



COURSE SYLLABUS
BUSA 128 Sections 01W, 02W
Business Computing Systems
Fall 2015
8/31/2015-12/18/2015

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Meeting times: Online Only

WELCOME!

This is an online course. The best way to contact me is by email. Emails are generally returned within 24 hours. Please send emails to Mindy.Crowder@tamuc.edu. For a prompt response, include BUSA 128 and your course section in the subject line. Placing this in the subject line will also help prevent your email from going to a spam/trash folder and ensure it is routed to the appropriate folder to receive immediate attention.

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.

TEXTBOOK(S) AND OTHER REQUIRED MATERIALS

1. *Using MIS, 8th Edition*

By David M. Kroenke, Randall J. Boyle

ISBN-13: 978-0-13-391986-8

ISBN-10: 0-13-391986-2

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

ORGANIZATION

Materials for this class are organized by week in eCollege. Each week has its own linked heading with assignments sub categorized. Material will be made available the beginning of each week on Monday. Assignments are typically available Monday and due by the end of the week on Sunday, unless stated otherwise. Check the weekly section for specific due dates and directions on how to turn them in.

ASSIGNMENTS/APPLICATION EXERCISES

Your active and timely participation is the ultimate prediction of your success. All assignments are individual assignments and are to be the result of your own work. Assignments may not be made available in advance, as they may still be in development. You will have at least one week to complete each assignment. All students are expected to have access to the internet and TAMUC email. Be sure that you regularly check your TAMUC email or have it forwarded to your regular email address. You are responsible for having the proper internet access to complete assignments on time regardless of travel, vacation, or other out of town arrangements during the semester.

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 not accepted after the last day of class.

DISCUSSION QUESTIONS

You are expected to participate in weekly discussions. Student participation in the discussion questions is necessary for the online learning experience and is counted as your class participation. The purpose of discussion questions is to increase one another's knowledge and learning experience on the subject. Discussion questions and due dates will be posted under each week in eCollege.

Discussion questions will be graded on:

- Consistency
- Posting your initial thoughts and understanding in one post, then comment on at least one other student's post
- Professional communication
- Adherence to the topic
- Correct grammar and spelling
- Supportive responses using a personal experience, examples, or external sources
- External sources must be cited using APA formatting
- Quality
- Ability to demonstrate your understanding of the material

A simple "I agree" does not count as a post or a response to a post. Profanity, abusive, or offensive language is not tolerated. Texting and instant messaging abbreviations will result in lower points, as these do not represent professional communication. Instead of waiting until the deadline, please post early so that other students have a chance to read your post and respond, creating a more productive learning environment.

QUIZZES

Quizzes test your knowledge of chapter concepts and industry terminology. Each quiz covers multiple chapters and is timed. Quizzes are usually in multiple choice format but may include fill in the blank or short answer questions. Once you have submitted the answer to a question, you cannot go back to it. The focus of questions is on 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 to complete each quiz. You can begin the quiz at any time during the 3 day period but must finish in one sitting once you begin. If you have technical problems notify the instructor immediately via email and explain the problem with screen shots.

GRADING POLICY

5 Projects: 50 points each	250 points
4 Concept Quizzes: 50 points each	200 points
10 Discussions Questions: 10 points each	100 points
Total points used to calculate your grade	550 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.

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.

SYLLABUS CHANGE POLICY

This syllabus is a guide for this course. The syllabus and assignment dates are subject to changes based on unexpected circumstances and material covered at the instructor's discretion. Any changes made to the syllabus will be announced.

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.