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1.0 Welcome, Course Goal and Learning Outcomes

Welcome to K204! K204 is the first mandatory technology course at the Kelley School of Business offered through the Communication, Professional, and Computer Skills area (CPCS). This course offers a rigorous introduction to the contemporary world of information technology and Business problem solving. Here, we help prepare students for a rapidly changing world—a world where information technology (IT) plays an important role. We hope that you will find this course challenging and rewarding.

K204 Course Goal

Students who earn a B.S. in Business will be able to use the tools of technology to organize and evaluate data in the service of Business decision-making.

K204 Learning Outcomes

The specific learning outcomes for K204, which are articulated below, relate to goals 1, 5, 6, and 7 of the undergraduate Business curriculum. For a complete listing of the ten undergraduate Business goals, see section 9.0 at the end of this syllabus.

Concepts Component

Students who successfully complete K204 will be able to explain the role of IT in Business past, present, and future. Students will have the opportunity to lead class discussions on a selection of assigned readings, and there will be one take-home reflective final examination. An in-depth understanding of core concepts is demonstrated by successfully completing an integrative team project for a Business enterprise.

Lab

Students who successfully complete K204 will be able to demonstrate the following outcomes:

- Use relational database software to organize, calculate, and analyze data to solve a given Business problem. Students will demonstrate competence in this outcome by discussing and solving Business problems in class, by working on individual projects to solve a Business problem, and by completing a practical exam. Students will also demonstrate a more in-depth competency by designing and creating a working set of database and spreadsheet applications for a Business enterprise.
- Use spreadsheet software to calculate and analyze data to solve a given Business problem. Students will demonstrate competence in this outcome by discussing and solving Business problems in class, by working on individual projects to solve a Business problem, and by completing a practical exam.
- Students will also demonstrate a more in-depth competency by designing and creating a working spreadsheet application for a Business enterprise.

In light of the above in-depth lab competency and concepts competency, more specifically, K204 students who successfully complete K204 will

- assess a client's business requirements
- analyze the business problem
- design an information technology solution appropriate to the business requirements
- develop a functional, professional set of information technology applications

K204 students will also gain valuable experience working collaboratively with teams

1.1 Why this course is important

The world is rapidly changing. Nowhere are these changes more evident than in the increasing importance of information in economic and social exchange. Research indicates that the majority of jobs in the United States will eventually be "information jobs" requiring a high degree of technical and analytical ability. Students will need a combination of technical skills, Business skills, and hands-on experience to be competitive in this job market. As one expert put it, in this world of dramatic change, "the basic economic resource is and will be knowledge." This knowledge—the raw material of productivity and innovation—is not a static body of information or a set of facts to be memorized. Rather, it is the ability to access, assimilate, and apply information—a marriage of critical thinking and technological skills.

1.2 What this course is about

Students will develop analytical and technical problem-solving skills and be exposed to broad areas of Business computing and the Information Technology (IT) industry. Both are critical to success in Business. The technical skills that a student will acquire are meant to extend analytical ability. However, it takes more than technical skills to succeed in today's competitive world. As one Business writer put it, "the new competitive Business environment will reward people who have broad technical skills and mental agility." This course focuses on just that. A concepts component focuses on the important conceptual issues and asks students to exercise and develop critical thinking and reasoning skills in application. A lab component focuses on practical problem-solving skills, using electronic communication tools, the spreadsheet and the database. If you are looking for a "learn-the-keystrokes" course, K204 is not for you.

2.0 Concepts Component

The faculty put technology to good use in the delivery of course material. One example of this is the K204 website and Oncourse site. When a student logs in a customized web page appears. The site both delivers information, streaming media, and other course material and enables you to submit assignments online. A student will need a valid IU Network account to access both sites. The website uses IU's CAS authentication. Make sure that no other student has logged onto the computer or an IU CAS authenticated website (such as Onestart and Oncourse) in the web browser. Before beginning K204 work, a student must log onto a computer and start a fresh browser session.

2.1 Concepts component learning outcomes

Through the concepts component of the course, a student will be able to explain the role of IT in Business past, present, and future. A student will learn to think about information technology not only as a tool but as a

lever that can give any organization a competitive advantage. You will learn to explain why some areas of information technology have evolved in a reactionary way rather than strategic. You will explore how long-term information technology issues differ from the short-term tool-driven view. You will evaluate and explore how information technology can play a fundamental role in every area of Business including analysis, modeling, decision making, and knowledge creation.

2.2 Concepts component grades

Your final grade will be determined in part by your performance in this component (see section 6.0). Concepts component grades include team discussion activities on the required text and reflective final examination.

2.2.1 Concepts component Chapter Discussions and Final Reflection

The concept presentations are student-led activities based on the material in the assigned textbook. 3-4 students work together to engage the class in a discussion or class activity that illustrates the important parts of the chapter. Each student will participate in leading (as a member of a team) a discussion on a selected chapter of the textbook (50 points) and students will also earn a total of 50 participation points for participating in those discussions and by completing a quiz. The final will consist of 4 reflective and conceptual questions, each worth 25 points (100 points total). The final reflective exam is not cumulative. See the course calendar for dates and times.

2.2.2 Concepts component makeups

Faculty does not make exceptions when it comes to test dates; faculty cannot accommodate individual schedules. It is a student's responsibility to keep their personal calendar clear for all scheduled examinations, quizzes and presentations, and be sure to attend class on the day it is due. **LOOK AT THE CALENDAR TODAY** If a student cannot make all of the scheduled exams, quizzes or presentations, **THE COURSE MUST BE DROPPED!** If a student misses an exam for anything other than a documented emergency, the student will not necessarily be allowed to make it up, and in the event a make-up is allowed, a 20% penalty will be deducted from the student's score. If the student has a last minute emergency, the student must obtain documentation and notify his or her instructor via email immediately. Cases for unannounced quizzes missed because of emergency will be evaluated on a case-by-case basis.

2.2.3 Missing class

A student is responsible for finding information missed in class. Instructors are not able to re-teach a class. A student must get notes from a friend, complete all readings, and become up to date on the K204 consulting blog. A student may then ask an instructor questions. A student who does not attend class is not eligible for any potential extra credit that day. There is no "make-up" for in-class activities.

2.2.4 Concepts Participation/quiz grades

As with all grades, concepts grades will be posted on a periodic basis to the K204 website. You must check the website often, if not more frequently, and notify your instructor of any errors within two weeks of posting.

3.0 Lab/discussion

A student will attend two 75-minute classes a week. These labs focus on software tools as used to solve Business problems, as well as incorporate principles students have learned through reading the concepts

textbook. The software applications covered in K204 include the relational database program Access and the spreadsheet program Excel. If a student has deficiencies in using electronic mail, web browsers, or the Windows operating system and file management in that system, that student is responsible for getting his or her skills up to speed as quickly as possible. We do not teach basic keystrokes and file management in depth in this course.

In the lab portion of the course, if a technology fails, you must still complete the assignment before the due date. So, make sure you start your assignments early, backup often, and use the IU computer lab if your personal computer is having problems. (Refer to this link for a list of campus labs: <https://stcweb.stc.indiana.edu/framework/apps/public/SiteRes/LabInfo.cfm>).

No Macintosh software will be or can be used in this course. If a student has a MAC, that MAC must actually boot into Windows and use Office 2013 (no virtual windows or simulated environments). While many students choose to use a MAC, the Business world is still predominantly Windows-based. Thus, the faculty follows what is commonly accepted in the Business world.

An alternative to installing Bootcamp is to use IUAnyware. This is a virtual environment that you can access through a browser. The following Knowledge Base article will begin to explain this virtual windows environment. However, it can be confusing to use this as mouse clicks and other commands on a Mac keyboard may differ, and storage options are somewhat vague. You will need to install software to use this environment.

What is IUAnyware? <http://kb.iu.edu/data/bbbr.html>

How do I save my files on IUAnyware? <http://kb.iu.edu/data/bbcl.html>

Installing Citrix receiver: <http://kb.iu.edu/data/bclt.html>

3.1 Lab learning outcomes

Students who successfully complete K204 will be able to demonstrate the following outcomes:

Use relational database software to organize, calculate, and analyze data to solve a given business problem.

- Use spreadsheet software to calculate and analyze data to solve a given business problem.
- Use concepts and software skills to assess a client's Business requirements analyze the business problem
- design an information technology solution appropriate to the business requirements, and
- develop a functional, professional set of information technology applications.

3.2. Lab format

Classes meet in computer labs. Your instructor will teach you how to use software applications, and you will have the opportunity to use those techniques in a hands-on setting. The best way to master technology and develop problem-solving skills is through practice, and this course offers a variety of opportunities for you to get this practice.

3.3 Lab grades

Your final grade in the course will be determined in part by your performance in lab activities. (see section 6.0).

3.3.1 Lab prep: research

There are no assigned textbooks (only recommended resources in the form of textbooks) for lab. The assigned pre-lab research is preparation for lab and should be completed before attending lab. Some instructions concerning what you should do to research topics are found in the lab manual and links may be provided on the course calendar on the course website. You are responsible for reading about and in some cases, practicing with, course concepts and software skills. Recommended texts often come with files on CD that will help you get some practice before class. In addition, both the resource of lynda.com, a subscription technology online tutorial service kept current by IU, and a resource called Books 24X7, a library of thousands of technology books online, are valuable and useful tools. Ask your instructor to explain how to access and use these resources in addition to websites and reference books.

3.3.2 Knowledge checks (extra credit)

Knowledge Checks allow a student to monitor his or her progress in mastering the technical skills necessary for success in this course. These exercises give a student the opportunity to check his or her understanding of key software problem-solving skills after nearly every lab. Instructions are in the lab manual and files are included in the files you downloaded for K204 lab. Each completed Knowledge Check is worth 1 extra credit point, and a student may earn up to 15 total extra credit points. In order to receive the extra credit, a student must:

(1) complete the Knowledge Check exercise and

(2) correctly answer three of five questions in a set of questions related to the exercise before the deadline.

These questions can be found, for now, on the K204 website. A student may attempt each knowledge check up to 3 times.

3.3.3 Other extra credit

There are two opportunities for extra credit points (five points each for a total of 10 points in addition to Knowledge Checks). These are to be determined by your instructor.

3.3.4 Graded modules

Graded modules will be assigned. These projects are computer-based exercises that require computer skills to solve real problems. Instructions and files for these graded modules will be available on the website for K204. A student may get help from any lab instructor as well as from K204 and K201 teaching assistants and peer tutors. In addition, an honors student can get help Monday-Thursday in HH431 (see website for exact times). Because K204 studies applications in opposite order of K201, you may meet with some puzzlement when approaching staff, but they should be able to answer all questions about problems. See the website for K204 lab for details on all the ways to get help. Group work is not allowed on graded modules. A graded module must contain a student's correctly spelled username or it will not be graded. Late graded modules are accepted at the discretion of the instructor, with a deduction of 20% of the total points earned per day late.

3.3.4.1 Submitting graded modules

Graded modules must be submitted on the K204 website by the date and BEFORE the time indicated on the schedule. Each student must submit his or her own work. If a student misses a graded project date because of a documented emergency, please bring that documentation and the completed project to your instructor who will decide to accept it or not. Modules not turned in correctly and with misspelled usernames will not be graded.

3.3.4.2 Backing up graded modules

A student must always make and keep a backup copy of each graded module that he or she submits. Besides being good computing practice, it is required for this course. If a student's file is corrupt or otherwise unreadable, that student will be asked to produce his or her backup. Failure to produce a valid backup will result in no credit for the assignment. If for some reason a student cannot make a backup, send an email message to the instructor of the class as soon as the problem becomes apparent. A student must not open a backup file until a grade is received and is agreed to be correct. If a student needs to see that file, make a copy of the backup and open it. A student must never open the backup directly.

3.3.5 Practical exams

Two practical exams will be given (each worth 200 points). The exams are scheduled outside of a student's regular lab period. Each student will be asked to solve a set of Business problems and will be given 1.5 hours to complete the work. Each student must check their schedule on the website for K204 lab and note when and where that student's exam will be given. Practical exams are NOT open-book/open-note.

3.3.6 Integrative team project

K204 differs from K201 in many ways, but the integrative team project (service learning) component is what sets it apart. There will be one project encompassing all you have learned in K204 that functions as a capstone project for the course. You will create a functional, well-designed set of applications in Excel and Access for a group (usually a not-for-profit) either in town or on campus. In the past, students have created applications for the Monroe County Public Library, the IU Dance Marathon, Kelley Student Government, and the Humane Association of Monroe County, to name a few. This, along with assignments designed to aid you in accomplishing this goal in measured steps, will be completed by you in teams of 5-6 students. Unless there are extraordinary circumstances, each student will complete this as a group project; there are no exceptions to this rule unless problems arise that require a student be removed from a group. That student may then opt to work alone or, if time permits, join another group. The project and related assignments are worth 300 points (project: 200 points, team papers assignments: 100 points).

3.3.6.1 Optional Case Competition

Most semesters, a final case competition will be held for selected teams in order for the client to see the work and decide on which project(s) they'd like to actually use. Your instructors and course assistants will select the competitors, but case judging is done by the clients and other faculty. The final decision rests on the client and judges. Instructors have no say in the matter. Anyone who is invited will place in the final competition and

receive some kind of recognition, to be determined, although usually the top 2 teams are exempted from the final practical exam.

You are NOT obligated to participate in this case competition. It is not mandatory but it can't hurt you if you don't. Your instructor will extend the invitation and it is up to your team to accept or reject it.

3.3.7 Practical exam makeups

Scheduling practical exams for this course involves a great deal of planning and coordination. Faculty do not make exceptions when it comes to test dates; faculty simply cannot accommodate individual schedules. It is each student's responsibility to keep a personal calendar clear for all scheduled examinations. **LOOK AT THE CALENDAR TODAY.** If a student cannot make all of the scheduled exams, the student should **DROP THIS COURSE!** If a student misses an exam, that student will not necessarily be allowed to make it up. In the event that a student is allowed to take the exam at a later date, 20% of the points possible will be deducted from the earned score as a penalty. If you have a documented emergency, contact your lab instructor immediately.

3.3.8 Accommodation of religious holidays

In keeping with University policy, accommodations will be made for observance of religious holidays. We require that you request accommodations in advance by filling out the form located at http://www.indiana.edu/~vpfaa/docs/religious_observances/request-for-accomodation-religious-observances.doc

A student must submit the completed form to your instructor. Requests for accommodations involving examinations must be submitted by **4 p.m. Friday of the first week of classes.** Requests for accommodations involving any other graded work must be submitted by the class period following the day in which the assignment is submitted or checked to your instructor.

3.3.9 Group work on graded modules and extra credit

Working in a team is a great idea in theory. However, when a student is first learning how to use these technology tools it is important for a student to obtain as much practice as possible by doing his or her own work. Therefore, group work **on graded modules or extra credit assignments** is not allowed. Graded modules must be downloaded, completed, and submitted individually. This means **NO** group work on graded modules. Any work* that is jointly worked by two or more students will result in the filing of academic misconduct charges against all involved students. This also means a student must never have possession of any other K204 (or K201) student's file(s), and a student must not allow any other K204 (or K201) students to have his or her files even after he or she leaves K204. (*see section 3.3.6 for exceptions to working in groups)

4.0. General course policies

4.1 Attendance

Class attendance is very important, because there is so much material to master! Classes move quickly and the material builds on previously covered class content. If a student misses class much material is missed and

that student is not prepared for the next meeting. If a student does miss class, that student is completely responsible for everything that is covered. Faculty will not re-teach a student the material that was missed during office hours. A student should introduce him or herself to other students in class as a resource for getting notes and instructions for a missed class. Any student is welcome to bring specific questions about those notes to office hours.

Likewise, a student should strive not to be late to class. It takes time to log into the computer and get prepared for the day's work. Be early if possible and ready to go when class begins. This means having files ready to open, or ready to take quiz on Oncourse on quiz day.

4.2 Withdrawal

A student should refer to the K204 course calendar on the K204 website for the last day to withdraw from K204. A student must drop the course before that date. If a student has any questions, talk to your instructor, or the Co-Director, Amy Kinser. Your presence and participation in this class is valued.

4.3 Academic misconduct

Cheating represents a serious breach of the student-teacher relationship. More importantly, it denies the cheater of an honest evaluation, and defrauds both the instructor and other students. **Cheating will be dealt with severely. Formal charges of academic misconduct will be filed against any and all parties involved.** These charges will be registered with the Dean of Students per the requirements of the student code. Cheaters will be penalized with the receipt of a penalty up to and including an F for this course and will run the risk of being dismissed from the university at the discretion of the Dean of Students.

Faculty take the honor code and work integrity very seriously. In K204, a student may not have any other student's projects or homework. Merely being in possession of another student's work including digitally or physically is academic misconduct. If a student is not clear about what constitutes cheating, ask any K204 faculty or consult the Indiana University Code of Student Rights, Responsibilities, and Conduct (at <http://www.iu.edu/~code/bloomington/index.shtml>) and the IU Kelley School of Business Undergraduate Student Honor Code (at <http://www.kelley.iu.edu/Ugrad/Academics/HonorCode/page39065.html>)

K204 students must protect their files. It is against course policy and academic misconduct for a student to give his or her file to another student or have another student's file for absolutely any reason. Students must not negligently make their files available to other students. If a student gives their files to another student after the semester is over, personal misconduct charges will be sought.

4.3.1 Video Proctoring

Portions of this course may be subject to electronic proctoring. Video cameras may be used to monitor the room during student assessment activities, including but not limited to exams, tests, and quizzes. Video recordings may be used to investigate or support disciplinary action. All access to and use of video equipment and recordings will follow applicable IU policies.

4.4 Personal conduct

Students are a valuable part of this course. Students should expect to receive professional treatment from everyone in this course, instructors, fellow students and classroom staff. If a student has an experience that seems to run counter to this expectation, waste no time letting any K204 faculty or Co-Director know of your concerns. Likewise, a student will be expected to conduct him or herself in a professional and appropriate manner when dealing with anyone in this course. As with cheating, personal misconduct will be dealt with severely using the procedures established by Indiana University and the Kelley School of Business.

4.5 Getting additional help

There are [several places a student can go to get additional help in this course](#). Probably the most underutilized resource in this area is a student's instructor. Each instructor is available a minimum of three hours per week to meet with students, answer questions, and deal with problems. A student can see the office hours and office location for his or her instructor on the website for K204 lab. Students are welcome to visit the office hours of any instructor on that page as there is an open door policy.

Sometimes office hours change due to unforeseen circumstances. A student should check the announcements before going to office hours to make sure nothing has changed. Any K201 or K204 Instructors, Teaching Assistants, Graduate Assistants, and Peer Tutors may be available at times to help you or answer questions. You must see your instructor privately for grade questions and questions pertaining to the integrative team project, which is NOT part of the K201 curriculum. You must see your instructor to get these questions answered.

Instructors and the Co-Director are also happy to set up appointments on an as needed basis and with adequate advanced notice.

4.5.1 Offices and help locations

Due to the construction in Hodge Hall, we have been given offices in another building, off campus. However, we may hold office hours in many different ways and locations this semester until Hodge Hall is completed, in a location that is more convenient to all of us. Your instructor will tell you what he or she has planned. Possibilities include online office hours, Wells Library, the Business Communications house or some coffee shop somewhere. We'll keep you posted.

4.5.2 Email messages and questions

The faculty encourages resourcefulness. Students live in an era that demands it. Students are expected to look for the answer to a question in at least 3 different locations before emailing an instructor or coming to office hours. In every email, a student should first tell the instructor the 3 locations that he or she looked in. In office hours, an instructor or teaching assistant may ask at any time where a student has already looked for the information. If a student did not look in at least 3 different places, that student will be asked to go look and come back in office hours. In email, a student will not receive a response.

When emailing an instructor, the faculty expect proper email etiquette and language. Please no texting language. Students should state a meaningful subject, address who you are talking to, and sign his or her

name. Without these, a student will not get a response. Personal misconduct charges will be brought from inappropriate content in emails.

A student must check Indiana University email every day (at least once in a 24 hour period). Failure to do so can negatively impact your grade in this course as important information is sent out via email. This also means you should keep your email quota in check so course email is received.

4.6 Reasonable accommodation and the Office of Disability Services for Students

Faculty will make reasonable accommodations for disabled students. All students are required to go through the

Office of Disability Services for Students: <http://studentaffairs.iub.edu/dss/>

The approval process can take several weeks. The entire process must be **complete before** accommodations will be made. Thus, if a student believes that accommodations are needed, that student is encouraged to contact the Disability Services for Students (DSS) offices as soon as possible. All disabilities of any kind from physical to learning disabilities go through the DSS office.

At the end of the process, all qualifying students must bring a letter from the DSS office to HH 3166 (the K201/K204 office). **Faculty must have a student's letter at least 1 week before any needed accommodations (in other words, accommodations for an exam might not be made unless the DSS letter is properly turned in at least 1 week before the exam).** While faculty will make reasonable accommodations, qualifying students may be required to take exams at a different time and/or different location than other students in order to meet the accommodations of all students.

5.0 Textbooks, supplies and resources

5.1 Required

The following materials are required:

- **Using MIS Student Value Edition, Sixth Edition. David M. Kroenke. Prentice Hall, 2014.**
- [ISBN- 9781269925785]. A full e-text is available at [CourseSmart](#) if you prefer a digital option.
- **K204 Lab Manual.** This is available at T.I.S. and the IU Bookstore. A student must have a **NEW manual specifically for this semester**, as content changes from semester to semester. A student also needs a binder for the lab manual. A K201 Lab Manual will **not** be acceptable for K204.
- **A USB flash drive** to be used for a student's K204 work that is at least 1 gigabyte.
- **Valid IU Network ID and password, email, Microsoft Windows, and Internet Explorer.** A student will need this to access the information on the K204 website.
- If using a personal computer, a student **MUST** have **Windows 7 or 8** and **Microsoft Excel and Access 2013.** No other version of office is acceptable (not 2007, 2008 MAC version, or 2003). K204 must be taught using what is available in the University Computer Labs. If a student opens his or her K204 files in a version other than 2013, that student will not receive credit. With a valid IU student ID a student can

purchase the Microsoft Office Professional 2013 software used in this course at the IU Bookstore for a very low price. Alternatively, with a valid IU username and password a student can download the software for free from <http://iuware.indiana.edu>. **REMEMBER: Students MUST use the Windows version of Excel and Access 2013 in this class. Assignments completed with other versions will not be gradable. Further, if using a MAC computer, a student must boot into Windows 7 and run windows. A student may not use simulators or virtual windows programs.**

5.2 Recommended

The following materials are recommended:

- **Microsoft® Office Access 2013 Step by Step.** Steve Lambert, M. Dow Lambert III, and Joan Preppernau. Microsoft Press, 2007. [ISBN 9780735669086]
- **Microsoft Excel 2013 Inside Out.** Dodge, Mark and Stinson, Craig. Ingram, 2013. [ISBN 9780735669055]

Note: If you want to use the Books 24x7 ebooks service only, please note that faculty, staff, and students on any IU campus (except IPFW) can access the IT ebooks in Books 24x7 at no charge through their campus's library website. You will find a link to the service both on the [K204 Canvas resources page](#).

5.2.1 Learning Resources and materials distribution

With the start of this semester, K204 will be transitioning into our new learning environment, called Canvas. In the past, we relied on a stand-alone website, only occasionally using the Oncourse course delivery system for quizzes and some homework and communication. This semester there will be a marriage of sorts between the K204 web site (<https://www.indiana.edu/~busk204>) and Canvas. Please familiarize yourself with both the web site the Canvas environment. You will be able to see your class there once your instructor publishes it.

5.3 General Computing help

To get an IU network account (which is also required to use the computers in the public clusters), take a photo ID to the Information Commons at the Herman B. Wells Library. The Support Center in Bloomington has a walk-in office in the Information Commons (IC) on the first floor of the Herman B Wells Library. The walk-in office hours are listed here: [Information Commons-- About Us](#) The walk-in at IC offers the following services:

- New account generation (including sponsored accounts)
- Password changes
- Email troubleshooting
- General software/hardware help
- Wireless connection help

For more information about IU accounts visit UITS Help Online at [the UITS site](#), or to manage accounts, go to itaccounts.iu.edu.

6.0 Grades

Faculty want students to get the grades that are earned. If a student has a problem, or does not understand a grade, that student needs to talk to a lab or lecture instructor or the Co-Director. It is up to a student to present concerns to an instructor in a timely manner. **If a student expresses concerns later than 2 weeks after the grade posting, nothing will be done.** Complete grades will generally be posted on the K204 website within a week of submission unless otherwise announced. Be aware that some grades may be posted on Canvas as well.

6.1 Grade disputes

To ensure prompt consideration of any grade problems, a student has two weeks from the time a grade is posted in which to raise the issue with the instructor. After two weeks, all posted grades will stand. Students must know and understand their grades and should not hesitate to raise any questions about how assignments were graded.

6.2 Grading summary

Tables 1 and 2 list the grading scale and point breakdown for K204. There is no rounding or curve in K204.

Table 1. Grading Scale

Grade	Percent	Minimum Points Needed to Achieve Grade
A+	97%	989.4
A	93%	948.6
A-	90%	918
B+	87%	887.4
B	83%	846.6
B-	80%	816
C+	77%	785.4
C	73%	744.6
C-	70%	714
D+	67%	683.4
D	63%	642.6
D-	60%	612
F	0%	0

Table 2. Item/Point Breakdown

Lab	Points Planned*
Graded Modules (8)	80
Lab Checks	40
Practical Exams (2)	400
Team Project	200
Team Papers	100
Concepts	
Exercises, Assignments	100
Final Concepts Reflective Exam	100
Total Planned Points	1020*

*This point breakdown does not list potential extra credit points. Additionally, the final points may be subject to change at the individual instructor's discretion as need arises.

7.0 People involved in K204

Co-Director of Communication, Professional, and

Computer Skills

(CPCS): [Amy Kinser, kinser@indiana.edu](mailto:kinser@indiana.edu), room HH 329.

The Co-Director runs the day to day activities of K201/K204 in addition to teaching. The Co-Director must approve all students taking exams at alternative times, seeking incompletes, or any other exception. The Co-Director is available to address any concerns and also has an open door policy.

K204 Administrative Assistant: TBD

The Administrative Assistant helps with the organization for the course. She is available in **HH TBD** for organizational questions M-F from 8:00 a.m.-noon and 1:00 p.m.-4:30 p.m.

Lecturers and Instructors:

See the website for a detailed listing of names, email addresses, and office hours. These are highly qualified professionals that teach the course. They are skilled in both technology and teaching. All K201 Lecturers and Instructors can help you with most K204 topics.

Graduate Assistants:

These are the best of Kelley School of Business graduate programs. Many graduate students have used these tools extensively in a professional setting. The first semester, all Graduate Assistants are thoroughly trained in K201/K204. They are very knowledgeable and a great resource.

Teaching Assistants:

These are the best of Kelley School of Business undergraduates. All of the teaching assistants have been peer tutors before and many for multiple semesters. They are very knowledgeable and a great resource.

Peer Tutors:

These are students who took K204 receiving an A- or better and who are graciously offering their time to help you! Students will see our peer tutors in the classroom, in review sessions, and in the online discussion board. Faculty are fortunate to have many enthusiastic peer tutors to help.

8.0 Course Calendar

The course calendar is very important. Students need to check the Syllabus area on Canvas for a detailed listing including class topics, due dates and times, and any changes to the calendar.

9.0 Undergraduate Program Learning Goals

K204, The Computer in Business Honors, helps Kelley School of Business Undergraduates to meet Learning Goals 3, 5, 6 & 7.

Learning Goal 1: An Integrative Point of View

Graduates of the Kelley School of Business Undergraduate Program will be able to evaluate

and make Business decisions from an integrative point of view, one that reflects an understanding of mutually interdependent relationships among competitive and environmental conditions, organizational resources, and the major functional areas of a Business enterprise.

Learning Goal 2: Ethical Reasoning

Graduates of the Kelley School of Business Undergraduate Program will be able to recognize ethical issues, demonstrate familiarity with alternative frameworks for ethical reasoning, and discern tradeoffs and implications of employing different ethical frames of reference when making business decisions.

Learning Goal 3: Critical Thinking & Decision Making

Graduates of the Kelley School of Business Undergraduate Program will be able to use a variety of research methodologies to identify and critically evaluate implications of business decisions for organizational stakeholders (e.g., customers, colleagues, employees, suppliers, foreign governments, communities, cultures, regulatory agencies) and the natural environment.

Learning Goal 4: Communication

Graduates of the Kelley School of Business Undergraduate Program will be able to communicate effectively in a wide variety of business settings (e.g., live, virtual, synchronous and asynchronous), employing multiple mediums of communications (e.g., written, oral and visual).

Learning Goal 5: Quantitative Analysis and Modeling

Graduates of the Kelley School of Business Undergraduate Program will be able systematically apply tools of quantitative analysis and modeling to make recommendations and business decisions.

Learning Goals 6: Team Membership & Leadership

Graduates of the Kelley School of Business Undergraduate Program will be able to collaborate productively with others, functioning effectively as both members and leaders of teams.

Learning Goal 7: Respect, Inclusiveness & Valuing People

Graduates of the Kelley School of Business Undergraduate Program will be able to create and sustain personal and work environments that are respectful and inclusive, valuing the contributions of all persons.

Learning Goal 8: Personal and Professional Development

Graduates of the Kelley School of Business Undergraduate Program will be prepared to become the “authors” of their own futures, make informed and deliberate choices about personal and professional development, assume responsibility for their decisions, take pride in excellence, contribute to community, and demonstrate college-level mastery of the skills needed for pursuing and managing a career as a Business professional.

Learning Goal 9: Global Awareness

Graduates of the Kelley School of Business Undergraduate Program will be conversant with major economic, social, political, and technological trends and conditions influencing foreign investment and development of the global economy and demonstrate an understanding of the cultural, interpersonal and analytical competencies required for engaging in global Business activities .