

K201 Course Syllabus

This Syllabus is NOT a contract and shall not be interpreted as such. This syllabus is a statement of the intent for the semester but may change when the situation warrants. All items including point distributions are subject to change at the discretion of the Director of Computer Skills.

1.0 Welcome, Course Goal and Learning Outcomes

Welcome to K201! K201 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.

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.

K201 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.

K201 Learning Outcomes

The specific learning outcomes for K201, which are articulated below, relate to goal 5 of the undergraduate business curriculum:

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.

For a complete listing of the ten undergraduate business goals, see the [appendix](#) at the end of this syllabus.

Lecture

Students who successfully complete K201 will develop an understanding of the importance, role, and impact of Information Systems in business. Students will demonstrate competency in this outcome by working in teams to conduct analyses on various aspects of a business and their competitive strategy involving Information Technology. Students will also demonstrate competence by completing two multiple choice and true/false exams.

Lab

Students who successfully complete K201 will be able to demonstrate the following outcomes:

- Use relational database management 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.
- 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.

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 centers on just that. A lecture section focuses on the important conceptual issues and asks students to exercise and develop critical thinking and reasoning skills. A lab section 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, K201 is not for you.

2.0 Lecture – K201xPerience

The lecture component of K201, named the K201xPerience, will predominately take place in an online environment with only a few classes occurring in person throughout the semester. The Online xPerience sessions will be hosted by your lecture instructor and will take place during your scheduled class time. These Online xPerience sessions can be attended from any computer with a high-speed internet connection. You may also use iDevices (e.g., iPod touch, iPhone, iPad), Android devices, and BlackBerry phones and tablets to attend and participate in these sessions. Simply search for "Adobe Connect" in the app stores. **Please note that your ability to interact with the classroom will be limited if using a mobile device.** All of the information you need for the K201 xPerience can be found in the **K201 Lecture Oncourse** site. The items on the left include links to the Online Classroom (xPerience session), K201xP News, Assignments, and more. While optional, K201 has a mobile app available for the iPhone by searching the App Store for "K201" (Android app coming soon).

2.1 Lecture Grades

Your final grade will be determined in part by your performance in lecture (see [section 6.0](#)). Lecture grades, including xPerience Assignments are posted under the Student Profile tab, along with your lab grades, in Oncourse. You must check your Student Profile frequently and notify your lecture instructor of any errors within two weeks of posting.

2.1.2 Lecture Exams

The lecture exams are administered during the lab portion of class using IU's Oncourse system. The second exam is **not cumulative**. See the course calendar for dates and times. The midterm will consist of 50 multiple choice and true/false questions and the final will consist of 40 multiple choice and true/false questions.

2.1.3 Lecture Makeup Exams

Faculty do 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. **LOOK AT THE CALENDAR TODAY.** If a student cannot make all of the scheduled exams, **THE COURSE MUST BE DROPPED!** If a student misses an

exam for anything but 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 lecture instructor immediately via email.

2.1.4 K201xP Assignments

You will have ten (10) K201xP Assignments that are worth 5 points each for a total of 50 points. K201xP Assignments will be various activities some individual and some in teams over a business case study / service learning. Due dates are posted on the K201 Calendar and details of each assignment as well as any supporting documents are available in the **Assignments** tool of the **K201 Lecture Oncourse** site. All components of the xP Assignments must be completed by the date and time indicated in Oncourse. If a student misses an xP assignment due date because of a documented emergency, please bring that documentation to the K201xPerience lecturer. The size of this course does not permit the faculty to be flexible when it comes to due dates or the way assignments are submitted.

2.1.5 xP Koins (extra credit)

Participation is key to getting the most out of the K201 xPerience. To encourage participation your Lecture instructor will offer xP Koins that will be cashed in for extra credit at the end of the semester. Opportunities to earn xP Koins may include but are not limited to:

- Providing feedback/rating on assigned readings
- Complete exam review assessments
- Active participation in Online xP sessions

The amount of extra credit that can be earned based on the number of xP Koins acquired are as follows:

- xP Koin earners in the 75th percentile: 15 extra credit points
- xP Koin earners in the 50th percentile: 10 extra credit points
- xP Koin earners in the 25th percentile: 5 extra credit points

xP Koin earners who do not earn enough to make it to the 25th percentile will receive 0 extra credit points.

2.1.6 Missing Lecture

Students are responsible for finding information missed in class and stay up to date on all required readings. The Online xPerience sessions are recorded and will be made available to students via the K201xP Resources link in the **K201 Lecture Oncourse** site prior to each of the two examinations. If a student misses 3 or more online K201 xPerience sessions in a semester without a documented and approved reason then the student will not be eligible for any of the 15 xP extra credit points regardless of how many koins are earned.

3.0 Lab/Discussion

A student will attend two 50-minute labs a week. These labs focus on software tools as used to solve business problems. The software applications covered in K201 include the database management 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. In the lab portion of the course, if a piece technology fails, you must still complete the assignment before the due date. So, make sure you start your assignments early, backup often, and use an [STC computer lab](#) if your personal computer is having problems.

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. Alternatively, Mac users can log on to [IU AnyWare](#) to access the required software. While many students chose to use a MAC, the business world is still predominantly Windows based. Thus, the faculty follow what is commonly accepted in the business world.

3.1 Lab learning outcomes

Students who successfully complete K201 will be able to demonstrate the following outcomes:

- Use relational database management 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.

3.2. Lab format

Lab sections meet in computer labs. Your lab 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 (see [section 6.0](#)).

3.3.1 Lab prep: Tutorials

The assigned prelab tutorials are preparation for lab and are to be completed before attending lab. Instructions for these tutorials are found in the lab manual. All files needed are provided on the K201 website. The faculty recommend that each student download and unzip all tutorial files to your USB Drive or [IU Box](#) account for easy storage and access.

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 on the **K201 Lab Oncourse** site. 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 on the K201 website. A student may attempt each knowledge check up to 3 times.

3.3.4 Graded projects

Nine graded projects (together making up 12% of the total course grade) will be assigned. These projects are computer-based exercises that require computer skills to solve real problems. Instructions and files for these graded projects will be available on the **K201 Lab Oncourse** site. A student may get help from any lab instructor as well as from K201 teaching assistants and peer tutors. In addition, a student can get help Monday-Thursday in BU431 (see website for exact times). See the **K201 Lab Oncourse** site for details on all the ways to get help.

Group work is not allowed. Graded projects must contain a student's correctly spelled username or it will not be graded. Late graded projects are not accepted.

3.3.4.1 Submitting graded projects

Graded projects must be submitted on the **K201 Lab Oncourse** site by the date and time indicated in 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 the Director of Computer Skills, Amy Kinser. The size of this course does not permit the faculty to be flexible when it comes to due dates and the way graded projects are submitted. Projects not turned in correctly and with misspelled usernames will not be graded.

3.3.4.2 Backing up graded projects

A student must always make and keep a backup copy of each graded project that he or she submits. Besides being good computing practice, it is required for this course. If a student's project 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 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 or 53% of a student's final grade). 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 the calendar on the **K201 Lab Oncourse** site and note when and where that student's exam will be given. Practical exams are NOT open-book/open-note.

3.3.6 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, 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 or Director of Computer Skills immediately.

3.3.7 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 [Request for Accommodations for Religious Observances](#). A student must submit the completed form to Esther Flores in BU329. Requests for accommodations involving examinations must be submitted by 4p.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.

3.3.8 Group work

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 projects is not allowed. Graded projects must be downloaded, completed, and submitted individually. This means NO group work on graded projects. 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 any other K201 student's file(s) and a student must not allow any other K201 student to have his or her files even after he or she leaves K201.

4.0. General course policies

4.1 Attendance

Class attendance is very important, because there is so much material to master! Both lecture and lab 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. A student should introduce him or herself to other students in lecture and lab to get notes and instructions for a missed class. Any student is welcome to bring specific questions about those notes to office hours.

4.2 Withdrawal

A student should refer to the K201 course calendar on the K201 Lab Oncourse site for the last day to withdraw from

K201. A student must drop the course before that date. If a student has any questions, talk to your instructor for lab or lecture, or the Director of Computer Skills, 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 K201, a student may not have any other student's projects, homework, or other file. 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 K201 faculty or consult the [Indiana University Code of Student Rights, Responsibilities, and Conduct](#) and the [IU Kelley School of Business Undergraduate Student Honor Code](#).

K201 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.

4.4 Personal conduct

Students are a valuable part of this course. Students should expect to receive professional treatment from everyone in this course. If a student has an experience that seems to run counter to this expectation, waste no time letting any K201 faculty or Director of Computer Skills know of your concerns.

Likewise, students are expected to act in a professional manner and abide by the IU Kelley School of Business Undergraduate Student Honor Code in class and online. Examples of personal misconduct and unprofessionalism include the use of offensive language, illegal acts, or the offer of illegal acts. As with cheating, personal misconduct will be dealt with severely using the procedures established by Indiana University and the Kelley School of Business. Honor code and personal misconduct violations may lead to sanctions that range from disallowing extra credit to an "F" in the course, and could also lead to University charges and reporting to law enforcement agencies.

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 lab or lecture 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 Oncourse site for K201 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 Oncourse before going to office hours to make sure nothing has changed.

An open help lab is also made available to students in HH 431. See the hours of operation under **K201 Help** in you Lab section of Oncourse. A student must come with questions. A student will not be allowed to just sit and work through the assignment asking questions as they come along. HH 431 will be staffed with multiple K201 staff members (Instructors, Teaching Assistants, Graduate Assistants, and Peer Tutors). You must see your instructor privately for grade questions. Instructors and the Director of Computer Skills are also happy to set up appointments on an as needed basis and with adequate advanced notice.

4.5 Emails 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. 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 your 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 Accommodations 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](#). 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 329 (the K201 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 and Supplies

5.1 Required

The following materials are required. Note, the bookstore is offering items 1 & 2 in a discounted bundle [ISBN: 978-1-26-951861-1]. It is acceptable to purchase this bundle rather than purchasing the items 1 & 2 separately.

1. **Using MIS, Sixth Edition.** David M. Kroenke. Prentice Hall, 2013. [ISBN-13: 978-0-13-302967-3] A full e-text is available at [CourseSmart](#) if you prefer a digital option.
2. **K201 Lab Manual published by Pearson.** 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. This lab manual comes with a free e-text. See the insert from your lab manual for details.
3. **Valid IU Network ID** and password, email, Microsoft Windows, and Internet Explorer. A student will need this to access the information on the K201 website.
4. If using a personal computer, a student MUST have **Microsoft Excel and Access 2013**. No other version of Office is acceptable (not 2007, 2008 MAC version, or 2003). K201 must be taught by what is available in the University Computer Labs. If a student opens his or her K201 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 the [IU Ware](#) website.
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 may utilize [IU AnyWare](#) to access the appropriate software.

5.2 Recommended

The following materials are recommended but not required:

- **Microsoft® Office Access 2013 Step by Step.** Steve Lambert, M. Dow Lambert III, and Joan Preppernau. Microsoft Press, 2013. [ISBN-13: 978-0735669086] e-Text option available at [CourseSmart](#).
- **Microsoft Office Inside Out: 2013 Edition:** Ed Bott, Carl Siechert. O' Reilly Media, Inc., 2013. [ISBN-13: 978-0735669062] e-Text option available at [CourseSmart](#).
- **Headphones.** Headphones will be required if you attend the Online xPerience sessions from an STC computer lab as they are not equipped with speakers.

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. For information on hours of operations, visit the [Wells Library Hours of Operation](#) website.

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 the [UIITS](#) website, or to manage accounts, go to the [IT Accounts](#) website.

6.0 Grades

Faculty want students to get the grade 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 Director of Computer Skills. 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 can be done. Grades will generally be posted on the K201 website or in lecture to the Oncourse gradebook within a week of submission unless otherwise announced.

6.1 Grade disputes

In order to ensure prompt consideration of any grade problems, a student has have two weeks from the time a grade is posted in which to raise the issue with the instructor. After 2 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 show the grading scale and point breakdown for K201. K201 does not grade on a curve. Both the grading scale and the point breakdown are subject to change at the discretion of the Director of Computer Skills. The intended grading scale and point breakdown rarely changes. However, as circumstances warrant the Director of Computer Skills can change both the grading scale and point breakdown including: removing an assignment, changing the point value of an assignment, adding a new assignment, or allocating additional extra credit points. Individual instructors do not have the ability to change the grading scale or point breakdown.

Table 1: Grading Scale

Grade Points Percent		
A+	727.5	97%
A	697.5	93%
A-	675	90%
B+	652.5	87%
B	622.5	83%
B-	600	80%
C+	577.5	77%
C	547.5	73%
C-	525	70%
D+	502.5	67%
D	472.5	63%
D-	450	60%

Table 2: Item/Point Breakdown

LAB POINTS	
Item	Points Possible
Graded Projects (9)	90
Lab Checks or Quizzes	30
Practical Exams (2)	400
LECTURE POINTS	
Lecture Midterm Exam	100
Lecture Final Exam	80
K201xP Assignments	50
Total Points	750*

**This point breakdown does not list potential extra credit points.*

7.0 People involved in K201

Director of Computer Skills and Co-Director of CPCS

Amy Kinser (kinser@indiana.edu) → Room HH 329-A

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

Administrative Assistant:

Esther Flores → Room HH 329

The Administrative Assistant helps with the organization for the course. She is available in HH 329 for organizational questions M-F from 8:15am-noon and 1pm-4:45pm.

Lecturers and Instructors

See the website for a detailed listing of names, email addresses, and office hours. These are highly qualified professionals that teach both lab and lectures for the course. They are skilled in both technology and teaching.

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. 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 K201 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 K201 course calendar provides detailed information pertaining to class topics and assignment due dates and times. The course calendar can be found by navigating to the **K201 Lab Oncourse site** and click on the calendar tab. The course calendar is subject to change if circumstances warrant at the discretion of the Director of Computer Skills.

9.0 Undergraduate Program Learning Goals

K201: The Computer in Business, helps Kelley School of Business Undergraduates to meet [Learning Goal 5](#).

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 Goals 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.

Learning Goal 10: Innovation and Creativity

Graduates of the Kelley School of Business Undergraduate Program will know how to respond to the need for innovation or creativity by engaging in ongoing learning, broadening their points of view, exploring cross-contextual links, and consulting with others.