

# MIS 202 – Computer Applications in Management

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UMKC Spring Semester 2012 | Sections taught by Robyn Martin | Bloch 5

## Course Policy Statement (Syllabus)

<p><b>Instructor:</b> Robyn M. Martin <b>Office Hours:</b> Tuesday and Thursday 8:00am – 9:00am and by appointment. <b>Office Location:</b> Bloch 401</p>	<p><b>Primary E-Mail:</b> martinroby@umkc.edu  All email <i>subject lines</i> must start with: <b>MIS202 and Section #</b></p>
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**Course Description:** A comprehensive coverage of computer tools for personal productivity in a management context, including spreadsheets and databases.

### Required Textbooks:

- J. J. Adamski & K. T. Finnegan, *New Perspectives on Microsoft Office Access 2010 Brief*, Course Technology, 2011. ISBN-13: 978-0-538-79849-5
- J. J. Parsons, D. Oja, R. Ageloff, & P. Carey, *New Perspectives on Microsoft Office Excel 2010 Introductory*, Course Technology, 2011. ISBN-13: 978-0-538-74239-9

### Software:

- Microsoft Office 2010 – Excel & Access (available at the bookstore for substantially less than retail stores)
- Windows 7, XP or Vista, Windows Explorer

**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. This waiver waives the course, but not the hours. The course would be replaced by an elective in your degree program.

**Course objectives for MIS 202:**

- 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	generating international data displays reflecting the global environment

- Work with a tabular database in order to:

Retrieve data	Create reports from data tables and queries
Create forms to modify data	

**Faculty allows recording:**

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of any audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

**ADA:**

- Office of Disabled Student Services: If you have any questions about a disability or desire accommodation under the Americans with Disability Act, please contact the Office Of Disabled Student Services at 816-235-5696. The Office’s website can be accessed at: <http://www.umkc.edu/disability/>.

**On-Campus Computer Account (@umkc.edu):**

- If you do not already have a UMKC lab / e-mail 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 (2<sup>nd</sup>) class meeting*.

**MIS202 Tutoring Center:**

- There will be a Tutoring Center available to assist MIS202 students with homework and concepts.
- In addition, both Instructors will be available for Tutoring during their scheduled office hours.
- Tutoring Center location: Bloch 111A

Tutoring Center hours: Posted on Blackboard under course content:

<b>Students in any section of this course may go for assistance to any instructor.</b>	
Robyn Martin Office/tutoring Hours: See 1 <sup>st</sup> page.	Charlie Troppito Office: Bloch 401 E-mail: troppitoc@umkc.edu

### **Computer Labs/Assistants:**

- Hardware and software needed to complete assignments for this class are available at a number of the open computer labs at UMKC, 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.
- Also, we do not run the labs, we 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 packages used for this class.

### **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>.

### **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.

### **Withdrawals:**

- All course withdrawals must be completed through the Registration Center in the UMKC Administrative Center. Students intending to withdraw from the course after the eighth week of class (fourth week in the summer session) are required to obtain a signature of both the instructor and an academic advisor before the course withdrawal is official.
- Telling the instructor that you intend to withdraw from the course or ceasing to attend class does not constitute an official withdrawal. The academic calendar in the class schedule/registration guide lists the official withdrawal dates.

### **Food and Beverages:**

- No food and/or drinks are allowed in the computer classrooms or computer labs. This is a requirement imposed upon us by those who run the labs.

**Phones:**

- Please turn off (or place on vibrate) all mobile phones, pagers and other alarms during class sessions.

**Attendance:**

- 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.

**Plagiarism/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 consulting texts, nor consulting notes, 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.
- Flagrant or repeated violations will result in additional disciplinary action.

**Homework:**

- There will be approximately 10 homework assignments. Assignments must be turned in at the beginning of the class period on the due date. After that, *they are late*. They 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. I may only check that a file was turned in. 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 most always be in-class assignments to be completed during the class period. These in-class assignments, collectively, along with attendance and participation, will count for 15% of your final grade.
- Makeup’s 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 (25%).**

**Exams:**

- There will be three (3) *closed* book tests 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. If you take all 4 exams, your lowest exam grade will be dropped.
- To do well on the exams in this class, you must do the homework.

**Grades:**

Percentage	Grade
90 – 100%	A
80 – 89.9%	B
70 – 79.9%	C
60 – 69.9%	D
Below 60%	F

Point Breakdown	
Homework Assignments	10%
In-Class Assignments, Attendance, Class Participation	15%
Exams – 3 @ 25% each	75%
<b>TOTAL</b>	<b>100%</b>

Note: Make sure you review each Exam and each Group points awarded within 1 week of the points being posted to the Blackboard site. Notify the instructor immediately if you see any inaccuracy.

- Your instructor has discretion over your grade, which includes attendance records, in-class assignments, quizzes, and so on.
- For your protection, keep a copy of any graded materials returned to you until you have received your semester grade report from the University.

**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.

**Class Cancellation:**

- 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 an email to the instructor 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.

**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 all topics in the text.

**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. 15% of the course grade will come from your in-class work, which is an indication of effort.

**Modifications to the Course Syllabus:**

- Time and schedule considerations may prompt modifications of this syllabus (deletion of assignments/topics, modification of examination dates, etc.). The instructor will explain any changes; however, it is the student's responsibility to keep up with any modifications that are made throughout the semester. Changes to the printed syllabus will be announced during a regularly scheduled class period as well as distributed in printed form and/or on the course's Blackboard site.

**Course Schedule:**

- Is available on the course's Blackboard site.