

## MIS 2201 Information Technology in Business

<b>Class Information</b>			
Term	Fall 2018	Days	MWF
Sections	001	Time	3:00pm-3:50pm
Location	LSBE 118		
Instructor	Nik R. Hassan		
Office	LSBE 385A		
Email Address	<a href="mailto:nhassan@d.umn.edu">nhassan@d.umn.edu</a>		
Course Homepage	<a href="http://canvas.umn.edu">http://canvas.umn.edu</a> Alternatively (long way) access the site through UMN Portal <a href="http://myu.umn.edu">http://myu.umn.edu</a>		
Instructor Homepage	<a href="http://www.d.umn.edu/~nhassan">www.d.umn.edu/~nhassan</a>		
Telephone	218-726-7453		
Office Hours	Mon/Wed 10:00am-12:00pm or by appointment		
Student Assistant	LSBE 119 Open Computer Lab		

### Course Description

The goal of this course is to demystify information technology (IT) and empower students to be fluent in their IT-related tasks. During the student's college career, such IT-related tasks include the use of electronic productivity tools, and various problem solving and decision-making applications. This sense of control and confidence with technology provides students with an advantage as they search for employment in the current competitive marketplace. This course is not a word processing, spreadsheet or Internet course, but all the concepts required to confidently use these resources will be introduced in this course. The understanding from this course enables one to "hack" their way as they encounter new technologies. This practice is critical in a business environment especially with the plethora of choices available.

### Course Resources and Policies

<b>Textbooks</b>	Customized Cengage MindTap e-text New Perspectives Collection with class
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	<p>enrollment.  Free eTextbook by University of Minnesota Libraries <i>Information Systems: A Manager's Guide to Harnessing Technology, 2015</i> available at <a href="http://open.lib.umn.edu/informationssystem/">http://open.lib.umn.edu/informationssystem/</a></p>
<p><b>Technology Resources</b></p>	<p>This is a technology course. A major part of this course is managing and getting very familiar with your laptop, and using them in class. Your learning experience will be greatly enhanced if you can follow the instructor using your laptop as he/she demonstrates examples. The LSBE Open Computer Lab is located in LSBE 119 and available to LSBE students from 8:00 AM until 6:00 PM Monday through Thursday and 8:00 AM until 4:00 PM on Fridays.</p> <p><b>WIFI Connection on Campus</b>  While on campus <b>DO NOT USE THE UMD-GUEST WIRELESS CONNECTION. USE THE EDUROAM connection.</b> Guest wireless connections do not allow file uploads and downloads and is generally much slower than the standard EDUROAM (secured) connection.</p> <p><b>Microsoft and Apple Technologies</b>  The business world is still dominated by Microsoft technologies. However, Apple technologies are slowly catching up and with the availability of cloud-based platforms such as Google, students are encouraged to be familiar with technology concepts that are applicable on both platforms. If you are using Microsoft Windows laptop, the new Windows 10 Pro environment is the preferred platform for this course. <b>If you own a Mac, please note that the assignments are Windows-based and are simulated using browsers. Read the section below about using the Mac for this course.</b> Remember that you can use the Windows PCs in Lab 119 to complete your assignments.</p> <p><b>LSBE Loaner Laptops</b>  If for any reason your laptop is not operational or is being repaired, LSBE allows students to check out laptops for a limited period. These loaners are available from the LSBE Technology Program at LSBE 111U</p> <p><b>MS Office 365 Pro Plus</b>  In order to ensure that students have access to the latest Microsoft technologies, this course will introduce the use of MS Office 365 Pro Plus (Windows version includes MS Access). MS Office 365 Pro Plus is a subscription license to MS Office 2016 for Windows or MS Office 2016 for the Mac, depending on what platform you are using. Because it is available to registered UMD students at no charge (a \$100/yr street value), students are required to install MS Office on their laptops for this course. Although most assignments are simulated on the browser, certain assignments will require using MS Office.</p> <p><b>Mac Users</b>  Mac users are able to complete the MS Office 2016 assignments in the Windows environment via the browser using Cengage's MindTap. Mac users</p>

	<p>are required to install MS Office 365 Pro Plus on their Macs because some assignments will require using MS Office. Assignments using iWork or other applications will not be accepted.</p> <p><b>Canvas (<a href="http://canvas.umn.edu">http://canvas.umn.edu</a>)</b>  Canvas is the primary channel for learning and communication between students and the instructor for all class materials and assignments. Your syllabus, learning resources, Powerpoint slides, weblinks and your grades will be available through this resource. <b>ALWAYS REFER TO CANVAS FIRST FOR OFFICIAL INSTRUCTIONS AND DEADLINES FOR ASSIGNMENTS AND QUIZZES.</b></p> <p><b>CENGAGE MINDTAP (<a href="http://www.cengage.com">http://www.cengage.com</a>)</b>  MindTap is the primary platform for completing MS Office-related homework assignments. All assignments submitted through this resource are self-grading. It is linked to the Canvas platform.</p> <p>Between your own laptop, the PCs in LSBE 119 and the loaner laptop, there is <b>NO REASON TO NOT COMPLETE YOUR HOMEWORK ASSIGNMENTS ON TIME. AVOID USING SOMEONE ELSE'S LAPTOP TO DO YOUR ASSIGNMENT. The deadline for MindTap homework assignments are always 11:00pm on the due date (usually Wednesday for take-home quizzes and Saturday for homework). If you are late even by one second, your homework assignment will not be accepted.</b> Do not procrastinate in completing your homework assignments. It's not worth it.</p>
<p><b>IMPORTANT NOTES ABOUT MINDTAP</b></p>	<ol style="list-style-type: none"> <li>Remember that you are allowed up to <b>THREE ATTEMPTS</b> to get full grade on MindTap. Take advantage of this opportunity. You may need to do each attempt over.</li> <li>If you are late by even one second, MindTap will not accept your assignment</li> <li><b>YOU SHOULD ALWAYS CHECK TO SEE IF YOUR WORK IS ACCEPTED BY CHECKING THE GRADES IN CANVAS.</b> The MindTap grades are linked directly to Canvas.</li> <li>Always remember to <b>SUBMIT</b> your work in MindTap, otherwise, the assignment will not be graded and you will lose points.</li> <li>Remember that MindTap is a learning environment. Usually there are several ways of accomplishing a task in MS Office, but MindTap will insist on you completing it in a pre-specified way. This is usually because what MindTap recommends is the most efficient way of completing the task. So don't be too frustrated if what you think should work, does not work in MindTap.</li> </ol>
<p><b>Course Prerequisites</b></p>	<p>None</p>

	Learning Outcomes	Program Learning Goals
<b>Course Learner Outcomes (What am I learning?) and Mapping to Program Learning Goals</b>	1. Explain why knowledge of management information systems (MIS) is important for all (technical or non-technical) people and the impact of information technology (IT) in business and industry	4,5
	2. Recognize the value of the MIS degree and the wide breadth of in-demand careers available for the MIS graduate	4,5
	3. Describe how to manage, maintain, update and enhance your personal computer, locate and search for files and resources, and practice safe computing including how to protect yourself from threats and data loss.	5
	4. Explain components of the computer, different categories of computers, their capabilities, strengths and weaknesses, and to identify and evaluate key criteria when purchasing computers.	1,5
	5. Recognize different categories of software and major trends in the different types of application, system and programming software available in the market.	5
	6. Apply productivity software such as Microsoft Office 2016 and web-related applications such as word processors, spreadsheets, browsers, html editors and communication tools in various industries	1,2,5
	7. Describe the importance of data and its role in decision making, and how databases manage and keep data and information consistent while supporting all sorts of transactions and business-related activities.	2,5
	8. Explain how data and information are transmitted and received using telecommunications networks and how these technologies make the Internet work.	2,5
	9. Recognize how information systems are built, in particular, the system development life cycle, its variants and factors that contribute to the failure and success of systems development.	1,3,5
	10. Recognize the principles behind software programming and coding and how they are used to automate routine	5

	tasks and enhance productivity		
	11. Apply the fundamentals of coding using basic HTML, CSS and Javascript	1,4,5	
	12. Discuss and debate ethical issues relating to the use of information systems including data privacy, intrusive advertising and data profiling	1,4	
<b>BBA Program Level Learning Goals</b>	<p><b>Goal 1:</b> Communicate ideas effectively in written and oral form.</p> <p><b>Goal 2:</b> Acquire quantitative analysis skills that can be used in managerial decision-making.</p> <p><b>Goal 3:</b> Be able to work effectively in a team.</p> <p><b>Goal 4:</b> Demonstrate appreciation of ethical and global issues in managerial decision-making.</p> <p><b>Goal 5:</b> Demonstrate competency in the core areas of business.</p>		
<b>Grading and Assessment</b>	Assessment Tool	% Total Grade	Learner outcome assessed
	3 multiple choice exams, 100 points each first two exams and 200 points for the finals	40%	1-5, 7-12
	15 quizzes and exercises, total 150 points	15%	1-5, 7-12
	6 Homework Assignments 50 points each, total 300 points	30%	6,11
	Semester Project 150 pts	15%	10,11
<b>Communication with Instructor and Email Policy</b>	<p>All communications with instructor should be done using the official UMD email account (don't use your Yahoo or Hotmail account). When emailing the instructor, always use proper email etiquette:</p> <ol style="list-style-type: none"> <li>1. ALWAYS write the class number and section in the subject field (e.g. FMIS 2201 Sec 1)</li> <li>2. ALWAYS sign the email with your full name</li> <li>3. ALWAYS describe the issue in detail, and if necessary include any attachments that might help your case.</li> <li>4. DON'T email the instructor asking for assistance at the last minute, or just before the due date. <b>YOU WILL NOT RECEIVE ANY RESPONSE.</b></li> <li>5. DON'T email the instructor asking for assistance until you've read all the instructions and attempted the assignment.</li> </ol> <p>If there is the slightest indication that the student has made no effort to be courteous or to comply with these rules of etiquette, the instructor may</p>		

	respond saying "READ THE INSTRUCTIONS" or MAY NOT RESPOND.
<b>Exams</b>	Three multiple-choice examinations will be given at regular intervals during the semester. The first two exams are not cumulative and contain 50 questions each. The final exam is cumulative and will include topics from all chapters in the syllabus and consist of 100 multiple-choice questions.
<b>Homework Assignments and Pop Quizzes</b>	<b>INFORMATION ABOUT ASSIGNMENTS WILL BE AVAILABLE ON THE CLASS CANVAS SITE. ALL ASSIGNMENTS INVOLVE USING MINDTAP.</b> Assignments will take between ½ hr-1 hour to complete, so make sure to set aside time. <b>NEVER LEAVE ASSIGNMENTS TO THE LAST MINUTE.</b> Homework assignments are made up of graded "Training" (Simulations that have lots of guidance that can be re-launched anytime) and graded "Homework" (Simulations that contain no guidance, cannot be saved and have to be completed once launched). Most homework contains two parts, each 50% (25 points) of the total assignment grade. In addition to these required parts, optional extra credit question may be offered. These extra credit points can be very useful if you've missed or did not do well in the required parts. Late assignments <b>WILL NOT BE ACCEPTED.</b> MindTap tracks file and laptop ownership, so <b>copying work or submitting other people's assignments will be dealt with severely</b> - however, I encourage students to discuss how to complete their assignments as long as they complete their own work and submit their own work. The due dates for assignments are specified in the syllabus schedule and online. If you have an excused absence, you must turn in the assignment before the due date when the absence allows for planning ahead. Other kinds of excused absences will be dealt with individually. Every now and then, I will give short in-class pop quizzes to encourage attendance as well as to ensure that the material has been understood by students. To encourage attendance Pop Quizzes will be administered at any time during class sessions. <b>There are NO make up for pop quizzes as I will be offering extra credit opportunities to make up for lost points.</b>
<b>Semester Project</b>	Students will be asked to build their own homepage to profile their capabilities. The preparatory work required to complete the semester project is spread among the homework, but are added to the total semester project points. There are two major submissions for the semester project other than these preparatory work (1) an upload to the web server of your chosen modified template (25 pts) due in the middle of the semester, and (2) the completed final semester project upload due by the end of the semester.
<b>Extra Credit</b>	To make up for problems that you might encounter in MindTap that can't be resolved, or in case you miss assignments or quizzes for any reason, or just to improve your grade, I will be offering extra credit opportunities in MindTap (up to 20 points), the Semester Project (up to 40 points), and forum participation points. Depending on the quality of the assistance, up to 3 points per week (up to a cap of 30 points for the semester) will be given to students for every posting per week that help other students online in the Discussion

	Forum. The extra credit forum is not offered every week. Students can post in future forums if the existing forum is closed.
<b>Assistance with Assignments/ Projects</b>	<b>The LSBE Computer Lab (LSBE 119) and Technology Program (LSBE 111U)</b> offers help to students needing assistance with computer-related problems, assignments and projects. The LSBE Technology Student Assistants will help if you are stuck on an assignment, <b>NOT to do your work for you.</b>
<b>Scoring Elements</b>	91.5-100 = A 89.5-91.4 = A- 86.5-89.4 = B+ 82.5-86.4 = B 79.5-82.4 = B- 76.5-79.4 = C+ 72.5-76.4 = C 69.5-72.4 = C- 66.5-69.4 = D+ 60-66.4 = D Less than 60 = F
<b>Make-up Policy</b>	There will be no make-up assignments or exams unless circumstances are extreme (e.g. death in the family). Since all the assignments are made available from the beginning of the semester, chances for getting a make-up for assignments are slim. All make-up exams must be scheduled and completed within one week after return to class or a grade of "F" will be assigned.
<b>Grade Appeal</b>	<u>Must be written in standard business format</u> and submitted within one week after test grades have been handed out to class. Verbal discussions <u>will not</u> substitute for this required method of requesting grade review or re-computation.

<b>Responsibility of Student:</b>	<ol style="list-style-type: none"> <li>1. The student should read the chapter and review the slides to be discussed in class prior to the class session to get the most benefit from the class. I will try to make this class session as participative as possible despite the large class size, so, you are expected to prepare for class discussion.</li> <li>2. Attendance: Students are expected to attend all scheduled class meetings, unless excused by the instructor. Students may NOT expect to pass the course merely by achieving passing test grades without complete class attendance, except for excused absences. I reserve the right to use class attendance and participation in the class to adjust grades in the case of borderline situations.</li> <li>3. The instructor will not use class time to discuss problems or grades, tests, papers, or discussions. These subjects should be treated more thoroughly in written documentation. These written communications should be respectful, professionally constructed, and should reflect clearly the integrity and ethics of the student.</li> </ol>
<b>Academic Dishonesty</b>	All forms of academic dishonesty will result in a course grade of Failure (F). Students caught copying other students' assignment or cheating will be asked to leave the class and will not be permitted to attend future class meetings for the remainder of the semester.

## Course Schedule

Wk	Date	Topics	Readings, tutorials and assignments (MGHT-Manager's Guide to Harnessing Technology eTextbook, NP-MS Office 2016 New Perspective Collection from Cengage)	Homework Assignments Due by 11:00pm
1	8/27	Introduction & Course overview	Course syllabus	
	8/29	The Importance of MIS	Slides-Importance of MIS MGHT Chapter 1: Setting the Stage: Technology and the Modern Enterprise	Watch Getting Started with MindTap Try Sample Online Quiz, Practice Pop Quiz
	8/31	The Importance of MIS	NP Getting Started with MindTap	Try out Windows 10 Practice MindTap Training and Homework (not graded)



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2	9/3 Labor day	Labor Day	NO CLASS	
	9/5	Fundamentals of computing – Hardware & Operating Systems	NP Essential Computer Concepts NP Hardware NP Organizing files	Quiz#2 Hardware
	9/7		MGHT Chapter 5 Moore's Law NP Searching for information on the computer	Quiz#3 Organizing files and searching on the computer (Due 9/8)
3	9/10	Fundamentals of computing -- Software	NP Software	
	9/12		MGHT Understanding Software	Quiz#4 Software
	9/14	Software and Wordprocessing	NP Word Module 2,5 & 10	
4	9/17		MGHT Chapter 10 Software in Flux: The Cloud	
	9/19	Digital Communications	NP Computer Concepts Module 3 Networks	Quiz#7 Networks
	9/21		NP Computer Concepts Module 3 Networks	<b>Word Training and Homework (Due 9/22)</b>
5	9/24		NO CLASS MGHT Chapter 12 Managers Guide to the Internet (Self Study)	
	9/26	Review Exam 1	Exam 1 review sheet	
	9/28	<b>EXAM 1 In-Class</b>		
6	10/1	Fundamentals of computing – Safe computing, digital security	NP Module 7 Digital Security	
	10/3		MGHT Chapter 13 Barbarians at the Gateway	Quiz#8 Digital Security

<b>Wk</b>	<b>Date</b>	<b>Topics</b>	<b>Readings, tutorials and assignments (MGHT-Manager's Guide to Harnessing Technology eTextbook, NP-MS Office 2016 New Perspective Collection from Cengage)</b>	<b>Homework Assignments Due by 11:00pm</b>
	10/5		NP Module 2.3, 3, 4 Intermediate Powerpoint (using graphics, tables, master slide templates, animation)	<b>Powerpoint Training and Homework (Due Oct 6)</b>
7	10/8	Introduction to Spreadsheets	NP Excel I (Modules 2, 3, 4 Formulas, Functions and Charting)	
	10/10		History of the success of a media giant: Netflix	
	10/12			<b>Excel I Training and Homework (Due Oct 13)</b>
8	10/15	Intermediate Spreadsheets	NP Excel Module 5 Working with Excel tables and pivot tables	
	10/17		NP Excel Module 10 What if analyses	
	10/19			<b>Excel II Training and Homework (Due Oct 20)</b>
9	10/22	Database management	NP Access (Modules 2, 3, 4 Building, Querying, Maintaining databases)	
	10/24		NP Databases & SQL MGHT Data assets and business intelligence MGHT Understanding Google Search	
	10/26 Fall Break	Fall Break		<b>Access Training and Homework (Due Oct 27)</b>
10	10/29	Information Systems Development	NP Information Systems Development	
	10/31	Exam 2 Review	Exam 2 review sheet	

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	11/2	<b>EXAM 2 In-Class</b>		
11	11/5	Application development	NP Application Development (Excel Modules 7, 10, Access Module 11)	
	11/7		NP Application Development (Excel Modules 7, 10, Access Module 11)	
	11/9			<b>Application Development Training and Homework (Due Nov 10) Extra Credit Homework (Due Nov 10)</b>
12	11/12	Introduction to HTML/CSS and Web development	NP Introduction to the Web, HTML, CSS and Javascript	
	11/14		NP Introduction to the Web, HTML, CSS and Javascript	Quiz#13 HTML and CSS
	11/16		NP Introduction to the Web, HTML, CSS and Javascript	
13	11/19	Building a website	NP Creating Effective Webpages	
	11/21			Quiz#14 Publishing to the Server
	11/23	THANKSGIVING		
14	11/26	Building a website	NP Creating Effective Webpages	
	11/28		NP Creating Effective Webpages	<b>Quiz#15 Publishing a Modified Template</b>
	11/30			
15	12/3	Completing an HTML app		

Wk	Date	Topics	Readings, tutorials and assignments (MGHT-Manager's Guide to Harnessing Technology eTextbook, NP-MS Office 2016 New Perspective Collection from Cengage)	Homework Assignments Due by 11:00pm
	12/5			<b>FINAL SEMESTER PROJECT DUE</b>
	12/7	Final exam review	Final Exam Review Sheet	
16	12/10	<b>FINAL EXAM Monday, December 10, 2018 2:00-3:55pm</b>	THIS IS A COMMON EXAM HELD IN A DIFFERENT ROOM	

\*\*This schedule is subject to change without notice at the instructor's discretion. Check the online schedule often.