

MIS 128 – Business Computer Systems

Instructor: Mrs. Tina Lancaster
Office: BA 337
Phone: (903) 886-5689
Faculty Web Site: <http://faculty.tamu-commerce.edu/tlancaster/>
E-mail: tina.lancaster@tamuc.edu
Office Hours: **MW 1:30 – 3:30, TR 1:30-2:30**

Required Materials:

- **ISBN: 1-256-22056-6** Pearson Custom Business Resources [*Information Systems Today Package for Texas A & M Commerce*], VALACICH & SCHNEIDER
- USB Drive

Software: SAP GUI interface (provided as a download), Microsoft Access (provided as a download), Microsoft Excel (provided on campus)

SAP GUI Interface software is available to you free since our university is a member of the SAP University Alliances program and you are enrolled in an MIS course using this software. I cover software download and installation instructions in an audio file in eCollege, as well as in class.

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 the utilization of business application software and problem-solving using that software. Topics include computer systems, management information systems, microcomputer operating systems, word processing, electronic spreadsheets, database management, business graphics, networks, and integrated packages. Industry accepted microcomputer software will be used.

Learning Objectives:

This course is designed to provide students with a basic understanding of how Information Systems are used in organizations for meeting strategic and operational goals. To that end, students will acquire skills using current end-user software for communication, data transformation, collaboration, and problem-solving. The course also covers software and hardware components, information structures, basic business organization and processes, information system security, and networks.

Specific Objectives:

In order to determine the value of this course and to ensure that the concepts, principles, and problem-solving skills developed in the course will be applied on the job or in future academic settings, a set of objectives has been established. By the end of the course you should be able to fulfill a number of roles that require competency in the following areas:

Objectives	Objective Measurement
Distinguish and explain the difference between data, information, and knowledge.	Results of exams, spreadsheet and database exercises, written papers, SAP exercises
Understand and be able to explain the impact of Information Systems on basic business processes	Results of execution of SAP Exercises and exams.

and the difference between functional and cross-functional data and information availability.	
Understand why it is important to implement security measures for business Information Systems.	Results of exams.
Define the steps to the Systems Development Life Cycle and the roles of professionals in business and computing industries with respect to information systems.	Results of group collaboration exercise and exams.
Understand the nature of relationships among entities and attributes in a database management system and apply the principle of cardinality.	Results of written exercises, SAP exercises, and database management system exercises.
Understand how Information Systems have contributed to the globalization of business.	Results of written exercises, SAP exercises, and exams.
Acquire beginning skills with industry-standard application software to solve business-related problems, present information from data, perform functional calculations, and select appropriate software for various business tasks.	Results of SAP exercises, spreadsheet software exercises and projects, database management system exercises, and other software exercises.

NOTE: Failure to demonstrate mastery of these objectives will result in a failing grade in the course, regardless of other grades.

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 citations, 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.

Course Policies:

- **Class Participation:** 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. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution of comments in the collaboration exercises.
- **Behavior:** "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Book). During your collaboration with me and your fellow students online or in class, professionalism and respect will be expected. I encourage you to assist one another via the blog sessions or the Student Lounge within eCollege, but always respect one another's opinion and communicate professionally with each other and with me.

- **Any form of cheating--copying, sharing files, submitting the work of another as your own--is not permitted. Students who participate (as givers/receivers) in any form of cheating will fail the course**
- **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@tamu-commerce.edu

In this course, students play four roles (As you assume these roles, this may change the course syllabus): (1). Valued customers of Texas A&M University-Commerce; (2) Co-Managers of the teaching/learning process; (3) Products whom we supply to employers, and (4) To a lesser extent, in-process or raw materials as you acquire additional knowledge.

Class Calendar:

The class schedule will be provided in eCollege. Each assignment is listed with its due date. Since assignments and projects make up the majority of your grade, you should make every effort to complete them on time. Late assignments are **NOT** accepted, so plan your time accordingly.

Grading:

Assignments/Projects	Percentage
Class participation, team exercises	15%
SAP Assignments	20%
Spreadsheet and Database Assignments	25%
Quizzes	10%
Mid Term Exam	10%
Final Exam	20%
Total	100%

90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

NOTE: Failure to demonstrate mastery of the course objectives will result in a failing grade in the course, regardless of other grades.

Grading Rubrics for assignments

Spreadsheet and Database Assignments: Objective scoring

SAP Assignments: Objective scoring based on completion of required Document Flow elements.

Spreadsheet and Database Exercises:

Criteria	Criteria Description	Point Value	Score
Formatting	Your Assignment's formatting instructions are followed exactly.	10	
Tasks	All assigned formulas and functions are completed as directed	80	
Timeliness	Assignment was completed on time and submitted to the proper drop box.	10	
Total		100	

Writing assignment will be a compilation of discussion boards, Facebook posts, and other work as assigned. Topics will be provided approximately every two weeks and students will be required to respond and discuss these topics with their classmates. Discussion board and blog topics may include (but are not limited to):

- Enterprise resource planning software
- Crowdsourcing and its impact on business
- The use of social networking in business
- Observations about databases use in popular websites
- Issues regarding information security
- Student experiences with the SAP exercises and their relationship to Information technology and the business processes

Criteria	Criteria Description	Point Value	Score
Responses	Students are required to provide at least 3 responses to the topic assigned. The responses must be complete thoughts, no one-word answers or "I agree." Each student should provide examples of the topic, discussion with a posted response, or an answer to a question posed by a classmate or the instructor.	30	
Quality of your response to the postings of your classmates	Responses should support the arguments/rationale. In some cases, the blog, for example, personal experiences will be addressed. These responses should be clear, concise, and always respectful of your classmates. The point here is to remember you are in a professional environment.	20	
Participation	Participation within the discussions was of a high degree of engagement and interaction with peers occurred throughout the period assigned.	20	
Timeliness	Generally, you will have a period of 14 days to engage in an online discussion or blog. A score of "20" will be assigned if your postings/interactions occur across the instructional two weeks (i.e. on 5 or more days) and are of high quality. A score of "15" will be assigned if your postings/interactions occur across 3 days . A score of "5" will be assigned if your postings occur on 1 day of the instructional period.	20	
Organization	Organization to include spelling, grammar and correct APA citations as appropriate.	10	
Total		100	

Class Policies and Expectations

1. You are now in Business School and part of this course is to introduce you and prepare you for the professionalism required in business. I will treat you professionally and expect the same in return. Further, we will practice professionalism and mutual respect online among your peers in class, emails, discussion boards, and class blogs.
2. This class is web enhanced. This means a significant amount of material can be found in eCollege. You are expected to read this material in addition to the assigned readings for each week found in the Course Calendar. **Further, you are expected to check the FaceBook Group at least once per day.** I will respond to your emails or posts within 24 hours and from you, I expect the same courtesy.
3. Email, being an accepted form of business communication, will be used in a business-like and professional manner when you are communicating with me or your classmates. That is, text-messaging formats and IM formats are not allowed. Do not use 'I' when you mean I and 'u' when you should say 'you,' etc. All emails should include a salutation and your signature block that includes your full name and campus wide ID number.
4. **ANY** form of cheating will result in an automatic F for this course.

Texas A&M University-Commerce

College of Business and Entrepreneurship

Academic Honesty Policy

Statement of Ethical and Professional Conduct:

The College of Business and Technology at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

1. Illegal activity: Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.

2. Dishonest Conduct: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.

3. Cheating: The unauthorized use of another's work and reporting it as your own.

4. Plagiarism: Using someone else's ideas and not giving proper credit.

5. Collusion: Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff and students will always be afforded due process and review as appropriate.

Print Name _____ Signed _____ Date _____

I have read and received a copy of the Course Syllabus, Course Policies, and the Course Calendar. Further, I agree to comply with these documents. Please print your name below and submit to the drop box entitled Course Contract. This document is for a class participation Grade.

Printed Name, CWID

Signature, Date

