

MIS 128 Business Computing Systems
COURSE SYLLABUS
Summer I 2015

Instructor: Karen St. John

E-Mail: Karen.StJohn@tamuc.edu

Office: BA 32X

Office Hours: TBA and by email

Welcome to MIS 128!

The best way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. I generally respond to emails within a 24 hour time period. Please send emails to Karen.StJohn@tamuc.edu. *Please include MIS 128 in the subject line.*

COURSE DESCRIPTION:

This course is designed to introduce students to business information systems and how information systems may be used as a tool for communication and decision-making. This course provides students with an overview of business application software and problem-solving using application software.

COURSE PREREQUISITE(S): No prerequisites.

COURSE OBJECTIVES:

After successfully completing this course, students will:

1. Demonstrate basic information systems knowledge.
2. Gain an understanding of software and hardware components.
3. Demonstrate knowledge of how applications software can be leveraged to improve the efficiency and effectiveness of employees and business operations.
4. Learn how to use spreadsheets for problem solving and decision making.
5. Demonstrate the ability to complete project documentation.

MEANS TO ACCOMPLISH OBJECTIVES:

1. Class Discussions.
2. Application exercises.
3. Concept quizzes.

TEXTBOOK(S) AND OTHER REQUIRED MATERIALS:

1. ISBN-13: 978-0133546439 **ISBN-10:** 0133546438 *Using MIS 2014* (7th edition), David M. Kroenke (kindle edition available)

NOTE: This course will use exercises and content from the instructor's kindle edition textbook *Excel for Landmen and the Oil & Gas Attorney*. This content will be modified to fit this course's learning objectives and will be provided by the instructor free of charge. In other words you do not need to buy this book.

3. Microsoft Excel 2007, 2010 or 2013 will be required to complete most application exercises.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students

with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citation, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

WORK SUBMITTED TO THIS PROFESSOR MAY BE VERIFIED BY TURNITIN.COM.

All students are to read the honesty policy for the College of Business and Technology. (See online)

APPEALS PROCESS:

Students taking online classes at Texas A&M University-Commerce have the same rights as students enrolled in face-to-face classes. The A&M-Commerce Student Guidebook (page 55) details those rights and explains complaint and grievance procedures, as well as the Student Code of Conduct. Students have the right to appeal course grades, Guidebook (page 35), admissions committee decisions, or any adverse action taken by any online faculty against any student. The appeal process is the same for all types of appeals.

ORGANIZATION

Material for this class is organized by week in weekly sections on the course website (ecollege). There is a section for each week of the semester. Material will usually not be available until the beginning of the week (Monday). Graded material such as discussion assignments, assigned cases, exercises, and quizzes will be located under each week's section if they are assigned that week. Assignments are typically available Monday and due by the end of the week on Sunday. However, due dates may vary with the length of the assignment or holidays. Please check the weekly section for specific due dates. Assignments will include directions on how to turn them in. Most assignments are turned in via the dropbox in ecollege.

ASSIGNMENTS/APPLICATION EXERCISES:

All assignments are individual assignments and are to be the result of your own work. I cannot provide assignments in advance since they are generally created just before they are assigned. You will have at least one week to complete each assignment, if you go out of town make sure you have Internet access.

Late assignments: 10% will be deducted for assignments less than 1 week late, 50% will be deducted for assignments 1 to 2 weeks late. Assignments are generally not accepted after the last day of class. Most assignments will involve Microsoft Excel.

CONCEPT QUIZZES

Concept quizzes test your knowledge of chapter concepts and industry terminology. Each quiz covers multiple chapters. Quizzes are usually in multiple choice format but may include fill in the blank or short answer questions. Quizzes are always timed so preparation and familiarity with the material is important. For online quizzes, questions are usually randomly drawn from a bank of quiz questions and you cannot go back to previous questions. The focus of questions is on the textbook material but may include material from lectures, discussions and assignments not covered by the textbook. You will generally have a period of 3 days (the weekend) to complete each quiz. You can begin the quiz at any time during this period but must finish once you begin. If you have technical problems notify the instructor immediately via email and explain the problem.

More detail about each quiz may be provided during class or in the weekly sections of ecollege (such as “In this chapter, focus on ...” or “it is not necessary to read pages ... they will not be covered by the quiz...”).

CLASS ATTENDANCE

In this course, you are responsible for announcements made in class and announcements posted in ecollege. These often pertain to assignments and quizzes.

Professional communication (primarily be polite, keep most of the discussion on topic) is always expected.

Discussion questions are graded and contribute up to 50 points to the total points used to calculate your grade. Discussion questions will be assigned weekly.

GRADING POLICY:

| | |
|---|------------|
| 5 Projects: 50 points each | 250 points |
| 4 Concept Quizzes: 50 points each | 200 points |
| Discussions Questions: up to 10 points each | 50 points |
| Total points used to calculate your grade | 500 points |

Minimum percentages for grade level are as follows:

| | | |
|---|-------|-------------------------|
| A | 90+ | percent of total points |
| B | 80-89 | percent of total points |
| C | 70-79 | percent of total points |
| D | 60-69 | percent of total points |

Anyone caught plagiarizing on an assignment will receive a zero on that assignment.

TENTATIVE COURSE SCHEDULE

The most current tentative course schedule will be posted in ecollege. Sometimes it is necessary to extend due dates or make changes/correction to assignments. Any changes to the schedule will be announced in ecollege. Please check ecollege announcements regularly for changes or updates.