

[UMKC Bloch School of Management](#)

MIS 202 Computer Applications in Management, Spring 2012

Course	Section #	Day	Time	Location
MIS 202	LEC0001	MW	2:00-3:15	Bloch 5
MIS 202	LEC0002	MW	3:30-4:45	Bloch 5
MIS 202	LEC0005	TR	11:00-12:15	Bloch 5
MIS 202	LEC0006	TR	12:30-1:45	Bloch 5

[Click here to go directly to Blackboard site.](#) (UMKC User name and password required).

Instructor: Charlie Troppito

Office: Bloch 401

Hours: By appointment

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Textbooks:

- J. J. Adamski & K. T. Finnegan, *New Perspectives on Microsoft Office Access 2010 Brief*, [Course Technology](#), 2011. ISBN-10: 0538798491 ISBN-13: 9780538798495 .
- J. J. Parsons, D. Oja, R. Ageloff, & P. Carey, *New Perspectives on Microsoft Office Excel 2010 Introductory*, [Course Technology](#), 2011. ISBN-13: 9780538742399.

It is assumed you will have your text books for the first day of class. You will have assignments from the Excel text for the second class period and will not be able to complete them in time for full credit if you do not have the text book.

Help/Tutoring: Do not be reluctant to ask for help. The Bloch School Tutoring Center in Bloch 111A will have tutors for this course available a few hours per week. They can answer questions on homework assignments for this course as well as general questions about Excel or Access. Exact hours the Tutoring Center will be open will be announced. Generally speaking the last 10 minutes of each class period will be devoted to those needing help with topics addressed/reviewed during the class period. I will also be available by appointment during my personal tutoring hours which will be announced in class.

Software: We will use Microsoft Access 2010 and Excel 2010 in this course. The Mac versions, called 2010 and 2011, should also be satisfactory. Note: the text books and assignments are based on Microsoft Office 2010. The Mac versions are compatible, but compatible does not equal identical.

Course Prerequisite: Math 110 or equivalent

Waiver: Students in the business school BBA degree program may have this course waived by passing Microsoft Office Specialist Certifications in both Excel and Access. The school will accept

either 2007 certification or 2010 certification. This waiver waives the course, but not the hours. The course would be replaced by an elective in your degree program.

ADA: If you have any questions about disability or accommodation under the Americans With Disabilities Act, please contact the [Office of Services for Students with Disabilities](#). Any student who requires ADA accommodation should advise me immediately so that such accommodation may be made as soon as possible.

The labs: Hardware and software needed to do the assignments for this class are available at a number of [open computer laboratories](#) at UMKC, including those located at the Miller-Nichols library, University Center, and the Bloch School.

Note: we do not run the labs or Blackboard. Faculty cannot bring them back up if a server fails, we did not install the software, and we do not set the policies under which the labs and classroom operate. The lab attendants are not aware of the assignments for classes and are not necessarily knowledgeable of the software applications used for this class.

Incomplete: I am permitted to give incomplete grades to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. This work must be completed within one calendar year to avoid the incomplete grade lapsing to an F. You should bring up problems in advance when you can do so.

Objectives: Students will gain knowledge of computer tools and technology to enhance personal productivity along with an understanding of the role of computer applications in management, including the competencies of being able to:

- Create electronic spreadsheets that represent real world scenarios reflecting skills such as:
 - creating graphical displays and charts from data,
 - changing the appearance of information,
 - effectively using relative versus absolute addressing, and
 - applying international date formats.
- Work with tabular relational databases in order to:
 - Retrieve data,
 - Create reports from data tables and queries, and
 - Create forms to modify data.

Attendance: If you do not regularly attend class, you will not do well in this course. 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. According to the July-August, 2010 issue of *Academe*, "By tolerating absenteeism, teachers ignore an obvious fact: class attendance significantly improves academic performance. Even after controlling for student ability and prior interest in the course material, studies ... have demonstrated the robust relationship between attendance and academic performance. For example, ... grades of students who regularly attended large lecture courses ... were on average a full letter grade higher than those of students who attended only sporadically. ... These and other studies strongly indicate that students should attend all class meetings if they want to maximize their grades," (page 26).

ON_CAMPUS COMPUTER ACCOUNT: If you do not already have a UMKC lab / email account, you are required to obtain a UserID. This will be required when we begin working with Excel and Access Please do this prior to the second class meeting during which you will be working on in class assignments.

COMPUTER PROBLEMS IN OUR CLASSROOM: If you sit down at a computer, and it doesn't boot up, the short-term solution is to move to another computer and try that one. That works fine in the short run. However, with 30 students in the class and 33 computers in the room, it is **crucial** that we notify Information Services of any problems in the lab so that repairs can be initiated. If you have any problems with a computer, please report it at <http://solutions.more.net/apps/helpdesk/umkc/index.jsp>

Cheating: Assignments are expected to be your own work. (However, you may ask each other questions and give each other limited assistance in the labs.)

Neither copying nor any form of cooperation during in-class quizzes/exams are allowed. Those engaging in any of these practices will receive a grade of zero on the test. If you have an Instant Messaging client running on your desktop during an examination, you will receive a grade of zero on the exam whether or not you used the IM program to contact anyone; same for smart phones and/or text messages. Flagrant or repeated violations will result in additional disciplinary action. Your PC will be monitored during exams and at other times as deemed appropriate.

Homework: There will be ten homework assignments. Assignments must be turned in at the beginning of the class period on the due date. After that, they are late. Some assignments may require that you turn in a printed sheet of paper. Most will require that you submit a file via Blackboard. Homework assignments will count for 10% of your grade. Most assignments will not be graded carefully. In most cases, I will only check that a file was turned in. Two to four assignments chosen at random will be graded carefully. Homework will be announced in class as well as on Blackboard. You will generally have one week in which to complete a homework assignment. Many homework problems will have similar problems on exams. We will go over homework problems in class on the due date. To do well on the exams in this class, you must do the homework.

Late assignments: *Late assignments will not be accepted.* There are two reasons for this severe policy on late homework. In past semesters when we allowed late homework, we noticed that people who turned in late homework usually did badly on exams; we also found that keeping track of many papers turned in at random times was an excessive burden on our instructors.

In-class Assignments: There will be about 10 in-class assignments to be completed during the class period. These assignments, collectively, along with attendance and participation will count for 15% of your final grade. Makeups for these in-class assignments are permitted upon submission of a documented excuse for your absence. Think of these in-class assignments as a small reward for effort and attendance. All in-class assignments plus homework together will equal one exam grade or 25% of your total grade.

Note: Never save assignments or exam files to your desktop while in class. Always save them to your network Q drive Documents folder or to a flash drive, preferably to both so you have a backup copy.

Hint: Always follow the written directions for assignments and exams exactly to the letter and in the proper order given. Do not skip steps or attempt to do them out of sequence. Errors will result from not doing so and will only compound as the assignment progresses. Double check your work at each step.

Off Campus Access to your network files (Q Drive): You can remotely access your assignment files using the remote Windows Explorer application from the IS remote access site: <https://issws.umkc.edu/remotelabs/available/Default.aspx>. This will allow you to work remotely, e.g. to open, work on and save your assignment files from home or elsewhere off campus. Note: if you encounter issues, contact IS technical support during the hours listed here: <http://www.umkc.edu/is/support/index.asp?dept=callCenter>. While there are seldom issues using the Windows Explorer remote application, it is strongly suggested that you attempt this the first week of class—just in case.

Exams:

- There will be three (3) exams during the course of the semester. Each test will count for 25% of your grade, for a total of 75% of your final grade.
- In addition, there will be a comprehensive makeup examination during finals week. You will take the comprehensive makeup if you miss any exams during the semester. If you have taken all three exams during the semester, you are excused from taking the comprehensive makeup a.k.a. final exam. If you take all four exams, your lowest exam grade will be dropped. Comprehensive means it will cover the entire range of the course including lecture, both texts, homework and in-class assignment materials. To do well on the exams in this class, you must do the homework.

Emphasis added:

If you skip doing the homework and in-class assignments because they may not all be thoroughly reviewed, you will not do well on the exams.

Class Cancellation: Although this does not happen during most semesters, 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.

Syllabus: All aspects of this class will be handled logically, sensibly, and with understanding of your situation. This syllabus will not be followed blindly in defiance of common sense; exceptions can and will be made according to good judgment. 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

announced via Blackboard. This syllabus may be revised as required. You are responsible for keeping up with modifications by periodically checking it.

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. You are responsible for the topics in the text. In particular, if there is something in a homework assignment that you cannot figure out how to do it, your best source for information on getting started is the textbook.

On 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. Ten percent of the course grade will come from your in-class work, which is an indication of effort.

CYA: We occasionally make mistakes in grading or in entering grades. For your protection, keep a copy of any graded materials returned to you until you have received your semester grade report from the University.

TENTATIVE TOPIC SCHEDULE

(Refer to Class Schedule on Blackboard for dates applicable to your class section.)

Topics	Assignment
Excel:	
Review syllabus, objectives; Blackboard use, Q Drive, uploads.	If you are not already familiar with at least one application in Office 2010, read the "Getting Started With Microsoft Office 2010" chapter in the Excel textbook.
Worksheets; worksheet navigation; cell contents: text, numbers, dates, formulas, operator order; copying	Read Excel Tutorial 1
Printing, formatting, copying and pasting	Read Excel Tutorial 2
Tables, lists, and filters	Read Excel Sessions 5.1 & 5.2 (omit subtotals topic on pages 242-6)
Advanced filters	Read Excel Session 7.3 (omit database functions topic on pages 379-82)
Pivot tables	Read Excel Session 5.3
Pivot charts	

Formulas including relative cell references, absolute cell references, mixed cell references, and named ranges	Read Excel Sessions 3.1 and 8.1
Formulas and AVERAGE, COUNT, COUNTA, INT, MAX, MEDIAN, MIN, RAND, ROUND, & SUM	Read Excel Session 3.2
Formulas and logical functions	Read Excel Session 7.1
Dates and financial functions FV, PMT, PV, NPER, & RATE	Read Excel pages 145 - 151
Catch up and review	
First Excel Exam	
Nested Functions	Re-read Excel Session 7.1
Creating default charts	Read Excel Session 4.1
Modifying chart properties and formatting	Read Excel Session 4.2
Working with multiple worksheets and 3-dimensional formulas; web integration	Read Excel Sessions 6.1 and 6.3
Lookup functions & IFERROR function	Read Excel pages 353 - 366
Conditional summary	Read Excel pages 367 - 372
Data Validation & Formula Protection	Read Excel Session 8.2
Catch up and review	
Second Excel Exam	Covers all Excel chapters and topics
Access:	
Query demonstration	
Query demonstration continued	
Creating a database and defining table relationships	Read Access Tutorial 1 and 2
Maintaining a database	Read Access Tutorial 3
Creating forms and reports	Read Access Tutorial 4

Geographic Information System demonstration	
Review for exam	
Exam on Access	Covers all Access chapters and topics
Time determined by announced schedule for your section:	Makeup exam (only if you missed an exam during the semester); covers all course topics

Note: Date schedules for all course sections are posted to blackboard. The above topics and assignments apply to each section but their dates differ for Mon-Wed vs. Tues-Thurs classes.

The latest version of this syllabus will be located online at <http://www.bloch.umkc.edu/graduate/course-information/download.aspx?id=3615/>.

Besides this syllabus, this course is conducted under the regulations of UMKC as described in the [current catalog](#). In case of conflict among these two documents, the UMKC catalog dominates.

[Charlie Troppito's Homepage.](#)
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Last Updated: August 7, 2011

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