



BUSA 1305 Business Computing Systems COURSE SYLLABUS: Fall Semester 2020

INSTRUCTOR INFORMATION

Instructor: *Joe Brodnax, CAP®*

Office Location: *BA 315C*

Virtual Office Hours: *T/TH: 10:00-10:45; 2:00-2:30; M 11:00–12:00 (via YouSeeU Virtual Classroom); Additional virtual office hours will be provided as part of virtual lab sessions (TBA)*

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 describe 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 classroom instruction, lecture/discussion videos (see technical section below), outside learning sources, Microsoft Power Point (lecture and tutorial slides), Microsoft Office Excel assignments, and learning management system (see technical section below) including virtual sessions for course content, lab support, and office hours. Supplemental videos and documents will be provided to help reinforce course content.

Student Responsibilities

The University expects regular attendance by students in each course (whether in class or web based). Class attendance/participation is useful to the student as a means of acquiring knowledge and clarification. Frequent access to the course content and material is expected (both online and face/face classes). 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 addressed in class. Additionally, students should check their official university email daily for information and guidance that may be provided by the course instructor.

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:

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

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 35% 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

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.

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 24 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 (whether in class or web based). Class attendance/participation is useful to the student as a means of acquiring knowledge and clarification. Frequent access to the course content and material is expected (both online and face/face classes). 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 addressed in class. Additionally, students should check their official university email daily for information and guidance that may be provided by the course instructor.

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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](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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

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.

COVID Statement

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

COURSE OUTLINE / CALENDAR

BUSA 1305 BUSINESS COMPUTING SYSTEMS
Class Schedule
Fall 2020 - Prof. Brodnax

Week #	Chapters	Week Of	Lecture Material / Activities	Assignments/Notes
Week 1	Ch. 1	Aug 24	Course Overview / Introduction to Course / The Importance of MIS (Discussion Video Available)	Assignment 1, Excel Topic 1, Welcome Virtual Session
Week 2	Ch. 2	Aug. 31	Collaboration Information Systems (Discussion Video Available)	Excel Topic 2
Week 3	Ch. 3	Sep 07	Strategy & Information Systems (Discussion Video Available)/ Quiz 1 Review	Assignment 2, Excel Topic 3
Week 4	Ch. 4	Sep 14	Quiz 1 / Hardware, Software, and Mobile Systems (Discussion Video Available)	Quiz 1, Assignment 3 (E), Excel Topic 4, Virtual Lab Session
Week 5	Ch. 5	Sep 21	Database Processing (Discussion Video Available)	Assignment 4, Excel Topic 5
Week 6	Ch. 6	Sep 28	The Cloud (Discussion Video Available)	Excel Topic 6
Week 7	Ch. 6	Oct 05	The Cloud / Mid Term Review	Mid Term Prep
Week 8	Ch. 7	Oct 12	Mid Term Exam / Processes, Organizations, and Information Systems	Mid Term Exam, Assignment 5 (E), Virtual Lab Session
Week 9	Ch. 7-8	Oct 19	Processes, Organizations, and Information Systems / Social Media Information Systems (Discussion Video Available)	Assignment 6, Excel Topic 7
Week 10	Ch. 8-9	Oct 26	Social Media IS / Business Intelligence Systems (Discussion Video Available)	Excel Topic 8
Week 11	Ch. 9	Nov 02	Business Intelligence Systems / Quiz 2 Review	Assignment 7 (E), Virtual Lab Session
Week 12	Ch. 10	Nov 09	Quiz 2 / Information Systems Security (Discussion Video Available)	Quiz 2
Week 13	Ch. 10-11	Nov 16	Information Systems Security / Information Systems Management (Discussion Video Available)	Assignment 8, Excel Topic 9
Week 14	Ch. 11-12	Nov 23	Information Systems Management (Complete) / Information Systems Development / Thanksgiving Break	
Week 15	Ch. 12	Nov 30	Information Systems Development (Complete) (Discussion Video Available) / Final Exam Review	Final Exam Review / Preparation
Week 16		Dec 07	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.

The syllabus/schedule are subject to change.