# MIS 203 – Computer Applications for Business
# UMKC Spring Semester 2009

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**Office Hours: Office Hours: M/W 2:00 – 3:00 p.m. and T/R 5:00 – 6:00 p.m. At times I will have meetings, etc. which require me to be out of my office during these hours. It's always best to email me for an appointment.**

**COURSE PREREQUISITES:**

- Math 110 or equivalent
- Microsoft Office Specialist Certification -- Excel
- Microsoft Office Specialist Certification -- PowerPoint

**REQUIRED TEXTBOOKS:**

- Adamski and Finnegan *New Perspectives Microsoft Office Access 2007— Introductory* ISBN 13: 978-1-4239-0588-2
- Parsons, Oja, Ageloff and Carey *New Perspectives Microsoft Office Excel 2007 – Comprehensive*, ISBN 13: 978-1-4239-0585-7

**SOFTWARE:**

- Microsoft Office 2007 – Excel, Access, Word and PowerPoint.
- Windows XP, Windows Explorer and Notepad.

**IMPORTANT NOTE**: Due to the significant changes in Microsoft Office 2007**, <u>it will be necessary for students to use only the MS Office 2007 version for class exercises, homework and exams</u>**. Files created and saved in Microsoft Office 2007 **CANNOT** be opened in previous versions of MS Office. Files created and saved in previous versions of MS Office **WILL** open in MS 2007 – however the file(s) will often undergo formatting changes during the conversion process. These changes may cause errors in your assignments and exams.

All UMKC computer labs and the Bloch School computer classroom (room 4) have MS 2007 installed. Go to http://www.umkc.edu/is/Labs/hoursLocations/normlabhours.asp for a complete listing of UMKC campus labs and their hours.

**NOTE: Microsoft Office 2007 Software may be purchased at the UMKC Bookstore for approximately $69 which is significantly less than external market pricing.**

**INTERNET:**

Students will be required to regularly access the course Blackboard site at
https://blackboard.umkc.edu/webapps/login/
Items included on course Blackboard site:

- Electronic Syllabus
- Course schedule
- Class Announcements
- Special Topic Handouts
- Course Assignments
- Data Files coordinated with exercises included in Excel textbook
- Data files required for assignments and exams
- Individual grades
- Others items may be added during the semester

**CAMPUS COMPUTER ACCOUNT**:

- If you do not already have a UMKC lab/email account, you are required to obtain a **userid**. Go to any UMKC campus lab and request a userid and password. **Each student must have a valid userid prior to the second class meeting.**

**COURSE OBJECTIVES FOR MIS 203**

Students successfully completing this course will be able to:

1. Understand and successfully transition their MS Office 2003 skills to MS Office 2007; understanding the tools which are common between various MS Office Applications and various file management options.

2. Design, create, modify and manage professional-quality electronic spreadsheets for "real-world" business and personal situations and "what if" scenarios.
   a. Use appropriate Excel shortcuts and tools to create efficient, comprehensive support documents such as charts, graphs, pivot tables, invoices, and various reports from data contained in the worksheets.

3. Design, create, modify and maintain professional-quality relational databases using Microsoft Access.
   a. Set up tables, assign appropriate relationships, design forms, queries and reports to manage data and provide information as needed.

4. Integrate files created in Excel and/or Access with other Microsoft Office Applications, i.e. Word, PowerPoint, etc. for meaningful presentations, reports, etc.

**HOMEWORK:**

- There will be 10 homework assignments. These assignments will each be worth 50 points and collectively add up to a maximum of 500 points of your final score.

- Assignment files **MUST be turned in by midnight on the date due** to qualify for full credit. Late assignments will be accepted up to midnight the night before the next class with a grade penalty of 25 points. **Any printouts required for assignments MUST be turned in at the beginning of class following the due date.**

**ACCESS PROJECT:**

- During the second half of the semester students will receive details on an assignment for a **comprehensive take-home project** involving integration of files created in Excel, Access, PowerPoint and Word. The process will simulate, as near as possible, "real-world" situations and requirements including at least one out-of-class status review with the class instructor. This project and all of its components will be valued at 200 points towards your final score.

**IN-CLASS ACTIVITIES:**

- Up to 10 points will be recorded each week for ten weeks (not including weeks involving holidays, exams and other events). These points will be earned by attending class, being punctual, participating in class discussions, and satisfactorily completing in-class exercises designed to reinforce learning concepts in preparation for homework assignments. Giving close attention to each of these areas can potentially have a positive effect on your final grade. Make-ups will only be permitted upon receipt of a well documented situation such as UMKC student athletic event, family emergency, etc.

**EXAMS:**

- There will be **three exams** — two exams primarily focused on Excel functionality and one exam primarily focused on Access functionality. Each exam will be valued at 100 points towards your final score, for a cumulative value of 300 points.

- There will be **NO individual make-up exams**. Students who miss one or more in-class exams will have the opportunity to take a two-hour make-up exam at the end of the semester. (during finals week). The make-up exam score will be inserted into the Blackboard grade sheet for each missed exam. Only students that have missed an exam will be offered an opportunity to take the end-of-semester make-up exam.

- Attending class, taking detailed notes, and completing homework assignments are the best possible way to ensure you are well prepared for exams.

**POINT ASSIGNMENTS**

| | INDIVIDUAL POINTS | TOTAL POINTS |
|---|---|---|
| Homework Assignments (10) | 50 | 500 |
| Access Project | 200 | 200 |
| Exams (3) | 100 | 300 |
| Attendance & Participation Credits (10) | 10 | 100 |
| **TOTAL POINTS AVAILABLE** | | **1100** |

**GRADES**

| | |
|---|---|
| **990 - 1100 Points** | **A** |
| **880 - 989 Points** | **B** |
| **770 - 879 Points** | **C** |
| **660 - 769 Points** | **D** |
| **Less than 660 Points** | **F** |

**NOTE: Plus or minus grades and extra credit work is solely at the discretion of your instructor.**

**APPEALS:**

- Students wishing to appeal a grade on a homework assignment or exam must provide the instructor with a clear and detailed written explanation of the reason for the appeal within seven days of the date the grade was distributed to the class. The instructor will respond to the appeal within seven days.

**PLAGIARISM/CHEATING vs. COOPERATION BETWEEN STUDENTS:**

- Students are expected to do their own work, create their own files and submit their own files and printouts.

- Sharing or copying files or printouts for homework assignments or exams, consulting texts or notes or conferring with others during tests, or in-class quizzes is not allowed.

- Claiming the work of others as your own is a form of academic dishonesty. On homework and out-of class projects, you will be allowed to work together provided you note that joint effort in a text box or other form of documentation included with your file and each student submits his/her own personal file – not a copy of another student's file. Each student should be able to explain how the files were created in detail and recreate the task in front of the instructor if asked. **Two or more students submitting substantially identical files may be considered cheating rather than cooperation.**

- No form of cooperation during exams is allowed.

- If academic dishonesty is detected, each participating student (those that created and/or provided files as well as those who copied or submitted files they did not create) will receive a zero on the assignment or exam, and your case will be referred to the Vice Provost for investigation and possible disciplinary action.

**ATTENDANCE/PARTICIPATION:**

- Students are expected to attend class. Each student is responsible for all information covered in lectures, all announcements made in class and all handouts distributed during class. Class discussion will include information not included in text.

- Even the best students may find themselves in situations out of their control (illness, family emergency, car problems etc.) which cause them to miss class. **Students are encouraged to exchange phone numbers and/or email addresses with others in class who are willing to share notes and highlights of classes you miss.**

- Students are expected to read assignments in advance and to be in the classroom ready to begin promptly at class time each day. **In-class activities may include pop quizzes**.

- Students are expected to participate in class discussions.

- Missing class and/or failing to participate in discussions may have an effect on your final grade – a portion of your total grade is for attendance.

**ADA:**

- If you have any questions about a disability or desire accommodations under the Americans with Disabilities Act, please contact the Office of Disabled Student Services at 235-1083.

**CLASS CANCELLATION**:

- Although we do not anticipate the necessity of this, it is possible that it may be necessary to cancel class due to inclement weather. This class will meet if UMKC is open; conversely, if UMKC is closed, this class is canceled. Students who are unable to attend class during bad weather when the class has not been canceled should send email or call and leave a message on the professor's voice mail system indicating this. If class is canceled due to any reason, all activities scheduled for the canceled session will take place during the next class meeting including exams.

**FOOD AND BEVERAGES:**

- UMKC Information Systems Policy requires than **No food and/or drinks are allowed in the computer classrooms or computer labs.**

**PHONES and ELECTRONICS:**

- Please turn off all mobile phones, pagers, music devices and other electronics during class sessions.

**COMPUTER LABS:**

- Hardware and software needed to complete assignments for this class are available at all UMKC campus computer labs including those located at the Miller-Nichols library, University Center and the Bloch School. Lab equipment, like all computers, may have failures at times. Students should allow adequate time to complete assignments. Do NOT come to class expecting to print assignments prior to class discussion. This could result in late penalties.

**LAB ASSISTANTS:**

- Lab attendants are not aware of the class assignments and may not be knowledgeable about the software packages used for this class. If you have questions concerning an assignment contact your instructor via phone or email.

**MODIFICATIONS TO THE COURSE SYLLABUS:**

- All course requirements, grading standards, and due dates for assignments in this course are subject to change at the discretion of the instructor. Changes to the printed syllabus will be announced during a regularly scheduled class period as well as on the Blackboard site.

**A NOTE ON CLASS TIME AND THE TEXTBOOK:**

- Class time is generally spent on concepts that require extra time due to their complexity. The fact that something is not mentioned in class does not mean it is unimportant. Unless otherwise noted by your instructor, you are responsible for the material in the text, in handouts and on the class Blackboard site.

**EFFORT:**

- Performance may be affected by your effort, which in turn may be affected by the grade you need to receive. However, just as in most workplaces where salary is affected by your performance rather than your effort and needs, grades in this class will come from performance. As noted earlier in this syllabus, weekly credit will be awarded based on your efforts to attend class regularly and on-time, prepare for class ahead of time, participate in class discussions and perform well on in-class assignments. As with any skills-based class the best way to gain new skills and be proficient is to practice each new feature repeatedly, ask questions in class, and seek assistance from your instructor when you need help.