhancing a Presentation with Pictures, Shapes and WordArt
Reusing a Presentation and Adding Media

OTHER SOFTWARE APPLICATIONS
Statistical applications software (i.e. Minitab, SPSS, etc.)

*Excel may use both the primary and supplemental textbook to add more exercises and complexity. All other applications will use the primary textbook.