



**BUSA 1305 Business Computing Systems
COURSE SYLLABUS: Spring Semester 2022**

INSTRUCTOR INFORMATION

Instructor: *Joe Brodnax, CAP®*

Office Location: *BA 315C*

Virtual Office Hours: *T/TH: 2:00-2:30p; T: 7:00-7:30p*

University Email Address: Joe.Brodnax@tamuc.edu

Department Phone: *903.886.5692*

Department Fax: *903.886.5693*

Preferred Form of Communication: *Email*

Communication Response Time: *Within 48 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.

Course Learning Outcomes

1. Students obtain a clear understanding and be able to describe basic business computing systems concepts and components (ex: data, information, business intelligence/analytics, business processes, information technology, etc.).
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 online classes attendance means frequent access to the course content and material via D2L. 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 based on weekly discussion videos.

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/Exams	Percentage
Assignments	30%
Quiz (2 @ 10% each)	20%
Mid Term Exam	20%
Final Exam	30%
	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 30% 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 falls 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 module. Note: Compliant with COB Student Learning Objective 5: Students will be analytical problem solvers in business environments and COB Student Learning Objective 3: Students will identify and evaluate ethical business issues. (Ethical components are covered in each chapter of the textbook)

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 30% 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 48 hours with the exception of weekends. When you have application issues, please be sure to include screenshots as appropriate. Class slides, assignment descriptions, and the recording of grades are provided through MyLeo D2L. 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

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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 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

The Counseling Center at A&M-Commerce, 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.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Note: The class schedule will be provided the first week of the semester.

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