



MIS 202 Section 6 Syllabus Spring 2016

Instructor Information

- Department: [Management](#)
- Name: [Roger Alan Pick](#)
- Contact Information to include
 - university email address: pickr@umkc.edu (preferred contact method)
 - university telephone number: +1 (816) 235-2336
 - university fax number: +1 (816) 235-6560 (include my name on a cover sheet)

Postal & location address	UMKC Bloch School of Management 5110 Cherry Street, Room 237 Kansas City, MO 64110-2499 US
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- Class Meeting Time/Place
 - Section 6: TuTh 4:00 PM – 5:15 PM / Bloch Rm 5
- Semester Offered: Spring, 2016
- Instructor Office Hours and Office Location:

By drop-in or by appointment in Bloch 237, 5110 Cherry Street.

If requesting an appointment via email, please suggest 2 or 3 times during which it would be convenient for you to meet.

- Tutor Information:

Hours: Monday, Wednesday 9:00 am – 2:00 pm

and Tuesday, Thursday 8:00 am – 1:00 pm

Location: Finance Lab located in Bloch Executive Hall

Name: Niranjana Nuthalapati

Catalog Information *(provide information for each component as it is listed in the*

current UMKC Catalog: UMKC Catalog www.umkc.edu/catalog Pathway Login

<http://pathway.umkc.edu>

- Subject/Curricular Designation: Management Information Systems
- Catalog Number: 202
- Course Title: Computer Applications in Management
- Course Description from the UMKC Catalog: A comprehensive coverage of computer tools for personal productivity in a management context, including spreadsheets and databases.
- Credit Hours *(if variable, explain rationale for min/max amount of work related):* 3
- Prerequisites/Co-Requisites: 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.

- Restrictions/Exclusions (*i.e., nursing students only*): NONE
- Course Attributes (*Based on identification found in Pathway, i.e., online certified; general education; undergraduate research*): NONE
- Course Format (*Based on identification found in Pathways: Lecture; Lab; Recitation/Seminar/Discussion; Independent Study; Field Study; Studio; Internship; Practicum; Clinical*): LECTURE
- Course Instructional Mode (*Based on identification found in Pathway: P (classroom based); B (blended class instruction); OS (on-line synchronous); OA (on-line asynchronous); VI (video); see Definitions at <http://online.umkc.edu/instructional-mode/>*): CLASSROOM BASED

Course Information

Required and Recommended Materials (Note where materials may be accessed or purchased.) MIS202 Textbook Options – 2016

Please choose one of the following options for your MIS202 class:

Option #1 – Purchase separately:

- J. J. Adamski, S. Scollard & K. T. Finnegan, *New Perspectives on Microsoft Office Access 2013*, 1st Edition *Brief*, Cengage Learning, 2013. ISBN-13: **9781285099224**
- J. J. Parsons, D. Oja, R. Ageloff, & P. Carey, *New Perspectives on Microsoft Office Excel 2013*, 1st Edition *Introductory*, Cengage Learning, 2013. ISBN-13: **9781285169361**
- SAM 2013 Projects v1.0 Printed Access Card, 1st Edition. ISBN-13: **9781285458533**

Option #2 – Purchase a bundle that contains the following:

- Excel & Access 2013 New Perspective Text plus SAM access card.
ISBN: 9781285581842

Both options should be available at UMKC bookstore. Please let Dr. Pick know if you encounter any difficulties.

Software: The 2013 versions of Excel and Access are substantial revisions of previous versions. You must use the 2013 versions in this course. These versions of the software are available in the computer classroom as well as [open computer labs](#) on campus. **Note: Microsoft Office 365 Pro Plus is available free of charge to currently enrolled UMKC students.** See [Office 365 ProPlus Information for Students](#) for conditions and details including installation instructions. The 2016 version of Excel and Access are available for Windows computers, but our homework grading system (SAM) has not caught up with this development. If you have Office 2016 at your home or workplace and wish to use it, see me to work out details.

Evaluation and Grading Criteria (Grading scale including how points are earned and how letter grades are assigned.)

Philosophy: Both Access and Excel are useful, marketable skills. There is good reason to believe that you will use them (especially Excel) in subsequent classes and in your career. We think this class is among the most important ones you will take in a management curriculum for both success in later classes and for career success. We also believe that the best way to learn Excel is by doing Excel. In fact, we cannot imagine how you could learn Excel and Access without using them. In this class, we will be **doing Excel** a lot.

Homework:

- There will be 10 homework assignments. Assignments must be turned in by 11:59pm on the due date. After that, *they are late*. You will be required to submit a file (your homework) via Sam 2013.
- Required Tools (Online course component) (used for 30% of your grade):
 - <http://sam.cengage.com/Login.aspx>
 - Institution Key – T2028838
- Homework will be listed on the SAM site. You will generally have up to one week in which to complete a homework assignment. Many homework problems will have similar problems on exams. To do well on the exams in this class, you must do the homework.
- Each Homework assignment will show up in Blackboard as 10 points each, regardless of the points assigned by Sam 2013.
- Explanation: SAM provides automated grading: you get immediate feedback. That's the good news. The bad news is that SAM is like the worst micromanaging boss you can imagine. You must follow SAM's instructions exactly for full credit, and it is very hard to get everything exactly right. An extra space is enough to get something marked as wrong. You will have five tries on each homework, and if you can get your grade to a passing level (defined as 70% or higher), we will award ten points. Otherwise, your grade on the homework is a zero.
- Every homework problem should be completely solvable using information found in the textbooks.

Late Homework:

- **Late homework 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 poorly 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:

- Almost every class meeting, there will be in-class assignments to be completed during the class period. These in-class assignments, collectively, along with attendance and participation.
- Some in-class assignments will require you to turn in something on paper, and others will require you to submit an assignment on Blackboard.

- Some in-class assignments will require information announced in class and not necessarily found in the textbooks.
- Makeups for these in-class assignments are permitted upon submission of a documented excuse for your absence. Except for the situation of a long-term illness, you are limited to 8 days in which to submit a late makeup in-class assignment.
- Each In-Class assignment will show up in Blackboard as 1 to 5 points each.
- The In-Class project at the end of the semester will be worth 50 points.

All in-class assignments together will equal one exam grade (20%).

Exams:

- There will be three (3) **open** book tests during the course of the semester. Each test will count for 20% of your grade, for a total of 60% of your final grade.
- In addition, there will be a *comprehensive* makeup examination during finals week on Friday, May 13, 10:30 a.m.-12:30 p.m. You must 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.
- Exams will be based on both information in the textbook and topics covered during class.

Grades:

Point Breakdown			
Exams – 4 @ 20% each (lowest grade dropped if all 4 are taken)	60%	100 points each	300 points total
Homework Assignments	20%	10 points each	100 Points
In-Class Assignments, Attendance, Class Participation	10%		50 Points
Team Project	10%		50 Points
TOTAL	100%		500 points

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

- 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. For your protection, keep a copy of any graded materials returned to you until you have received your semester grade report from the University.
- 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.

Schedule of Course Topics Covered

Date	Plans for Class	Assignment (Homework due dates are generally 7-9 days after the start date below. Exact due dates will be online in SAM.)
1/19	Hand out printed syllabus. Go over syllabus. Introduce UMKC computer labs, Q: drive; Introduce Blackboard and SAM.	Read Syllabus,
1/21	Workbooks and worksheets; worksheet navigation; entering cell contents: text, numbers, dates, formulas; copying cells	Read Tutorial 1 of Excel textbook Start HW 1
1/26	Printing, formatting, copying, and pasting	Read Tutorial 2 of Excel textbook Start HW 2
1/28	Formulas	Read Tutorial 3 of Excel textbook Start HW 3
2/2	Relative, absolute, and mixed cell references; Impact of \$ in a cell address upon copying and moving operations.	
2/4	Creating default charts	Read Session 4.1 of Excel textbook Start HW 4
2/9	Modifying chart formatting and properties	Read Session 4.2 of Excel textbook
2/11	Tables and lists	Read Session 5.1 of Excel textbook Start HW 5
2/16	Filters, outlines, totals, and subtotals	Read Session 5.2 of Excel textbook
2/18	Catch up and review	
2/23	First Excel Exam	
2/25	Pivot tables and pivot charts	Read Session 5.3 of Excel textbook
3/1	Working with multiple worksheets & 3D formulas	Read Tutorial 6 of Excel textbook Start HW 6

3/3	Data validation & worksheet protection	Read Sessions 7.1 and 7.2 of Excel textbook
3/8	Logical functions,	Read Tutorial 8 of Excel textbook Start HW 7
3/10	Logical functions continued	
3/15	Text Functions	Read Appendix A of Excel textbook
3/17	Catch up and review	
3/22	Second Excel Exam	
3/24	Query Demonstration	
4/5	Query Demonstration Continued	
4/7	Creating a database	Read Tutorial 1 of Access textbook
4/12	Defining table relationships	Read Tutorial 2 of Access textbook Start HW 8
4/14	Maintaining a database	Read Tutorial 3 of Access textbook Start HW 9
4/19	Creating default forms	Read Session 4.1 of Access textbook Start HW 10
4/21	Creating default reports	Read Session 4.2 of Access textbook
4/26	Catch up and review	
4/28	Access Exam	
5/3	Work on projects	
5/5	Work on projects	
5/13 10:30 am – 12:30 pm	Final Exam	Optional unless you missed an exam during the semester.

- Student Learning Outcomes

Technical MIS Knowledge: Students that complete MIS 202 will be able to:

- Create electronic spreadsheets that represent real world scenarios, with the goal of meeting 80% accuracy on the tests(rubric), reflecting skills such as:
 - creating graphical displays and charts from data
 - effectively using relative versus absolute addressing
 - changing the appearance of information
- Work with a relational database in order to:
 - Retrieve data
 - Create forms to modify data
 - Create reports from data tables and queries

Technology Skills: Students will be able to take the skills they learn in this class to be able to help analyze data to make business/personal decisions.

- Makeup Policy:

- Access and Excel Homework Assignments: No Makeups
- Exams: Makeup During Scheduled Period in Exam Week

- **In-class work:** If you miss class, you will have one week during which you may make up missed work. Generally, it is much harder to complete these exercises outside of class than it is to complete them during class.

Student Behavior. Student behavior must support a learning environment. Given the blended classroom approach to teaching the class, the classroom environment will be noisy and somewhat chaotic. The instructor expects the class time to be productive, however, and when the instructor calls for everyone's attention his expectation is that conversations within the classroom will cease. Students are to be respectful of everyone in the classroom, from the fellow students to the instructor. The instructor is under obligation to report student conduct issues to the Associate Dean of the Bloch School of Management, who in turn is under obligation to report it to the Dean of Students. See the University of Missouri System Collected Rules and Regulations 200.010 – Standard of Conduct and 200.020 – Rules of Procedures in Student Conduct Matters.

Projects. You may discuss homework assignments with other students. This can include discussing the methodology employed for solving a problem, reviewing another's work if s/he is having difficulty, and working the problems at the same time to discuss the process. Students must, however, turn in their own work. This means you may not share Excel files, complete an assignment for another student, or submit someone else's work for your own. Submissions of projects appearing to reflect anything but the student's own work is considered academic misconduct and will result in a score of zero for all involved students. The zero may not be overturned by grade appeal since the student failed to complete the assessment in its prescribed format. See below for additional sanctions resulting from academic misconduct.

Examinations. During examinations you may use a calculator and a pencil. The use of anything else, including cell-phones, computers, tablets, or other handheld devices, is considered academic misconduct. Looking at another student's paper, or allowing someone to look at your exam paper, or referring to notes, class materials or the textbook, is considered academic misconduct. Failure to return the examination to the instructor or photographing the examination is considered academic misconduct. Failure to comply with these rules results in a zero for the examination. The zero may not be overturned by grade appeal since the student failed to complete the assessment in its prescribed format. See below for additional sanctions resulting from academic misconduct.

Academic misconduct. In addition to receiving a zero for the exam/assignment, the instructor is under obligation to report academic misconduct to the Associate Dean of the Bloch School of Management, who in turn is under obligation to report it to the Vice Provost for determination of sanctions. Those sanctions range from probation to expulsion from the University. See the statement on Academic Honesty below and the University of Missouri System Collected Rules and Regulations 200.010 – Standard of Conduct and 200.020 – Rules of Procedures in Student Conduct Matters.

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. Out of respect for fellow students, all phone conversations, texting and computer usage other than what is required for classwork must be done outside of the physical classroom.

(All Syllabi must include the following "Resources & Policy Statements" segment with policy language and references / links. In addition, instructors are encouraged to discuss aspects of these policies with students in their courses.)

Resources & Policy Statements

Academic Calendar: Students are encouraged to review important add, drop or withdraw dates:

<http://www.umkc.edu/registrar/acal.asp>

Academic Honesty: The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the [University of Missouri Student Conduct Code](#) and [Rules of Procedures in Student Conduct Matters](#).

Assignments are expected to be your own work. (However, you may ask each other questions and give each other limited assistance in the labs.) **Using someone else's file is NEVER considered limited assistance.**

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.

(Academic units may have additional student codes of behavior to be referenced, i.e. Honor Codes.)

Academic Inquiry, Course Discussion and Privacy: *(Choose one of the following to include in the syllabus-- Faculty allowing recording or Faculty not allowing recording.)*

Faculty allowing 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.

Attendance Policy: Students are expected to attend and participate in classes. Each student is responsible for all information covered in lectures, all announcements made in class, and all handouts distributed during class. Students should notify instructors of excused absences in advance, where possible. Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible. **Missing class** tends to have a serious negative impact on your ability to do well in the class.

Campus Safety: Inclement weather, mass notification, and emergency response guide:

<http://www.umkc.edu/umkcalert/>

Class Cancellation: Although I 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.

Computer Labs: 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](#).

Counseling and Health Services Available at UMKC: UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. As your professor I care about your success and well-being, and want to make you aware of some helpful resources on campus. The UMKC Counseling Center (www.umkc.edu/counselingcenter), located at 4825 Troost in Room 206, offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635. UMKC Student Health and Wellness (<http://info.umkc.edu/studenthealth/>), located at 4825 Troost in Room 115, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection (www.umkc.edu/mindbody) is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

Disability Support Services: To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to: <http://www.umkc.edu/disability/>

English Proficiency Statement: Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, students may contact the UMKC Help Line at 816-235-2222 for assistance.

Grade Appeal Policy: Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

The [University grade appeal procedure](#) is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course;
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
- The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Discrimination Grievance Procedures for Students: Discrimination Grievance Procedures for Students can be found here:

http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010

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.

Statement of Human Rights: The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is mentored by the [Division of Diversity, Access & Equity](#), but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.

Title IX: Under the University of Missouri's Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage (<http://info.umkc.edu/title9/>) or contacting UMKC's Title IX Coordinator, Mikah K. Thompson (816.235.6910 or thompsonmikah@umkc.edu). Additionally, you can file a complaint using UMKC's online discrimination complaint form, which is located at <http://info.umkc.edu/title9/reporting/report-online/>.

While most UMKC employees are required to report any known or suspected violation of Title IX, students may seek confidential guidance from the following campus locations:

<p>UMKC Counseling Service Volker Campus 4825 Troost Ave, Suite 206 Kansas City, MO 64110 Phone – (816) 235-1635</p>	<p>UMKC Counseling Service Health Sciences Campus Health Sciences Building 1418 2464 Charlotte Kansas City, MO 64108 Phone – (816) 235-1635 (open Tuesdays, 1-5pm)</p>	<p>Student Health and Wellness 4825 Troost Ave., Suite 115 Kansas City, MO 64110 Phone - (816) 235-6133</p>
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UMKC Connect: Important information is available to undergraduate students in UMKC Connect accessed through Blackboard. Throughout the term, students may receive emails regarding course grades or academic performance. Students are expected to address information posted in a timely fashion. This information may be shared with the student's Success Network made up his or her academic advisor(s) and other campus resources so that UMKC may fully support the student's success.

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.

Exceptions: 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.

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.

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.

Sources: Some of the policies and practices described in this syllabus come from the ideas of other professors. My sources are UMKC Provost's website, Dr. Bruce Bubacz of UMKC, Dr. David Cornell of UMKC, Ms. Doranne Hudson of UMKC, Dr. Duane Truex of Georgia State University, Dr. Harvey Brightman of Georgia State University, Dr. Yezdi Bhada of Georgia State University, Dr. Arthur H. Gilbert of Northeastern State University, and Dr. William Friedman of University of Central Arkansas. Pieces of this syllabus may have been taken from these sources and used literally.

Finally,

- For more information about my qualifications, publications, research program, and hobbies, visit my website at <http://p.web.umkc.edu/pickr/>

- This syllabus will be online at <http://p.web.umkc.edu/pickr/mis202/UMKCSyllabusMIS202Spring2016.pdf>
- This syllabus will be supplemented by information posted on Blackboard, <http://umkc.edu/blackboard>

Contact me at pickr@umkc.edu; or
Bloch School of Management, University of Missouri - Kansas City,
5110 Cherry Street, Room 237, Kansas City, MO, 64110-2499 US; or
(816) 235-2336.

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