Index for Quick Reference Guide

Next Steps

1) Activate Your NetDirect and University E-mail Account
2) Complete New Student Orientation Online
3) Review Student Services Resources
4) Order Your Books

Online Resources for Students

How to Jumpstart: Your starting point for research

APA Format: A User’s Guide/ Summarizing, Paraphrasing and Quoting

Communications

Proposed Program Schedule

Getting Started with D2L
Next Steps

1. Activate Your NetDirect and University E-mail Account

10 Reasons Why You Must Self-Activate Your Online NetDirect Account

1. Access your **university e-mail account**. E-mail is the official form of communication. To see policy details, go to https://db.metrostate.edu/webapps/drep/Policy1050.pdf
2. Access **MnSCU e-services** to:
   a. Register/view/modify class schedule
   b. View tuition balance and make payments
   c. View Financial Aid information
   d. View grades
   e. View records and Degree Audits Report (DARS)
   f. Modify personal information such as address
3. Access **Desire2Learn (D2L)** online orientation and online/Web-enhanced courses.
4. Use **campus computers** in open labs and classrooms.
5. Access files from your **personal, backed-up network H: space**.
6. Access **library databases** and research tools off-campus.
7. Keep informed of **important university announcements**.
8. Use **wireless access** on main campuses.
9. Use **personal web space**.
10. Access a **personalized portal** to services and sites pertinent to you.

NetDirect Account Activation Instructions

1. Go to Metropolitan State University’s home page: http://www.metrostate.edu/
2. Click on the "NetDirect Student and Employee" link (center of page)
3. Click on the "Activate Your Account" link. To watch an activation demonstration, click on the "Need Help Activating Account?" link.
4. Enter your eight-digit Tech ID* and six-digit PIN.** Follow website instructions. E-mail IT.StudentSupport@metrostate.edu or call 651-793-1515 if you have questions.

*Your **Tech ID** is found at the top right corner of your admission acceptance letter.
**Personal Identification Number (PIN) is defaulted to YYMMDD format of your birth date or the last six digits of your Social Security Number (SSN). Please try both formats. If you have problems with your Tech ID or PIN, contact Gateway Services at 651-793-1234.

2. Complete New Student Orientation Online

After activating your NetDirect and university email accounts, the next step is to complete new student orientation online. At orientation you will learn about your academic requirements, how to reach your academic advisor, how to choose and register for courses, how to get involved in extracurricular activities, how to access student support services and other university services.

The Online Orientation is self paced. An overview of the content is available at http://www.metrostate.edu/studentaff/orient.html. To register for online orientation send an email to Records.Registration@metrostate.edu from your newly activated university email account.
requesting to be registered for online orientation (be sure to include your Student ID number). After you pass the online comprehensive quiz, you will have completed the orientation requirement.

3. Student Service Resources

Gateway Student Services in Founders Hall on the St Paul Campus is a student service resource for any questions you may have; you can reach the Gateway at 651 793-1302.

Gateway Student Services:  www.metrostate.edu/gateway

Visit “Ask Us” at http://askus.metrostate.edu which is a knowledgebase of frequently asked student service questions, additionally you can “Ask a Question.”

Academic Support Services  http://www.metrostate.edu/gateway/academic_support.html
Student Support Resources  http://www.metrostate.edu/gateway/student_support.html
Student Counseling & Career Services  http://www.metrostate.edu/studentact/index.html
Student Life & Leadership Development  http://www.metrostate.edu/counselcareer/index.html

Financial Aid

Some of you may be eligible to receive financial aid for your program expenses, beyond what Schwan’s pays. To learn more about Metropolitan State University financial aid go to http://www.metrostate.edu/aid

Registration and Records

Using the information provided in this letter about activating your NetDirect Student Account, you’ll see that you can access “MnSCU Services direct access” through the portal to take care of, view your grades, financial aid, and access your tuition and fee information.

4. Order Your Books

Bookstore - Order Online:
Course information and more can be found online at www.metrostate.bkstr.com. When placing orders online, be sure to check back online to verify the status of your order for backorders and cancellations. Texts ordered specifying that we do not substitute new texts when used texts are not available will be cancelled if used texts are not in stock. Orders are shipped FedEx.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subj/No</th>
<th>Title</th>
<th>Textbook</th>
<th>ISBN</th>
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</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>Mktg 300</td>
<td>Marketing Principles</td>
<td>Marketing by Kerin, Hartley, Rudelius</td>
<td>978-0-07-340472-1</td>
</tr>
</tbody>
</table>
Online Resources for Students

Online Academic Advisor – Sally Pinkston is the academic advisor for the Schwan’s Cohort and can be contacted in a variety of ways. Appointments, even phone appointments, are recommended for busy schedules. Meetings often include simultaneously using the phone and access to the internet. Another option is schedule a virtual meeting using WebEx. Contact information:
Phone: 612-659-7238
Email: sally.pinkston@metrostate.edu

Activate Your NetDirect will generate your university email account that is required for correspondence with the university. You have access to private and shared network storage, campus wireless network, free dial-up internet access, personal web space, announcements, grades, DARS report, access to library databases and online courses plus more. Activate your NetDirect at www.metrostate.edu

New Student Orientation Online: To get registered for online orientation
1) First activate your NetDirect Account to complete the online orientation. Activating your NetDirect Account also creates your University email account.

2) Then send an email to Records.Registration@metrostate.edu from your newly created University email requesting to be registered for online orientation, be sure to include your Student/Tech ID number in the email.

3) After receiving email confirmation that you are registered, to start online orientation log in to your NetDirect account and click the NEW STUDENT ORIENTATION icon. The comprehensive quiz can be completed 24 hours after you have been registered and only if you have activated your NetDirect account. Online orientation does not need to be completed in one session, you can start and stop and revisit it.

Degree Audit Report (DARS) - As soon as we receive all of your transcripts, we will complete your transfer evaluation and generate a Degree Audit Report (DARS). You and your advisor will refer to your Degree Audit Report (DARS) throughout your academic program. If you want to learn more about How to Read a DARS Report check out this online tutorial http://www.dars.mntransfer.org/updates/captivate/HowtoReadaDARSAudit.swf

Declare your Major - Complete the required prerequisites (college algebra, statistics, financial accounting, macroeconomics, microeconomics, computer course) and declare your major using the College of Management Undergraduate Program Declaration Form at
The instructions are on the form, including the mailing address.

**Bookstore - Order Online:**
Course information and more can be found online at [http://www.efollett.com/](http://www.efollett.com/) or [www.metrostate.bkstr.com](http://www.metrostate.bkstr.com). When placing orders online be sure to check back online to verify the status of your order for backorders and cancellations. Texts ordered specifying that we do not substitute new texts when used texts are not available will be cancelled if used texts are not in stock. Orders are shipped FedEx and should be received within 7 days of placing your order.

**Ask Us** is a knowledge database for frequently asked questions on a variety of topics. Can’t find your answer? Ask a question and you will get a response within 24 hours. You will find Ask Us on our main website at [http://www.metrostate.edu/index.html](http://www.metrostate.edu/index.html)

**Online Library Resources** has an extensive online library that can be accessed through NetDirect that include full text articles for more than 100 databases that specialize in subjects such as business, criminal justice and much more. These resources are available 24 hours a week, 7 days a week.

**SearchPath Research Tutorial**
[http://www.metrostate.edu/msweb/resources/library/research_tools/tutorial/exit.html](http://www.metrostate.edu/msweb/resources/library/research_tools/tutorial/exit.html) sponsored by Metropolitan State University Library will prepare you to explore and research the online world. Learning how to use the library will help you become a better student and save you time.

**Jump Start — Resources by Subject!** [http://jumpstart.metrostate.edu/subjects.phtml](http://jumpstart.metrostate.edu/subjects.phtml) Use JumpStart to begin your research for papers, speeches, assignments, or just about anything! Resources (books, databases & websites) are organized by subject area. Just select a topic to begin your search.

**Videos for the COM students** to introduce them to the online library databases. The steps are:

1. Go to Electronic Reserves
2. Follow the prompts. When asked for the course, just type in 000 (i.e. 3 zeros). When asked for a password, use the word: library
3. You'll find 2 Powerpoint presentations and 2 video clips. We recommend that students print a copy of the handouts and use them to follow the videos.
Online APA Reference called “Research and Documentation Online” by Diana Hacker provides general guidelines for creating reference page entries that gives credit to the source of information http://www.dianahacker.com/resdoc/

Ask a Librarian for help with your research project.
Phone: 651-793-1614
Email: library.services@metrostate.edu
Website: http://www.metrostate.edu/library/

Student ID Card - If you are unable to obtain your ID card in person at either campus location, you may apply by mail. You must send a color photo of self (preferably wallet-sized), along with photocopies of the following:

Minnesota driver's license or equivalent.
Eight -digit student ID number or the last four digits of social security number.

Then mail these items to:
ID Card Desk
Library and Learning Center
7 00 E 7th St.
St. Paul, MN 55106
Allow 7 - 10 days for mailing and processing

Online Writing Tutoring at the Writing Center offers convenient hours during the term. One of the center’s popular service is the telephone tutorial. Clients call 651-793-1460 to make an appointment and either fax their project to 651-793-1463 or e-mail it to centerfolk@metrostate.edu Another option is to schedule a virtual meeting with an online tutor. Appointments, even phone and virtual appointments are preferred to ensure an opening to meet with a tutor. More information about the Writing Center, additional online writing resources and current schedule can be found at http://www.metrostate.edu/writingcenter/index.html

Math Center offers convenient hours during the term and responds to tutoring questions via email during Center drop-in and appointment hours. More information about the Math Center, additional online math resources and current schedule can be found at http://www.metrostate.edu/mathcenter/

Last Updated 06/10/2009
Business

The study of economics and management.

Databases

Article Databases, Discipline-specific

• **Business and Company Resource Center (InfoTrac)**
  1976–present, updated daily.
  Business & Company Resource Center brings together in a single database company profiles, company brand information, rankings, investment reports, company histories, chronologies, and periodicals. It has full-text access to many trade publications. Search this database to find detailed company and industry news and information.

• **Business Source Premier (EbscoHost)**
  1922–Present, updated daily
  This database covers virtually every aspect of business. Electronic access to over 3,600 full-text journals. The sources include many scholarly journals like the Harvard Business Review and the California Management Review. This resource also provides profiles on the largest 5,000 companies as well as country economic reports.

• **CIAO**
  1991–present, updated monthly
  >Columbia International Affairs Online (CIAO) is a comprehensive source for theory and research in international affairs. It publishes a wide range of scholarship from 1991 onward that includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, proceedings from conferences, books, journals and policy briefs. CIAO is also widely-recognized source for teaching materials including original case studies written by leading international affairs experts, course packs of background readings for various international topics. This database is especially strong in international trade and economics issues.

• **Conference Board**
  Current, updated continuously.
  Research reports on key topics in the areas of business, economics, management and the marketplace.

• **LexisNexis**
  1970–present, updated daily
  Business, legal, global news. The news is compiled from Newspapers around the world, television transcripts, legal reviews, SEC filings and more. There is also a reference section with full-text from items such as the World Almanac, Walden Country Reports, and searchable opinion polls, quotations, and biographies. An excellent resource for specific company
information is available in the Business section, under Company Profiles.

- **Standard and Poor’s NetAdvantage**
  Standard & Poor’s provides independent research, data and commentary on stocks, bonds, funds, and industries. Our subscription to S&P’s NetAdvantage Business Analysis Package includes their well-regarded **Industry Surveys**, Stock Reports, Bond Reports, Register & Company Profiles.

- **TableBase (via RDS)**
  Specializes exclusively in tabular data on companies, industries, products and demographics. Includes market share, company and brand rankings, industry and product forecasts, production and consumption statistics, imports and exports, usage and capacity, number of users/outlets, trends and more. Data is culled from the more than 1000 trade and business publications, privately published statistical annuals, trade associations, government agencies, non-profit research groups, and investment research group industry reports.

**Article Databases, Multi-discipline**

- **CSA and Social Sciences Full-Text (Sage)**
  This database includes searchable Full-Text in Communication Studies, Criminology, Education, Management & Organizational Studies, Materials Science, Nursing & Health Sciences, Political Science, psychology, Sociology, and Urban Studies & Planning. Select one or more of these topics to begin searching dozens of high quality scholarly journals.

- **JSTOR**
  Sources covered date from the 1800s, but the most recent 3-5 years not available. Updated daily. Historical, full text access to select scholarly journals in the sciences, social sciences, and humanities. Complete archives of these core journals have been digitized, starting with the very first issues, many of which date from the 1800s. Look for journal lists of both Economics and Finance Journals.

- **MasterFILE Premier (EbscoHost)**
  1975 - Present, updated daily.
  This multidisciplinary database provides full text for more than 2,050 general reference publications with full text. Covering virtually every subject area of general interest, MasterFILE Premier also includes more than 350 full text reference books, 84,074 biographies, 86,132 primary source documents, and an Image Collection of 107,135 photos, maps and flags. It provides full-text access to important business magazines including BusinessWeek, Fortune, and Industry Week.

**Other Databases**

- **Communication & Mass Media Complete**
  1915 - present
  Article database that incorporates the contents of CommSearch and Mass Media Articles Index along with numerous other journals on the fields of communication and mass media.

- **Gartner Group**
  Gartner provides full text reports from IT market reports and research. This resource is made available by MNSCU via the Metropolitan State IT Department. Thus, you will need to provide your MNSCU Student/Tech ID and PIN to access this database, rather than your Metropolitan State NetDirect account. Your Student/Tech ID number is found on the front of your Student ID card.

- **Legal Trac**
  1980 - Present, updated daily
Articles from all major law reviews, law journals, specialty law and bar association journals and legal newspapers. Included are articles on Federal and State Cases, Laws and Regulations, Legal Practice, and Taxation, and International Law.

- **STAT-USA** 📊
  STAT-USA/Internet, a service of the U.S. Department of Commerce, is the site for the U.S. business, economic and trade community, providing authoritative information from the Federal government. It also provides very good coverage of international business opportunities, and marketing data worldwide. A few of the well-known series included are the Country Commercial Guides, and the Country Background Notes.

### Internet Sites

**Websites**

- **EDGAR** 📊
  EDGAR, the Electronic Data Gathering, Analysis, and Retrieval system, is a database provided by the U.S. Securities and Exchange Commission (SEC). Its primary purpose is to provide financial data on publicly traded companies for investors and the general public.

### Online Catalogs

**Catalogs**

- **MnPALS**
  Find all the books at Metropolitan State University here as well as the library collections of all Minnesota State Colleges and Universities (MnSCU) plus some state agencies and private research or college libraries. Includes records for electronic books, as well as videos, DVDs, and other materials.

### Periodical and Newspaper subscriptions

**News Sources**

- **ProQuest Newspapers** 📋
  Full-text collection of over 500 newspaper titles, including the Wall Street Journal, New York Times, Washington Post, International Herald Tribune, Financial Times and the Star Tribune. To search against only one of these newspapers, choose the newspaper you want in Browse Publications, and then do a keyword search.

### Reference Sources

**Directories**

- **Corporate Affiliations** 📋
  A guide to public, private, and international corporate families. This directory covers over 200,000 parent companies, affiliates, subsidiaries, and divisions. It includes company profiles, key personnel, directors on the board, outside service firms, product lists, and company hierarchies. Searchable by company name, geographical location, industry, and sales.
  **Please make it a point to log off of this service when you are done using it. Thanks.**
**Encyclopedias**

- **AccessScience**
  Encyclopedia of Science and Technology. Articles on science and technology topics, with references and links for further study. A good starting place for science research. Dictionary terms and biographies are included as well.

- **Encyclopedia of Management**
  This single volume encyclopedia covers general management, corporate planning and strategy, legal issues, MIS, quality, operations research, financial management and accounting issues, marketing, human resources, training and development, international business, organization, leadership, and performance measures and assessment topics.
  **Location:** MINNEAPOLIS REFERENCE
  HD 30.15 .E49 2000

- **International Encyclopedia of Business and Management**
  This encyclopedia provides articles, international in scope, on more than 500 topics in accounting, operations research, marketing, finance, human resources, and virtually every other area of business. 8 volumes with index.
  **Location:** MINNEAPOLIS REFERENCE
  HF1001.IS3 2002

**Financial Ratios**

- **RMA eStatement Studies**
  Composite performance metrics derived directly from the financial statements of financial institutions' borrowers and prospects. To obtain a password, please contact our reference email account at library.services@metrostate.edu and include your library number (found on the back of your student ID card).

**Financial Reports**

- **Value Line Investment Survey Reports**
  Each week several new industry groups are updated. Every industry is updated once per quarter.
  Investment analysis of over 1,700 companies, including stock price data and performance, business description, and detailed operating information. The ValueLine Beta measure, helpful in portfolio management, is unique to this resource.

**General Reference Works**

- **Oxford Reference Online**
  Oxford Reference Online brings together over 120 reference works into a single cross-searchable resource. Under the Economics and Business link is access to Oxford's Dictionary of Accounting; Dictionary of Business; Dictionary of Economics; and Dictionary of Finance and Banking.

**Guides**

- **A Guide to Starting a Business in Minnesota**
  This important guide is provided by the Minnesota Small Business Assistance Office, Minnesota Department of Employment and Economic Development.
Business: the ultimate resource
This extensive general reference book on business offers help in many areas. It begins with a large section of Best Practices in the areas of people/culture; marketing; strategy/competition; finance; IT/information management; systems; structure; leadership; renewal/growth; productivity; and personal effectiveness. The next section is entitled Management Checklists. A collection of reviews on management literature classics is followed by biographical treatment of business thinkers and management leaders. The last section suggests key business sources by topic.
Location: MINNEAPOLIS REFERENCE
HD 38.15 .B878 2002

Small Business Management Series
A useful collection of full-text guides from the SBA. These guides cover issues that impact small business from the nascent and start-up stages through the early and emerging development stages.

Rankings

Compare Minnesota
According to Minnesota's Legislative Reference Library, this resource provides information on corporate taxes and other business costs, energy prices, education statistics, capital resources, quality of life indicators, and employment and labor data.

Standards

NAICS
The North American Industry Classification System (NAICS) is a classification system used by the U.S., Canadian and Mexican governments to group companies into industries. By agreeing to use the same industry definitions, these three countries are able to produce comparative statistics. It is also available on the web at http://www.census.gov/epcd/naics02/naicod02.htm
Location: MINNEAPOLIS REFERENCE
HF 1042 .N6 2002

SIC
Created in 1934 and last updated in 1987, the Standard Industrial Classification Code was used to classify businesses in the United States by products and services. Though still used today in many businesses, it is no longer updated. In 1997 the NAICS system was introduced to replace the SIC.

Statistics and Data

Statistical Resources

Historical Statistics of the United States
A standard source for the quantitative facts of American history. Users can search and download statistics and create customized tables and spreadsheets.

Statistical Abstract of the United States
Online from 1995 - present. Current print version in library. As the National Data Book it contains a collection of statistics on social and economic conditions in the United States. Selected international data are also included. The Abstract is also your guide to sources of other data from the Census Bureau, other Federal agencies, and private organizations. The online version has full text of the latest editions. Please note the title is also a link to the online version.
Location: HA202.U58 2003
MINNEAPOLIS REFERENCE
Library Information

Primary Subject Location(s)

Minneapolis

The Metropolitan State University Minneapolis library is colocated with the MCTC library.

Whitney Hall
1501 Hennepin Avenue
Minneapolis, MN 55403

Telephone: (651)793-1616
Reference URL: http://www.metrostate.edu/library/ask.html
Map URL: http://www.metrostate.edu/bldgservices/location.html#mpls
Hours URL: http://www.metrostate.edu/library/location.html
Finding Information about Many Public Companies: Business and Company Resource Center (InfoTrac)


If you are off-campus, you will be asked for your NetDirect account to access the database. Once you have connected to the resource, the front page looks like this:
Searching for Company Information in BCRC

Type in the company name and click on Search.

Every company name that has the keyword you typed in will show up, sorted by Revenue.
Look for articles broken up by organizational issue on the left. By pressing the News/Magazines Tab at the top, all articles on the company will be displayed with the most recent first. History, Rankings, and Industry information also have tabs at the top.

**SEARCHING FOR INDUSTRY INFORMATION IN BCRC**

*If you are not familiar with SIC and NAICS codes, you may want to review the handout on these codes.*
Choosing the third report above, we see the entry below:

**Electromedical and Electrotherapeutic Apparatus**

**SIC Code(s) Covered**
- 3845-Electrical Equipment

**NAICS Code(s) Covered**
- 334101 Electromedical and Electrotherapeutic Apparatus Manufacturing

**Industry Snapshot**

In the late 1990s, the electromedical and electrotherapeutic apparatus industry had 890 establishments. These establishments shipped $3.5 billion worth of goods in 2000, compared to $1.7 billion in 1997.

One of the key technological advances that occurred in the electronics field following the war, specifically the technological advancements that opened the semiconductor and computer industries, the list of products manufactured by companies within the electromedical industry comprises a host of medical devices regarded in the 1990s as indispensable to the practice of medicine. These products include pacemakers, heart defibrillators, magnetic resonance imaging (MRI) devices, ultrasound scanning devices, computerized axial tomography (CAT) scanners, and endoscopes, as well as a number of other medical devices equally essential to the diagnosis and treatment of disease.

Also, from the Industry Reports screen, if you choose the Company Profile tab at the top, you’ll get a list of the major competitors in that industry, sorted by Revenue.
Current Industry: 3815 - Electromedical Apparatus

Profiles. Below are companies 1 - 25 of 687 found. Select a company to view related information.

Page: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 26

<table>
<thead>
<tr>
<th>Rank</th>
<th>Company Name</th>
<th>Location</th>
<th>Revenue (M Sales)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Siemens Acuson Areas Div.</td>
<td>Mountain View, Calif.</td>
<td>$945,080,000</td>
</tr>
<tr>
<td>2</td>
<td>Siemens AG ISG</td>
<td>Munich</td>
<td>$13,182,000</td>
</tr>
<tr>
<td>3</td>
<td>3M Co. (3M)</td>
<td>St Paul, Minn.</td>
<td>$20,000,000</td>
</tr>
<tr>
<td>4</td>
<td>Eastman Kodak Co. (EKG)</td>
<td>Rochester, N Y</td>
<td>$17,500,000</td>
</tr>
<tr>
<td>5</td>
<td>Medtronic Inc. (MDT)</td>
<td>Minneapolis, Minn.</td>
<td>$13,000,000</td>
</tr>
<tr>
<td>6</td>
<td>Baxter Healthcare Corp.</td>
<td>Deerfield, Ill.</td>
<td>$5,100,000</td>
</tr>
<tr>
<td>7</td>
<td>Olympus Corp. (OLYMP)</td>
<td>Tokyo</td>
<td>$9,040,000</td>
</tr>
<tr>
<td>8</td>
<td>Medtronic-AVE Inc.</td>
<td>Santa Rosa, Calif.</td>
<td>$5,550,000</td>
</tr>
<tr>
<td>9</td>
<td>Allied-Healthcare Group</td>
<td>Medfield</td>
<td>$5,200,000</td>
</tr>
</tbody>
</table>
Finding Information about Industry: Standard and Poor’s NetAdvantage Industry Surveys


If you are off-campus, you will be asked for your NetDirect account to access the database. Once you have connected to the resource, the front page looks like this:
While S&P is most famous for their Index of 500 companies which is used to follow the overall stock market, it is their Industry Surveys that are most valuable for this class. This is what the NetAdvantage Industries page looks like.

Notice S&P does not use SIC or NAICS codes to define industries. They have their own classification system. Keep this in mind when comparing industry level data from different sources.

Choose from the Industries listed in their pull-down menu, and click on the orange arrow.
Looking at the Publishing industry, below is what the HTML version of the report looks like. The Table of Contents gives a good idea of the report’s content.

You may also look at a PDF version. You’ll need Adobe Acrobat Reader software on your computer to read this document.
Caution: If you print this version, it will be 47 pages long. When printing PDFs, remember to use the print icon that is part of the Adobe software. Don’t use the print command from your browser.
Finding Newspapers around the World
ProQuest

The Wall Street Journal, Washington Post, New York Times, and other national newspapers and international newspapers are available in full-text through a database called ProQuest.

First go to the Library’s Business JumpStart page at http://jumpstart.metrostate.edu/rqs.phtml?subject_id=16 and choose Proquest. To get there faster than scrolling, choose News Sources on the left column.

If you are off-campus, you will be asked for your NetDirect account to access the database. Once you have connected to the resource, the front page looks like this:

Pull down the menu under Quick List of Databases and choose the ProQuest Newspapers choice.
If you are off-campus, when you try to get in you’ll be asked for your NetDirect account information.

Once logged in, the screen will look like this:

At this point, you could run a keyword search against all of the many newspapers in ProQuest. However, let’s limit the search to articles about Medtronic in the Wall Street Journal. Click on the Browse publications link and then on the letter W. The screen will look like this:
Notice the 4th title down is the Wall Street Journal: Eastern edition. Click on the yellow 'Add to Search' button. Your screen should now look like this:

The results list looks like this:
Notice the list is sorted by date, with the most recent presented first.

In this example, you can look at the article titled Medtronic Inc.: Profit Falls on Research Costs, But Defibrillator Sales Rise, August 18, 2005, by clicking on the Full text link.

Here is the beginning of the record, complete with citation at the top. This has all of the information you’ll need to cite the article in an academic paper. From this screen, you may print, or email yourself a copy of the article.
Finding Articles in Academic Journals (EbscoHost Business Source Premier) and Business Magazines (EbscoHost MasterFile)

There are quite a few article databases available to you. These include, but are not limited to, InfoTrac's Business and Company Resource Center, Lexis-Nexis, JSTOR, and others. For this course, I am recommending that you become familiar with the EbscoHost Business Source Premier database for more academic journals and the EbscoHost MasterFILE for popular business periodical such as Fortune and Business Week.

Because EbscoHost provides the searching software for both of these databases, if you know how to search one, you can search the other. The main difference between the two is their content. Business Source Premier has a larger number of academic journals, while MasterFILE has a larger number of business magazines.

This example will concentrate on the Business Source Premier database. First - go to the Library's Business JumpStart page at http://jumpstart.metrostate.edu/rgs.phtml?subject_id=16 and choose Business Source Premier (EbscoHost)

If you are off-campus, you will be asked for your NetDirect account to access the database. Once you have connected to the resource, the front page looks like this:
When searching for concepts, it can be very helpful to use the “Thesaurus” if the database provides one. This helps you match your word ideas to the language structure and word identifiers of the database.

When you choose to search a Thesaurus, you are searching the database’s subject terms, (vocabulary the indexers assign to an article), not the article database itself. Looking at the example, first, click on the Thesaurus tab.

Notice the Thesaurus search is below the article database search. I’ll type in my key term ‘non-profits’ to see how the database uses the word. Note they don’t use the term non-profits, rather, they use the term “Nonprofit organizations.”
Click on the Nonprofit Organizations term to see how they have expanded it, then choose the term closest to your meaning by checking the box next to the term.

Once the term is chosen, click on the Add button, and the term will be put into the database search box as a descriptor.

Now you may use Boolean operators to continue searching if you wish. Then click Search. Here, after the thesaurus descriptor, and funding has been typed in.
Below are displayed the first 10 results. I would like to look at article #4, in a PDF format.

To view a PDF document, you must have Adobe Reader software on my computer. It is a free download from http://www.adobe.com, should you need it.

Advice: To print, you need to use the Print icon in the Adobe frame, not your browser’s print command. Also, always check that your citation information is on the article. You’ll need it to cite the work.
Under how to a 30 page APA Formatting and Style Guide- The Owl of Purdue

Do not have electronic copy

http://owl.english.purdue.edu/
Under how to a sample paper: APA Style

Do not have electronic copy

http://www.dianahacker.com/pdfs/Hacker-Shaw-APA.pdf
## APA Format: A User's Guide

**How do I prepare a manuscript in APA (5th ed.) format?**

1. Use a 10–12 pt. standard font such as Times New Roman, Courier, or Arial.
2. Use at least 1-inch margins on every page. Most word-processing programs automatically set 1-inch margins.
3. On the title page, include page header, running head, title, student name, date, course title and instructor’s name.
4. Include a page header and page number on every page.
5. Double-space the body of the paper. Indent the first line of paragraphs 1/2 inch or 5 spaces.
6. Check with your instructor about including an abstract (a summary of the paper – about 120 words – that comes after the title page) and the use of headings and subheadings.

**Additional sources on APA format:**

Please see a Writing Center tutor for more handouts and information on APA or consult the *Publication Manual of the American Psychological Association*. Another great source on APA format is the “Research and Documentation Online” Web site at http://www.dianahacker.com/resdoc/

**How do I use APA format to cite sources within my text?**

Whenever you use information that has not come from your own head, you must give credit to the source of your information. Even if you summarize the information in your own words, you have to acknowledge that you didn’t come up with it yourself. *This is very important in order to avoid plagiarizing another person’s work!*

APA format requires you to cite the last name of the author and the year of publication of the work. If the material cited is a direct quotation, you must also include the number of the page on which the quotation appeared. Usually, the citation comes at the end of the sentence, but you can also integrate some of the information from the citation into your sentence.
Summarizing Paraphrasing and Quoting

https://db.metrostate.edu/webapps/drep/summarizing-paraphrasing-quoting.pdf
Communication

Inserted latest COM newsletter

Schwan’s Accelerated Degree Program (ADP) Course Schedule
Online Bachelor of Science in Business Administration
Schwan’s Cohort 1 and Metropolitan State University

The course schedule below outlines the courses and when they will be offered through Metropolitan State University.

<table>
<thead>
<tr>
<th>Yr Term</th>
<th>Semester</th>
<th>Subj/no</th>
<th>Title</th>
<th>Duration</th>
<th>Dates</th>
<th>Drop Date</th>
<th>Withdraw Date</th>
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</thead>
<tbody>
<tr>
<td>20093</td>
<td>Fall 2008</td>
<td>MGMT 310</td>
<td>SCH Management Principles &amp; Practices</td>
<td>8 weeks</td>
<td>8/30/08-10/18/08</td>
<td>9/07/08</td>
<td>10/05/08</td>
</tr>
<tr>
<td>20093</td>
<td>Fall 2008</td>
<td>MKTG 300</td>
<td>SCH Marketing Principles</td>
<td>8 weeks</td>
<td>10/25/08-12/13/08</td>
<td>11/02/08</td>
<td>11/30/08</td>
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<tr>
<td>20095</td>
<td>Spring 2009</td>
<td>MGMT 320</td>
<td>SCH Organizational Behavior</td>
<td>8 weeks</td>
<td>01/12/09-03/07/09</td>
<td>1/18/09</td>
<td>2/15/09</td>
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<tr>
<td>20095</td>
<td>Spring 2009</td>
<td>MIS 310</td>
<td>SCH Principles of Management Information Systems</td>
<td>15 weeks</td>
<td>01/12/09-05/04/09</td>
<td>1/18/09</td>
<td>4/12/09</td>
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<tr>
<td>20101</td>
<td>Summer 2009</td>
<td>BLAW 320</td>
<td>SCH Legal Environment of Organizations</td>
<td>7 weeks</td>
<td>05/09/09-06/27/09</td>
<td>5/17/09</td>
<td>6/05/09</td>
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<tr>
<td>20101</td>
<td>Summer 2009</td>
<td>ACCT 320</td>
<td>SCH Strategic Management Accounting</td>
<td>14 weeks</td>
<td>05/09/09-08/15/09</td>
<td>5/17/09</td>
<td>7/26/09</td>
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<tr>
<td>20103</td>
<td>Fall 2009</td>
<td>ECON 311</td>
<td>SCH Economics of the Environment (Bus Elec/LS)</td>
<td>8 weeks</td>
<td>08/22/09-10/17/09</td>
<td>8/30/09</td>
<td>9/26/09</td>
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<tr>
<td>20103</td>
<td>Fall 2009</td>
<td>FIN 390</td>
<td>SCH Principles of Finance</td>
<td>15 weeks</td>
<td>08/22/09-12/12/09</td>
<td>8/30/09</td>
<td>11/13/09</td>
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<tr>
<td>20105</td>
<td>Spring 2010</td>
<td>Business Elective</td>
<td>8 weeks</td>
<td>01/11/10-03/06/10</td>
<td>1/17/2010</td>
<td>2/15/2010</td>
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<td>20105</td>
<td>Spring 2010</td>
<td>DSCI 434</td>
<td>SCH Introduction to Operations Management</td>
<td>15 weeks</td>
<td>01/11/10-05/04/10</td>
<td>1/17/2010</td>
<td>4/11/2010</td>
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<td>20111</td>
<td>Summer 2010</td>
<td>Phil 320</td>
<td>SCH Business Ethics (Bus Elec/LS)</td>
<td>7 weeks</td>
<td>05/08/10-06/26/10</td>
<td>5/16/09</td>
<td>6/04/2010</td>
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<td>20111</td>
<td>Summer 2010</td>
<td>Mgmt 499</td>
<td>SCH Case Studies in Strategic Management</td>
<td>14 weeks</td>
<td>05/08/10-08/14/10</td>
<td>5/16/09</td>
<td>7/25/2010</td>
</tr>
</tbody>
</table>

Updated 01-13-2009
Getting Started with D2L

Links
- Desire2Learn (D2L) portal
  - http://metrostate.ims.mnscu.edu
- NetDirect portal
  - http://www.metrostate.edu, click the NetDirect Student & Employee link

Your Student Email Account
- Please use your student email for all class related communication.
- Check your email often.

To Access Your Student Email
1. Log in to the NetDirect portal.
2. Click the Email & Calendar link.

Help with D2L
- If you are having problems with your account, please try again.
- If you continue to have problems, contact the IT Desk:
  - Phone: 651.793.1240
  - Email: ITdesk@metrostate.edu

Course Website
- Check the Course Home page often to view updates to course material and to view announcements.
- Visit the Discussions page often to read and respond to classmates.
- Find out if you need to submit papers and assignments through the Dropbox or by using your student email.
- Your instructor may post feedback on the Dropbox page and/or the Grades page.
- Note: Quizzes (Quizzes page) and assignment submissions (Dropbox page) can be set with a deadline that includes a time in addition to a date. For example, if a quiz closed on January 18, at 6:00pm, you would not be able to access the quiz after 6:00pm. Similar deadlines may apply to discussion postings.

Plagiarism
- Plagiarism is “...using another person’s words or ideas and presenting them as your own, without acknowledging the original source” (see http://www.metrostate.edu/hankbok/academic.html)
- Plagiarism might result in failing the course and might result in expulsion.
- For more information about plagiarism, see the Metropolitan State University Student Handbook (see http://db.metrostate.edu/weapps/drep/student_handbook.pdf, page 16)
- To find out how to give credit to the original source:
  - Ask your instructor
  - Contact the writing center (http://www.metrostate.edu/writingcenter/)
  - Consult the Library and Information Services (http://www.metrostate.edu/library/cite.html)

Learning Disabilities
- Metropolitan State University is committed to ensuring equal education opportunities in accordance with the Americans with Disabilities act and Section 504 of the Rehabilitation Act of 1973.
- Any student or prospective student with a documented disability qualifies for accommodations.
  To request accommodations, contact the Disability Services Office:
  - Phone: 651.793.1540
  - Email: disability.services@metrostate.edu
- Forms are available on the Disability Services Office website: http://www.metrostate.edu/studentaff/disability/index.html

Accessibility
- Metropolitan State University facilities are accessible to people with disabilities.
- For specific issues related to facilities or parking, call 651.793.1540.
Netiquette Guidelines

Practice issues:

• Fill in "Subject" line
• Do not write your message using all capital letters - indicates anger
• Do not use offensive, derogatory, or vulgar language and no profanity/swear words
• Use proper sentence structure and grammar
• Use abbreviations and emoticons sparingly
• Do not use slang words or phrases - express yourself in plain language
• Proofread and use spell check before submitting
• Identify yourself at the end of the message

Message content or tone issues:

• Messages should be related to course
• Take personal conversations to the chat room
• Messages should be clear, concise, relevant, and to the task
• Send personal messages to an individual not a group be discrete
• Compose messages in a manner/tone you would expect to receive
• Be courteous and sensitive
• Let others know if message is offensive
• Find diplomatic ways to state disagreement
• Don't be afraid to state disagreement
• Be considerate and respectful
• Respond to messages in a timely manner
• Keep responses positive
• Encourage others to respond
• Clarify questions or problems early

Don’t forget to have fun!