

**MSIS 2103 Section 603
Fall 2007**

**Professional MBA Program
William S. Spears School of Business
Oklahoma State University**

Instructor:

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Desire to Learn (D2L) main chat room on Thursday 7:00 -9:00 pm.

Administrative contact: Alvina Shearer, Program Specialist, Distance Learning at cepd@okstate.edu or call 1-866-678-3933 or 405-744-4054

Overview of the Course

The objective of this course is to provide students from a wide variety of backgrounds with an elementary understanding of computer systems and their use in business and industry. In addition, students will be provided with a set of applications software tools that will be of use in the remainder of their college classes. Specifically, students will become familiar with Windows XP, Microsoft Office 2003 (Word, Excel, Access, and PowerPoint). The effective use of information systems in business and industry has become critical in today's competitive environment; students completing this class should have a solid background to prepare them for additional growth and development in the theory and application of business information systems. This course provides a non-technical computer security for all users, from business professionals to students to home users. This course explores practical, hands-on real-world situations to help give meaningful context to the concepts. In addition to the basic security concepts, you will gain practical skills on how to protect and harden your computers and networks from increasingly sophisticated attacks.

Course Prerequisites

None

Course Goals:

Concept Procedures:

This course provides you a comprehensive study of computer concepts and applications. Self-study requires discipline while allowing you to study at your own pace and make the best use of your time. For the computer literacy portion, you will use the Discovering Computers Fundamentals 4th edition and Security Awareness 2nd edition texts. You will find this course exciting, interesting, useful, and relevant to the world around you and your career in business and any other area.

Application Procedures:

MSIS 2103 students will be evaluated on the Microsoft Office 2003 Applications (Word, Excel, Access, and PowerPoint) and they will also complete assignments on PowerPoint, and Security Awareness. SAM 2003 (Skill Assessment Manager) is one-of-a-kind Microsoft Office 2003 testing software that helps students to gain a true understanding of their ability to work in this suite of products. Using the state-of-the-art technology, SAM 2003 enables students to perform real-world tasks in Microsoft Office 2003 while students work in an authentic, simulated Office 2003 environment. SAM 2003 is a Web-based software application that measures user's proficiency in the Microsoft Office 2003. SAM 2003 offers both the testing portion and the training portion of the application. Students will go through assigned training and practice exams until they feel they have learned the material. Then they must take the SAM exam.

The SAM 2003 Exam must be taken on or before the due date (refer to your class schedule). Students must take the entire exam in one setting. Students are encouraged to complete SAM Exam ahead of time as far as they like.

SAM 2003 Exam Procedures:

Getting started with SAM 2003 is easy. Simply follow the numbered steps listed below or on screen to create your user profile and begin using SAM 2003.

Step 1 – Initial Login to SAM 2003

- 1) Install SAM 2003 (refer to how to install SAM 2003 video)
- 2) Log in to *SAM 2003*.
- 3) Enter *Institution Key*. Type S3514391 and press OK.
- 4) Key code screen: Enter the key code provided in your SAM 2003 Student Edition envelop. Enter the 18 digit key code in the fields provided and click OK.
- 5) User Profile screen: Enter your user profile information. (Student Quick Start handout).
- 6) Your user name and your password should be between 6-10 characters and *should be remembered and used from here on in this course*.
- 7) When you have entered the required data, click SAVE.

Step 2 – Join a Section

- 8) In order to take a SAM 2003 Exam or complete a training assignment you must be enrolled in a (**Section 603/604 Distance Learning**).
- 9) Click sections on the navigation bar to open the sections screen.
- 10) To join a section, select it in the candidates' box. When it is highlighted, click the > button.
- 11) Click the save button to save your section information.

Step 3 – Complete a Training Task

- 12) Once you have logged in to SAM 2003, the assignment screen automatically appears. All available training activities display on this screen. Click the name of the training in the Assignment list to launch the training.
- 13) Once you begin training activity, you can complete the training tasks in any order, after you complete all the tasks in the training activity, the results of your training activity will display on the screen.

Step 4 – Take an Exam

- 14) Click the name of the exam in the Assignment list to launch the exam.
- 15) Take a SAM Exam (you can take it only once).

Texts and Supplementary Materials

- **Discovering Computers Fundamentals 4th Edition**, by Shelly, Cashman, and Vermaat, Course Technology, Boston, Massachusetts, 2008.
- **SAM 2003 3.1 (Assessment and Training for Microsoft Office 2003)**, Performance Based Assessment and Training Software: Each student must use a unique system key to be able to log in to SAM 2003 Exam.
- **Security Awareness: Applying Practical Security in Your World, 2nd edition** by Mark Ciampa, Course Technology, Boston, Massachusetts, 2007.

Grading Policy:

The grades in this class break down as follows:

- **Theory:**

Exam #1.....	150
Exam #2.....	150
Exam #3.....	150
Exam #4.....	150
6 Quizzes (10 pts.each).....	60
SUBTOTAL.....	660 Points
- **Applications:**

Word 2003 (1-3) (25 points each).....	75
Excel 2003 (1-3) (25 points each).....	75
Access 2003 (1-3) (25 points each).....	75
PowerPoint 2003	30
PowerPoint Assignment	45
Security Awareness Assignment.....	40
SUBTOTAL.....	340 Points
TOTAL POINTS.....	1000 Points

Letter grades will be assigned according to the standard scale.

880-1000 pts. = A
760-879 pts. = B
640-759 pts. = C
520-639 pts. = D
Below 520pts = F

Exams

You will take four online exams (150 points each) throughout the semester. These exams include 50 multiple-choice questions. The exam content will be largely based on video lectures and readings from Discovering Computers and

Security Awareness textbooks. Exams will be posted on D2L from 8:00 am-10:00 pm on the following dates:

Exam #1	Friday, October 26	8:00 am-10:00pm
Exam #2	Friday, November 9	8:00 am-10:00pm
Exam #3	Wednesday, November 21	8:00 am-10:00pm
Exam #4	Wednesday, December 5	8:00 am-10:00pm

NOTE:

If you are not able to take the exams on the scheduled date and time, you must take the exam on Tuesday or Wednesday prior to the scheduled exam date. To have limited access to take the exam on one of these dates, you must contact Shona Gambrell or Alvina Shearer at (405) 744-4048. They must "set" the exam online for you to have access.

Projects

Ten assignments (SAM Exams Word 1-3, Excel 1-3, Access 1-3, and PowerPoint) in this course will be done online.

Two assignments (11 and 12) in this course will be submitted by mail or in person to Distance Learning office in Gunderson. Include all information so assignments are routed quickly and accurately.

Quizzes

6 quizzes in this course will be done online. Long on to D2L and click on quizzes, select the required quiz, answer the questions and save the quiz.

Make-up Policy :

Students are expected to take each exam on the date given and submit each assignment in a timely manner. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination.

University Policy:

Drop Policy

See the most recent OSU catalog at:

<http://www.okstate.edu/registrar/AcademicCalendarFall07.html>

Academic Integrity

As a reminder, the University has a policy on academic honesty. You are expected to abide by the procedures set forth in the document. For more information, please go to:

<http://www.okstate.edu/ucs/integritystudent.html>

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://www.okstate.edu/ucs/stdis/>

Fall 2007 Schedule Section 603/604

Week of	Discovering Computers Fundamentals (4th edition) Security Awareness (2 nd edition)	Microsoft Office 2003 SAM Training	What is Due This Week Monday-Friday
October 15	Introduction Chapter 1 / Introduction to Computers Chapter 2/ The Internet and WWW	Word Training (1-3)	SAM Word Exam (1-3)
October 22	Chapter 3 / Application Software Chapter 4 / The Components of the System Unit		Quiz 1(Chapters 1&2) Quiz 2(Chapters 3&4) Exam 1 (Chapters 1-4) Friday, October 26 You must take the exam on D2L from 8:00 am -10:00 pm
October 29	Chapter 5 / Input and Output Chapter 6 / Storage	Excel Training (1-3)	SAM Excel Exam (1-3)
November 5	Chapter 7 / Operating Systems and Utility Programs Chapter 8 / Communications and Networks		Quiz 3 (Chapters 5&6) Quiz 4 (Chapters 7&8) Exam 2 (Chapters 5-8) Friday, November 9 You must take the exam on D2L from 8:00 am -10:00 pm
November 12	Chapter 9/ Database Management Chapter 10 / Computers and Society, Security, Privacy, and Ethics	Access Training (1-3)	SAM Access Exam (1-3) Quiz 5(Chapters 9&10)
November 19	Chapter 11/ Information System Development and Programming Languages	PowerPoint Training	SAM PowerPoint Exam Quiz 6 (Chapter 11) Exam 3 (Chapters 9-11) Wednesday, November 21 You must take the exam on D2L from 8:00 am -10:00 pm
November 26	Chapter 1 / Introduction to Security Chapter 2/ Personal Computer Security Chapter 3/ Organization Security		PowerPoint Assignment
December 3	Chapter 4 / Internet Security Chapter 5 / Network Security Chapter 6 / Total Security		Security Awareness Hands on Project Exam 4 Security Awareness (Chapters 1-6) Wednesday, December 5 You must take the exam on D2L from 8:00 am -10:00 pm

