BUSINESS COMPUTING SYSTEMS

BUSA 1305, Section # 20006 (01B)
COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Anil Kumar
Class time: Mon, Wed, Fri Noon-12:50p
Class Location: BA 221
Office Location: Commerce BA 211
Office Hours: Monday, Wednesday 2:00-3:30 p.m.; Tuesday 1:30-3:30 pm (Zoom)
University Email Address: anil.kumar@etamu.edu
Preferred Form of Communication: email
Communication Response Time: within 24 hours

COURSE INFORMATION

Textbooks Required
Using MIS (11th edition), Kroenke and Boyle, ISBN: 9780135191767 / 9780135192009.
Supplemental Excel materials are provided.

Optional Texts and/or Materials
Access to Microsoft Office 2013 or later Excel
Note: Campus computers / labs have Excel installed. Students can use Microsoft Office 365
Education free for students. https://www.microsoft.com/en-us/education/products/office

Bulletin Description
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.

Student Learning Outcomes

At the end of this course students will be able to:

1. Describe the fundamental concepts of information systems and their key components and explain how they relate to core business processes and strategy.
2. Demonstrate quantitative literacy and logical reasoning by using business application software, such as Microsoft Excel, to analyze data and address simple business problems.
3. Analyze the role of contemporary information systems, including artificial intelligence, business intelligence, social media, and cloud computing, in creating competitive advantage for organizations.
4. Leverage artificial intelligence (AI) tools as a "learning buddy" to research and critically evaluate current trends and challenges in business computing systems.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students are expected to be proficient in D2L and the MS-Office suite. Students are expected to submit their assignments using MS-Office tools via D2L, where all course materials will be accessible.

Instructional Methods

The course employs a combination of mini lectures and participatory activities to enhance your comprehension and application of business computing systems concepts.

■ Mini projects and problem sets (30%)
■ Participatory learning (20%)
■ Mini Lecture: Delivery of material in a mini lecture format (50%)

Student Responsibilities or Tips for Success in the Course

I strongly encourage you to create a schedule for your learning in the course. Each one of you has a life outside of this course and the schedule will help you manage your time without being overwhelmed.

Teamwork is crucial for academic and professional success. Engaging with classmates can enhance your learning experience. Don't hesitate to ask questions and seek guidance when needed. Communicate, clearly and timely, to ensure that roles in your team are well defined, deadlines are set, and expectations are realistic.

Login into D2L on a regular basis to make sure that you have the latest information about the course.

I am there to help you succeed in your learning journey. Drop by during office hours or email me when you are challenged by course materials, and I'll help you. All emails will be answered within 24 hours.
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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

Total points corresponding to the final letter grades

A = 450 - 500 Points   AI-Augmented Business Analyst
B = 400 - 449 Points   AI-Savvy Analyst
C = 350 - 399 Points   Tech-Enabled Business Associate
D = 300 - 349 Points   Digital Assistant
F = < 300 Points   End-user needing training

Weights of the assessments in the calculation of the final letter grade.
Example:

Assignments/class participation	35%
Mid-term exam	15%
Mini projects	30%
Final exam	<u>20%</u>
TOTAL	100%

Assessments

Assignments/class participation
Assignments for the course are set up as reflective journals or real-world problem situation or a combination of both. The former will help you reflect on your learnings and share insights gained while the latter will help you demonstrate your understanding by applying concepts to propose practical solutions. Some of these assignments will be completed in class. You are expected to participate in the classroom discussions throughout the semester.

Mini-projects
Throughout this course, you'll complete two mini projects designed to help you apply what you've learned to practical scenarios. These projects are cumulative, with each building on the last. You'll start by acting as an end-user to analyze information needs for organizations and

identifying opportunities for improvement. Next, you'll take on the role of a Tech-enabled Business Associate to help users understand how technology can be leveraged for identifying opportunities for competitive advantages. These mini projects will challenge you to think critically, use AI as a tool, and demonstrate your growing expertise in business computing systems.

Mid-term and final exam
There will be one mid-term and a final exam in the semester.

Submit all assignments and mini projects by the specified deadline. Late submissions will incur a 25% deduction for each day beyond the due date. For example, if a submission is late by two days, then 50% will be deducted. All submissions will be graded and posted on D2L within 10 business days.

COURSE OUTLINE / CALENDAR

This is a tentative schedule and is subject to change at the instructor's discretion. All changes will be communicated to the students.

A classroom is a place to meet and discuss ideas. As you read the assigned materials, you should ask yourself, "What does this reading tell you about business computing systems? How can you relate it to what you know about business computing systems? How does it add to your professional growth? Do you agree with the author(s)? If not, why not? What do you foresee happening in the future? Discussions outside of class are very useful and I encourage you to form study groups. While I am there to guide you through the learning process, it is one where each one of you travels on her/his own with the help of your peers.

Content

■ Fundamentals: Core Concepts, understanding, tools (50%)
■ Industry Applications: Linking theory and real-world (40%)
■ Latest Developments: Recent advances and future trends (10%)

Levels

■ Introductory: Appropriate for beginners (50%)
■ Advanced: In-depth exploration (30%)
■ Specialized: Assumes experience in practice area (20%)

Week 1: Introduction to business computing systems

- **Lecture Topics**: Course logistics and overview of business computing systems.
- **Assignments**: Chapter 1 and self-introduction assignment #1.
- **Activities**: Discuss the foundational concepts of business computing systems starting with what they are and why they are important for organizations? Introduction to Excel.

Week 2: Strategy and information systems

- **Lecture Topics**: Porter's five competitive forces, information systems and competitive advantages.
- **Assignments**: Chapter 2 and homework assignment #2.
- **Activities**: Discuss reasons why organizations create and use information systems: to gain competitive advantages, to solve problems and to support decisions. Simple Excel formulas.

Week 3: Business intelligence systems

- **Lecture Topics**: Information systems that produce patterns and relationships from external and internal data.
- **Assignments**: Chapter 3 and no assignment.
- **Activities**: Explore fundamental concepts of business intelligence, data warehouses, data mining, Big Data, artificial intelligence (AI), and knowledge management systems. Changing cell appearance in Excel.

Week 4: Mini-project #1 – Business computing systems for a real-world scenario

- You've spent the past few weeks understanding the fundamentals of business computing systems and the value they create for organizations. Now, it's time to put those foundational skills to work. This week's mini project is your chance to show that you can translate a real-world problem into a value proposition for an organization leveraging business computing systems. Students will use their chosen AI tool as a learning buddy and submit a reflection.

Week 5: Hardware, software and mobile systems

- **Lecture Topics**: Technologies that underlie business computing systems.
- **Assignments**: Chapter 4 and no homework.
- **Activities**: Discuss essentials of hardware and software technology that include open source, web applications, and mobile systems. Cell manipulation in Excel.

Week 6: Database processing

- **Lecture Topics**: The why, what and how of database processing.
- **Assignments**: Chapter 5 and homework assignment #3.
- **Activities**: Explore the fundamentals of databases, applications, modeling and design. Working with charts in Excel.

Week 7: The Cloud

- **Lecture Topics**: The why, what and how of the cloud.
- **Assignments**: Chapter 6 and no homework.
- **Activities**: Understand why organizations move to the cloud and how they can use it effectively. Working with charts in Excel.

Week 8: Mid-term exam

SPRING BREAK (MARCH 9 – MARCH 13, 2026)

Week 9: Collaboration between systems

- **Lecture Topics**: Supporting organizational collaboration.
- **Assignments**: Chapter 7 and no homework.
- **Activities**: Explore how business computing systems can be used for collaboration in organizations. Pivot tables in Excel.

Week 10: Processes, organizations and information systems

- **Lecture Topics**: Workgroup, enterprise, and inter-enterprise information systems.
- **Assignments**: Chapter 8 and homework assignment #4.
- **Activities**: Explore how information systems support processes at different levels of an organization. Importing and exporting data in Excel.

Week 11: Social media information systems (SMIS)

- **Lecture Topics**: Principles of SMIS
- **Assignments**: Chapter 9 and no homework.
- **Activities**: Explore components of social media information systems (SMIS) and how they add value in an organization. Importing and exporting data in Excel.

Week 12: Mini project #2 – Using IS for competitive advantage

- You've spent the past few weeks understanding how IS can create opportunities for enhanced collaboration, supporting processes and organizations, and generating revenue from SMIS. Now, it's time to put those foundational skills to work. This week's mini project is your chance to show how you can mentor an organization in leveraging IS for achieving competitive advantages.

Week 13: Information system security

- **Lecture Topics**: Digital security
- **Assignments**: Chapter 10 and no homework.
- **Activities**: Explore how organizations respond to information security threats and create policies. Improving data accuracy in Excel.

Week 14: Information system management

- **Lecture Topics**: The IS department
- **Assignments**: Chapter 11 and homework assignment #5.
- **Activities**: Explore the role, structure, and function of the IS department. Mini project in Excel.

Week 15: Information system development

- **Lecture Topics**: Developing information systems using SDLC
- **Assignments**: Chapter 12 and no assignment.
- **Activities**: Explore information systems development methodologies such as Systems Development Life Cycle (SDLC) and Agile.

Week 16: FINAL EXAM (May 8, 8:00-10:00 am)

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

All emails will be returned within 24 hours. Please make sure to include the course number and section in the email subject.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Students are required to meet the expectations listed below.

- Professional Behavior: It is important that you always maintain a professional demeanor, including during "electronic communication". ETAMU expects this from you, as do current and future employers. In discussing concepts and ideas we need to respect viewpoints, even when we disagree.
- Regular and Timely Participation: You are expected to read all course materials and be prepared to engage in the learning process.
- Assignments:
  - Submitted assignments must be correctly formatted and free of grammatical and stylistic errors. Students in BUSA 1305 should have familiarity with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from grade!
  - Assignments must be submitted on time. Assignments are due at the date and time listed. Start working on each assignment as soon as you possibly can so that you can ask questions in a timely manner if needed. If you do not submit assignments on time, you will lose 25% of the grade per day late.
  - Assignments must be complete. You must complete and submit assignments at the specified due date and time to receive credit for the assignment. Please don't submit work that is only "half-finished".
  - Please submit all assignments in a format that is compatible with Microsoft Office. Save all documents as doc or docx files. Do not submit assignments as PDF documents.

- Back-ups are required: You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit later.
- Good communication skills are a requirement of all management professionals. Company recruiters consider these skills critical. Therefore, 10% of the grade of any submitted paper or report will be based on its quality. Quality refers to following the required format, order, and layout of the submission, the inclusion of graphs and charts where appropriate, and the use of correct grammar, spelling, and punctuation. Keep professionalism in mind. Submit your work in the same way you would to your manager in the business world. All submissions are to be typed using Times New Roman, font size 12 and single spaced. Plagiarism will result in an automatic fail.
- E-mail: All communication for students will be posted as an announcement (and email) on D2L. Therefore, students must routinely check e-mail sent to your respective ETAMU email accounts.
- Make-up or late assignments will only be accepted if you obtain university approved documentation for your excuse. There are no make-up assignments for poor performance on a previous assignment.
- Changes to schedule: While I plan to stick to the class schedule, there may be occasions to modify the schedule. In these cases, all changes will be posted as a D2L announcement and an e-mail to your ETAMU account. It is your responsibility to become aware of any such changes.

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

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

Academic Integrity

Students at East Texas A&M University 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](#)
[Undergraduate Student Academic Dishonesty Form](#)

[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf](#)

[Graduate Student Academic Dishonesty Form](#)

[https://inside.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyForm.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
East Texas A&M University
Velma K. Waters Library Rm 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](#)

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) 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 ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.etamu.edu/counsel**

AI use policy [Draft 2, May 25, 2023]

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

BUSA 1305 AI use course policy:

As your professor, I advocate for the use of AI tools like ChatGPT, Gemini etc. to enrich your learning journey, boost productivity, and advance your career. AI can be an invaluable asset for idea generation, research, and honing analytical skills. However, it's essential to use these tools responsibly and ethically to preserve the integrity of your work and adhere to academic standards.

Acceptable Use of AI:
1. **Research and Idea Generation:** Use AI to help brainstorm topics, generate ideas, and gather preliminary information.

2. **Improving Writing:** Use AI for proofreading to enhance the clarity, grammar, and structure of your writing.

3. **Personalized Learning:** Engage with AI to improve your understanding of course material and develop relevant skills, such as prompt engineering and queries etc.

Unacceptable Use of AI:
1. **Plagiarism:** Presenting AI-generated content as your own without appropriate attribution is strictly forbidden. All submissions must be original and demonstrate your personal understanding and effort.

2. **Cheating:** Using AI to complete assignments, quizzes, or exams, undermining the learning process, is not allowed.

3. **Fabrication of Data:** Generating or altering data using AI tools to misrepresent research findings or results is unacceptable.

4. **Misrepresentation:** Presenting AI-generated content or ideas your own is prohibited.

Guidelines for Responsible Use:
1. **Cite AI Sources:** If you use AI tools to gather information or generate content, provide appropriate citations and acknowledge the use of these tools in your work.

2. **Maintain Academic Integrity:** Ensure that your submissions reflect your own understanding, analysis, and synthesis of the material. Use AI as a supplement, not a substitute, for your learning and effort.

3. **Transparency:** Be honest about the extent to which AI has assisted you in your work. When in doubt, consult with the instructor on how to appropriately integrate AI into your assignments.

4. **Learn and Grow:** Use AI as a learning tool to enhance your knowledge and skills. Strive to understand and internalize the concepts rather than relying solely on AI outputs.

Consequences of Misuse: Violations of this AI policy will be treated as academic misconduct and will be subject to the university's academic integrity procedures. Penalties may include failing the assignment, failing the course, or further disciplinary action as outlined in the university's academic integrity policy.

By adhering to these guidelines, you can effectively harness the power of AI to support your educational journey while maintaining the highest standards of academic integrity and professionalism.

The course AI Policy developed by Dr. Greg Lubiani was adapted for this course.

Department or Accrediting Agency Required Content