

## GENERAL INFORMATION

## Instructor

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The subject line of your email should contain ISM3013, otherwise it may end up in my junk email and you may not get a response in a timely manner.

## Class Times &amp; Location



All **class meetings** will be held in at the time and location specified in the table below.

All **tests & exams** will be conducted in the CSE Lab.

All **office hours** will be held in 360 [Stuzin Hall](#)



Class Times:

Section	IS Lecture	IT Lab
07HA	This class will be recorded and available to view online on Monday Mornings	Monday 4:05 to 5:30 PM in CSE 235
034H		Wednesday 1:55 to 3:30 PM in CSE 235
0669		Wednesday 4:05 to 5:30 PM in CSE 235

Test & Exams: **Please Check the Class Website on Canvas for date and times.**

Office hours: **Monday, Wednesday: Noon to 1:30 PM**

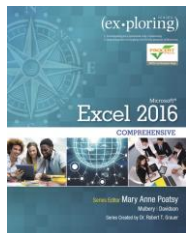
## Class Website: Canvas



- All information and materials pertaining to this course will be made available through the course website on the Canvas Website.
- Please note that this is an eco-friendly class that is nearly paperless. All materials relevant to this class will be made available on the course website.
- It is recommended that all students familiarize themselves on the use of Canvas using all [resources available to students](#).

## REQUIRED MATERIALS

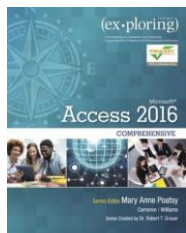
## Text Books

**Exploring: Microsoft Excel 2016, Comprehensive with MyITLab Access Code**

Poatsy, Mulbery, Davidson &amp; Grauer

Pearson

ISBN: 9780134513751

**Exploring: Microsoft Access 2016, Comprehensive with MyITLab Access Code**

Poatsy, Mulbery, Davidson &amp; Grauer

2016 Pearson

ISBN: 9780134513744



Optional – Not Required

**Using MIS 9<sup>th</sup> Edition**

Kroenke &amp; Boyle

ISBN: 9780134126272

NOTE: Older versions of this textbook may be used at the student's risk.

## Certification Vouchers &amp; Practice Exams

A major component of your course grade are the Microsoft Office Specialist Exams for 2016. These exams are administered through the Certiport software and in order to take these exams, you require the Certification vouchers listed below. In addition, it is strongly recommended that you use one of the practice exams listed below.

- *Microsoft Office Specialist (MOS) 2016 Vouchers with Retake Option.* Students have to purchase one voucher for Excel and one voucher for Access.
- **Practice Test:** It is strongly recommended that students use GMetrix SMS before they take the actual Certification Exam. Students have to purchase one practice test for Excel and one practice test for Access. This software only works on PCs and will not work with MACs.

Discount codes that can be applied towards the purchase of the MOS 2016 Vouchers will be provided on the course website on Canvas.

## Computer and Software

As you will be learning how to use the Excel 2016 and Access 2016 software in the class. It is recommended that you have access to a PC computer or laptop with this Software. Apple computers do not support this software and are not recommended.

Course assignments that require the Excel 2016 and Access 2016 will be completed on the lab computers in CSE 235.

## COURSE GOALS & OBJECTIVES

Tomorrow's managers and leaders, in any functional area of an organization, must have a reasonable awareness of the trends and use of information technology (IT) and information systems (IS). One does not have to be a technology specialist to have an appreciation for the significant and evolving role of information in today's organizations. The purpose of this introductory course is to instill an understanding of the role of information systems in the business environment at a strategic, operational and personal level. There are two main components of this course: (1) the Information Systems (IS) Concepts module, and (2) the Information Technology (IT) skills module. The specific goals and skills that we expect students to develop by the end of the course are:

### IS Concepts

- (1) To understand basic information technology terminology, infrastructure and security issues.
- (2) To understand how information systems can be used for enabling, problem solving, and decision making.
- (3) To understand how information systems can be leveraged for individual, business unit, and organizational goals.

### IT Skills

- (1) Problem solving skills using Microsoft Office.
- (2) A certifiable-proficiency in Microsoft Excel 2016 and Microsoft Access 2016.
- (3) Completion of the Microsoft Office Specialist (MOS) exams for Excel and Access.

The main goal in this class is to facilitate the students' learning the most about Information Systems. That means helping the students reach their full potential for the semester, not only in the course material, but also in mastering the software skills they develop. To accomplish these goals, the students are expected to read assigned material prior to coming to class, complete quizzes and projects and on time, and regularly attend and participate in class. If problems develop during the semester, students are encouraged to discuss the issues with the instructor before they become extreme.

## TEACHING METHODS

Two credit hours will be spent on each of the components of this course.

### IS Concepts

The IS Concepts component of the course will be taught by primarily using video lectures. It is strongly recommended that the students review the textbook chapters specified on the schedule beforehand, as well as the review questions and problems at the end of each chapter. Additional resources are available on the textbook companion website that can aid self-study and the understanding of the material. These include additional slide-decks for each chapters, problems and podcasts by the authors. Students are encouraged to make use of these materials to further their understanding of the subject matter. The material covered in this portion of the class will be assessed with weekly quizzes and three tests, all of which are described in greater detail in the Grade Composition section of this syllabus.

### IT Skills

The IT skills will be taught using a combination of pedagogical methods. Video tutorials and detailed notes for all the skills required to get certified will be posted on the class website. Students are expected to review these materials prior to coming to class. During class time, these skills and additional concepts will be reinforced through hands-on projects. The students are also strongly encouraged to review all examples covered in class and practice projects in the textbook and additional test-preparation options available to them (including, but not limited to, the GMetrix or Certiprep software). The materials covered in this portion of the class will be assessed by in-class Projects and the MOS Certification Exams, all of which are described in greater detail in the Grade Composition section of this syllabus.

## GRADE COMPOSITION

The grades for this course will be distributed as follows: 50% of the grade will be used to cover the IS concepts and 50% of the grades will cover the project assignments, practice exercises and the Microsoft Certification Exams for Excel and Access. The detailed breakup of the grade composition is described below:

IS Concepts :	50%	IT Skills :	50%
Quizzes:	8%	IT Project:	30%
Test 1:	14%	MOS Exam 77-420 (Excel 2016):	10%
Test 2:	14%	MOS Exam 77-424 (Access 2016):	10%
Test 3:	14%		

The class grades will be assigned using the University of Florida's grading scale described in the table below. For more information, please refer to the [University of Florida Grading Policy](#). A user friendly Excel file is available for the purpose of determining course grades during of the semester.

Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade
[93-100]	A	[85-88]	B+	[74-76]	C+	[64-66]	D+	[0-56]	E
[89-92]	A-	[80-85]	B	[70-73]	C	[60-63]	D		
		[77-79]	B-	[67-69]	C-	[57-59]	D-		

## Grading Policy

Quiz and Test grades will be available on the course website in Canvas after the deadlines have passed. Project grades will be uploaded to the Canvas gradebook at the end of the week. Certification grades will be posted immediately to your account on the Certiport website and will be posted to the canvas gradebook once all students have completed the certification exams. If you have any questions regarding your grade, if you notice that you have not been assigned a grade, or if you wish to request a re-grade of any component (quiz, tests or projects), the request has to be made within one week after the grade is posted on the Canvas gradebook (whichever is earlier). It is therefore your responsibility to check the gradebooks frequently and bring any issues regarding your grade to the instructor's notice. Given the size of the class, and the speed with which the course progresses, any request beyond this deadline cannot be considered. Please do not expect a response from the instructor if you have questions regarding grades that were posted more than one week ago.

### A. IS Quizzes (8%)

**Date, Time & Location:** Each week, there will be a timed 20 minute online quiz on the course website in Canvas. Quizzes will be released on Mondays at 4pm and are due on Fridays by 8pm. You will be allowed only one attempt for each quiz that has to be completed before the due date. The answers to the quiz will be revealed as a review for the test after the quiz deadline has passed. In addition to the weekly quizzes, you will have one **GETTING STARTED QUIZ** (worth 3% of your entire course grade) that will be due by the end of the first week of class. No makeup opportunities will be available for this quiz later on in the semester. Instructions regarding the quiz will be made available on the Syllabus page in Canvas.

**Materials & Instructions:** Each quiz will comprise of questions based on the information provided in the class lecture, the text book chapter and any additional assigned readings. Please review all these materials before beginning the quiz. The quiz must be individual work only and must be done independently. You may use any and all materials available to you for these quizzes.

**Quiz Scores** will be posted on the gradebook on the course website in Canvas.

**Quiz Extensions:** Late submissions cannot be accepted under any circumstances graded, and no extensions will be given. Answers and additional quiz questions will be made available for review shortly after the quiz deadline and after the answers are revealed, no further quiz grades can be accepted.

## GRADE COMPOSITION (Continued)

**B. Tests (45%)**

There will be three tests for this course based only on the IS topics (not Excel and Access), each worth 14% of your grade each.

**Date, Time & Location:** The dates, times and the details of the material covered on each test are provided on the course website on Canvas. The tests will be administered in the [CSE Circa Lab Testing Area](#). The tests will typically last 30 minutes, but please allow for an additional 15 minutes for setup and sign-out. It is imperative for all students to arrive promptly at the assigned time. Tardy students will not be allowed to take the test.

**Materials & Instructions:** The tests are not comprehensive and will be comprised of multiple-choice, true/false, and sentence completion questions. Questions on the test will be based on the material covered in the class lectures, the assigned readings and the quiz questions. No written materials or electronic devices will be permitted during the exam. Please make sure that all such materials are stowed away. If you are found accessing any materials other than your Gator1 card, you will be asked to leave the premises and receive no credit for the exam.

**Test Scores** will be posted on the gradebook on Canvas after all students complete the test.

**Makeup Tests:** No makeup tests will be provided for this course, unless it is due to a [University of Florida sanctioned excuse](#). Proper documentation will have to be provided in support, clearly indicating: (a) the name of the student, (b) the reason for absence and (c) the dates of the absence. Please inform the instructor at least one week prior to the scheduled test for a reschedule date. In case of a medical emergency, you please inform the instructor within one week after the test. Requests made after one week of the test date will not be honored.

**C. IT Projects (30%)**

**Date, Time & Location:** A new IT project will be assigned for every lab session. This IT project will be completed by groups or teams of two students, and will be graded during the class time as well. Students will be required to form groups of two themselves, groups of three students may work under explicit permission of the instructor. Group members may change in every class or remain the students. Individual projects will not be accepted unless done so with the explicit prior permission of the instructor.

**Materials:** The IT projects will be based on materials and videos that were assigned for the week. Each project will comprise of four to six exercises that will reinforce the new skills introduced during the week and prepare you for the certification exam. The detailed instructions for the projects will be posted on the assignments section on the course website on Canvas. You are encouraged to consult with the instructor or teaching assistants if you have any questions or clarifications.

**Project Grades:** Projects will be graded by the instructor or the teaching assistants during class time only, and both group members are required to be in the class at the time at the beginning of the class and when the project is graded. Only one copy of the projects will be graded and an equal grade will be assigned to both students in the group. Students must complete the project and have it graded during the session that they are registered for. Students may not attend any sessions that they are not registered for and will be asked to leave and will not receive credit for their project. The scores will be posted on the gradebook on the course website in Canvas as they are graded.

**Project Extensions:** No extensions will be provided for any of the IT projects this course, unless it is due to a [University of Florida sanctioned excuse](#). Proper documentation will have to be provided in support and the project will have to be graded in person during office hours within one week of the deadline.

## GRADE COMPOSITION (Continued)

**D. Microsoft Office Specialist (MOS) Certification Exams for Excel and Access (20%)**

A major component of this class is the Microsoft Office Specialist (MOS) Certification for Excel and Access.

**Date, Time & Location:** The exact date and time of the certification exams can be found on the calendar on the course website on Canvas. The exams will be administered in the [CSE Circa Lab Testing Area](#). The certification exams are typically last 50 minutes, but please allow an additional 15 minutes for registration and sign-in. It is imperative for all students to arrive promptly at the assigned time. Tardy students will not be allowed to take the exam.

**Materials:** The exams will cover all the skills learned in the class. For a complete list of topics that will be learned in the class, please refer to Excel Certification Prep and Access Certification Prep Sections on the Canvas website. No written materials or electronic devices will be permitted during the exam. Please make sure that all such materials are stowed away. If you are found accessing any materials other than your Gator1 card or vouchers, you will be asked to leave the premises and receive no credit for the exam.

**Scoring:** The certification exam is scored out of 1000 points which will count towards 10% of your final grade for this course. The conversion will be done according to the table below.

Certiport	Score	Certiport	Score	Certiport	Score
[950-1000]	10	[750-849]	8	[550-649]	6
[850-949]	9	[650-749]	7	[0-549]	0

The passing score for Excel is 700/1000 points and for Access it is 700/1000 points. If you do not pass on the first attempt, there will be a second attempt (retake) scheduled the following week. There is only one retake offered for each certification exam. The table on the right will be used to convert the 1000 points of the certification exam score to the 10 points for your class grade. There is a two point penalty for not passing the certification test on the first attempt. Student who do not pass the first time and do not attend the retake will receive the score

**Examples:**

<b>First Attempt Score</b>	750	400	400	650
<b>Second Attempt Score</b>		750	650	Did Not Attend
<b>Grade for ISM3013</b>	8	6	5	7

**Makeup Exams:** No makeup tests will be provided for this course, unless it is due to a [University of Florida sanctioned excuse](#). Proper documentation will have to be provided in support, clearly indicating: (a) the name of the student, (b) the reason for absence and (c) the dates of the absence. Please inform the instructor at least one week prior to the scheduled test for a reschedule date. In case of a medical emergency, you please inform the instructor within one week after the test. Requests made after one week of the test date will not be honored. *Please note, the second attempt or certification retake exam is meant only for those students who failed to pass on their first attempt.*

## CLASS POLICIES

**A. Class Attendance, Participation and Discipline**

- A1. Attendance:** Class sessions provide useful information in addition to the textbook and other reading materials, which by themselves are not likely to be sufficient to do well in the course. Attendance is not required for; however, if you miss a class, you will be responsible for all information that is provided, the materials that are discussed during class and all in-class assignments and quizzes. No extensions will be made available for those who do not attend the lectures or lab sessions. The IT projects will only be graded during class time, so if you miss the class you will not get another opportunity to get your projects graded. Students may only attend the time slot associated with the section that they are registered for. Any students attending
- A2. Participation:** Student participation in class discussions is crucial because it introduces alternative viewpoints and helps clarify concepts for the class as a whole. I expect highest level of participation during the entire semester. You should complete the assigned readings before coming to class. I will expect you to be ready with answers to questions related to the readings.
- A3. Discipline:** I expect you to maintain the decorum of the class at all times. As with any other group activity, please be acutely aware that your actions in class may have negative externalities that can collectively affect the performance of the entire group. Students are expected to respect the rights of their classmates and should never exhibit any behavior that is disruptive to the learning experience of anyone.
- A4. Punctuality:** Students who attend classes are expected to arrive in class on time. If you must arrive late or leave early, please refrain from attending that class. It is disruptive to both other students as well as your fellow students. Please make every effort to come in on time and stay for the duration of the class. If you have pressing engagements that require you to arrive late or leave early, please devote the entire class period to the engagement and do not disrupt class. Important announcements are typically made at the beginning of the classes and will not be repeated for the benefit of late comers.
- A5. Laptop Policy:** Students should refrain from using their laptops during class time for activities that are not directly related to the materials being discussed in class. These activities include, but are not limited to, instant messaging, web surfing, game playing, online shopping, social networking etc. If you have an urgent need to engage in these activities, you are welcome to skip class and pursue these activities outside the class. If you are found engaging in such activities, you will be asked to leave the class and not receive any credit for the quizzes or projects administered during that class.
- A6. Cell Phones:** Placing and receiving phone calls and text messages in class is disruptive and discourteous to your fellow students and to the course instructor and teaching assistants are expected to turn your cell phones off and stow them away during class. If texting and phone calls are your priority, please feel free to devote the entire class time to these activities outside of the class room. Accessing a cell phone during exams and tests will be construed as a violation of academic honesty.

**B. Honors Policy**

You are expected to follow the University of Florida's Academic Honesty and Conduct Codes when working on assessments, quizzes, assignments, projects, tests, and exams. One point worth emphasizing: plagiarism in any form is completely unacceptable and will not be tolerated. We will be following the ISOM Department policy regarding cheating: "For any academic class activity, students must follow the University of Florida Student Honor Code. Any violation of the honor code will automatically result in a grade of E (Fail) for this course and further sanctions that may include a suspension or expulsion from the University through the Dean of Students Office. All incidents will be reported to Student Conduct and Conflict Resolution at the University of Florida." You are expected to read and be aware of the contents of the [University's honor code](#).

## CLASS POLICIES (Continued)

### C. Teaching Policies

This course will follow all [teaching policies outlined by the University of Florida](#). Please review this website for an updated list of UF teaching policies regarding academic honesty, student illness, religious holidays, accommodating students with disabilities and others are available at this website.

### D. Students with Disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. The instructor needs to be informed of any accommodation requirements at the beginning of the semester in order to make the suitable accommodations.

**Accommodations for the Certification Exams** must be requested by the end of the second week of class. Getting these requests processed involves parties external to the university and the timing is very critical. Any requests made after this deadline may not be accommodated.

### E. Communication

The best way to get in touch with the instructor is through the Inbox tool in the class website on Canvas. Please allow one work day for a response. Most of my communication that is meant for the entire class will be through the Announcements tool in the class website on Canvas.

### F. Office Hours

I will be available at my office during the office hours. You do not need to make an appointment to attend office hours. Please make use of office hours as a resource to improve your understanding of the subject material. To make efficient use of office hours, please come prepared with a list of questions during office hours. It is a time for answering specific questions, not for a private lecture on topics we already covered in class or to complete class projects.



## CLASS SCHEDULE

The following is a tentative schedule. For the complete and updates schedule including quiz and project deadlines, please review the course website on Canvas.

Week	IS-Topic	IT-Topic
1	Syllabus	
2	<b>Part 1</b> 1.1 The Importance of MIS (Ch 1)	Ch 0. Office 2016 Common Features Ch 1. Introduction to Excel
3	<b>No New IS and Excel Topics</b>	
4	1.2 Strategy and Information Systems (Ch 3)	Ch 2. Formulas and Functions
5	<b>Part 2</b> 2.1 Hardware, Software & Mobile Systems (Ch 4) 2.2 The Cloud (Ch 6) 2.3 Collaboration Information Systems (Ch 2)	Ch 3. Charts Ch 4. Data Sets and Tables
6	<b>Test 1: Part 1 &amp; Part 2</b> [See Dates & Time on Canvas]	Ch 5. Pivot Tables and Pivot Charts
7	<b>No New IS Topics - Only Excel Certification</b>	<b>Excel Certification</b> [See Dates & Time on Canvas]
8	<b>Part 3</b> 3.1 Processes, Organizations, & IS (Ch 7)	
9	3.2 Social Media Information Systems (Ch 8)	Ch 0. Essential Skills for Microsoft Office & Access Ch 1. Getting Started with Access 2010 Ch 2. Working with Tables
10	3.3 Databases and Business Intelligence (Ch 4 & 9)	Ch 4. Using Queries and Organizing Information
11	<b>Test 2: Part 3</b> [See Dates & Time on Canvas]	<b>No New Access Topics</b>
12	<b>Part 4</b> 4.1 Information Systems Development & Management (Chapter 11 & 12)	Ch 3. Working with Forms and Reports Ch 5. Exploring Advanced Tables and Forms Ch 6. Exploring Advanced Reports
13	4.2 Information Systems Security (Chapter 10)	Access Reviews
14	eCommerce	<b>No New Access Topics</b>
15	<b>eCom</b> <b>No New IS Topics</b>	<b>Access Certification</b> [See Dates & Time on Canvas]
16	<b>Test 3: Part 4 &amp; eCommerce</b> [See Dates & Time on Canvas]	