



## **BUSA 1305 Business Computing Systems COURSE SYLLABUS: Spring Semester 2020**

### **INSTRUCTOR INFORMATION**

**Instructor: Joe Brodnax, MS, MBA, CAP®**

Office Location: *BA 315C*

Office Hours: T/TH: 10:00-10:45 (Open); 1:45-2:30 (Open); M: By Appt

University Email Address: [joe.brodnax@tamuc.edu](mailto:joe.brodnax@tamuc.edu)

Department Phone: 903.886.5692

Department Fax: 903.886.5693

Preferred Form of Communication: Email

Communication Response Time: Within 24 hours

### **COURSE INFORMATION**

#### ***Textbook(s) Required***

*Using MIS* (10th Edition),

Kroenke, Boyle

ISBN: 9780134606996

Supplemental Excel Topics are provided

#### ***Software Required***

Access to Microsoft Office 2013 or later Excel & Power Point

Note: Access keys to *Using MIS* are not required for this course.

#### ***Course Description***

This course provides a study of introductory business computing system concepts and the role of information systems, data analysis, developing skills in quantitative literacy, logical reasoning, and interpretation of results. Topics include defining Management Information Systems, understanding how Information Systems play in organization strategy, organizational collaboration, social media, business intelligence, systems security, and management across multiple disciplines. Additionally, students will learn how information systems may be used as a tool for communication and decision-making. Students will also be introduced to an overview of the utilization of business application software and problem-solving using Microsoft Excel.

## **Student Learning Outcomes**

1. Students will be able to communicate basic computing systems concepts including a clear understanding between data, information, and business intelligence
2. Students will be able to apply their knowledge of information technologies in support of operational and strategic business processes
3. Students will be able to address simple business problems and derive decision making solutions using Microsoft Excel

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Using the Learning Management System and Microsoft Office Excel & Power Point.

### **Instructional Methods**

This course uses lecture videos (see technical section below), Microsoft Power Point (lecture and tutorial slides), Microsoft Office Excel assignments, and learning management system (see technical section below). Supplemental videos and documents will be provided to help reinforce course content.

### **Student Responsibilities**

The University expects regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification and is a prerequisite for class participation (for face/face classes). Class attendance is based on accessing D2L content on a consistent basis for online classes.

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

The four criteria used to determine the grades earned for the course are as follows:

<b>Assignments/Tests</b>	<b>Percentage</b>
Assignments	35%
Quiz (2 @ 10% each)	20%
Mid Term Exam	20%
Final Exam	25%
	100%

*The syllabus/schedule are subject to change.*

## **Assessments**

There are 8 assignments which include both material assignments directly relating to the content material in the course and application assignments which provide the student an opportunity to apply data-information translation exercises using Microsoft Excel. Each assignment is 12.5% of the 45% for the assignments weighting distribution. Descriptions of the assignments will be posted as they are assigned. All assignments are individual assignments and are to be the result of the student's own work. **Using someone else's words/code or ideas as if they were your own is plagiarism and fall within the academic integrity guidelines as noted below.** All Excel workbooks submitted will be evaluated for authorship and editing. Each student will have at least one week to complete each assignment. These assignments give the student an opportunity to apply what they have learned in each chapter.

Late assignments are highly discouraged. A penalty of 15% per day (including weekends) will be assessed on late assignments. Under NO circumstances will assignments more than two days late be accepted. No extra credit assignments are available.

Of note: All assignment due dates, project deadlines, and exam times are US Central Time Zone. Please note that D2L will have a due date and end date noted for each assignment and quiz/exam. The due date in D2L is when the assignment is due as noted within the document and the end date in D2L is when the assignment closes and the student will not be allowed to submit.

There are two quizzes, each worth 50% of the 20% for the quiz weighting distribution. And there is a midterm exam worth 20% and final exam worth 25% for each respective weighting distribution. Exams will consist of multiple-choice format but may include short answer or fill-in-the blank questions. Exams are always timed so preparation and familiarity with the material is important. The focus of the questions is on the course material but may include material from lectures, discussions, and assignments not covered by the textbook.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### ***Interaction with Instructor Statement***

Email is the preferred form of communication. Please be sure to include the course (number and section) to ensure a timely response. Emails are generally answered within 12 hours with the exception of weekends. When you have technical issues, please be sure to include screenshots as appropriate. Class slides, assignment descriptions, and the recording of grades are provided through MyLeo. Class announcements (e.g. change in assignment dates) will be sent to the student's email on record when available. It is the students' responsibility to regularly check their University email.

# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## ***Course Specific Procedures/Policies***

The University expects regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification. Frequent access to the course content and material is expected. The instructor has access to login metrics for each student. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution to material.

Late assignments are highly discouraged. A penalty of 15% per day (including weekends) will be assessed on late assignments. Under NO circumstances will assignments more than two days late be accepted. No extra credit assignments are available.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

## **Students with Disabilities-- ADA Statement**

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 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34safetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

# COURSE OUTLINE / CALENDAR

BUS 1305 BUSINESS COMPUTING SYSTEMS  
Class Schedule  
Spring 2020 - Prof. Brodnax

Week #	Chapters	Week Of	Lecture Material / Activities	Assignments/Notes
Week 1	Ch. 1	Jan 13	Course Overview / The Importance of MIS	Assignment 1, Excel Topic 1
Week 2	Ch. 2	Jan 20	Collaboration Information Systems	Excel Topic 2
Week 3	Ch. 3	Jan 27	Strategy & Information Systems / Quiz 1 Review	Assignment 2, Excel Topic 3
Week 4	Ch. 4	Feb 03	Quiz 1 / Hardware, Software, and Mobile Systems	Quiz 1, Assignment 3 (E), Excel Topic 4, <b>Virtual Session 1</b>
Week 5	Ch. 5	Feb 10	Database Processing	Assignment 4, Excel Topic 5
Week 6	Ch. 6	Feb 17	The Cloud	Excel Topic 6
Week 7	Ch. 6	Feb 24	The Cloud/ Mid Term Review	Mid Term Prep
Week 8	Ch. 7	Mar 02	Mid Term Exam / Processes, Organizations, and Information Systems	Mid Term Exam, Assignment 5 (E)
Week 9		Mar 09	SPRING BREAK	
Week 10	Ch. 7-8	Mar 16	Processes, Organizations, & IS, Social Media Information Systems	Assignment 6, Excel Topic 7
Week 11	Ch. 8-9	Mar 23	Social Media IS / Business Intelligence Systems	Excel Topic 8
Week 12	Ch. 9	Nov 30	Business Intelligence Systems / Quiz 2 Review	Assignment 7 (E)
Week 13	Ch. 10	Apr 06	Quiz 2 / Information Systems Security	Quiz 2
Week 14	Ch. 10-11	Apr 13	Information Systems Security / Information Systems Management	Assignment 8, Excel Topic 9, <b>Virtual Session 2</b>
Week 15	Ch. 11-12	Apr 20	Information Systems Management (Complete) / Information Systems Development	
Week 16	Ch. 12	Apr 27	Information Systems Development (Complete) / Final Exam Review	Final Exam Review
Week 17		May 04	Final Exam Week	Final Exam

Note: The week of assignments is when the assignment is provided, not the due date. The due date is noted in the assignment document.

\*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the instructor.

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