

**MIS 128 Business Computing Systems
COURSE SYLLABUS
Fall 2014**

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Office Hours: TR 11:00 to 2:00 and by appointment.

Welcome to MIS 128!

I am available during office hours and by appointment. I am in my office most of the week so feel free to stop by my office at other times but realize I may be busy or in a meeting. The best way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. I generally respond to emails within a 24 hour time period. Please send emails to Jeremy.StJohn@tamuc.edu. *Please include MIS 128 in the subject line.*

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 business application software and problem-solving using application software.

COURSE PREREQUISITE(S): No prerequisites.

COURSE OBJECTIVES:

After successfully completing this course, students will:

1. Demonstrate basic information systems knowledge.
2. Gain an understanding of software and hardware components.
3. Demonstrate knowledge of how applications software can be leveraged to improve the efficiency and effectiveness of employees and business operations.
4. Learn how to use spreadsheets for problem solving and decision making.
5. Demonstrate the ability to complete project documentation.

MEANS TO ACCOMPLISH OBJECTIVES:

1. Discussion boards.
2. Case studies.
3. Application exercises.
4. Concept quizzes.

TEXTBOOK(S) AND OTHER REQUIRED MATERIALS:

ISBN: 978-0-13-302967-3 Using MIS 2013 It's Your Future (sixth edition), Kroenke

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@tamuc.edu

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 citation, 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.

WORK SUBMITTED TO THIS PROFESSOR MAY BE VERIFIED BY TURNITIN.COM.

All students are to read the honesty policy for the College of Business and Technology. (See online)

ORGANIZATION

Material for this class is organized by week in weekly sections on the course website (ecollege). There is a section for each week of the semester. Material will usually not be available until the beginning of the week (Monday). Graded material such as discussion assignments, assigned cases, exercises, and quizzes will be located under each week's section if they are assigned that week. Assignments are typically available Monday and due by the end of the week on Sunday. However, due dates may vary with the length of the assignment or holidays. Please check the weekly section for specific due dates. Assignments will include directions on how to turn them in. Most assignments are turned in via the dropbox in ecollege.

APPEALS PROCESS:

Students taking online classes at Texas A&M University-Commerce have the same rights as students enrolled in face-to-face classes. The A&M-Commerce Student Guidebook (page 55) details those rights and explains complaint and grievance procedures, as well as the Student Code of Conduct. Students have the right to appeal course grades, Guidebook (page 35), admissions committee decisions, or any adverse action taken by any online faculty against any student. The appeal process is the same for all types of appeals.

Assignments/Application Exercises:

All assignments are individual assignments and are to be the result of your own work. I cannot provide assignments in advance since they are generally created just before they are assigned. You will have at least one week to complete each assignment, if you go out of town make sure you have Internet access.

CONCEPT QUIZZES

Concept quizzes test your knowledge of chapter concepts and industry terminology. Each quiz covers multiple chapters. Quizzes are usually in multiple choice format but may include fill in the blank or short answer questions. Quizzes are always timed so preparation and familiarity with the material is important. For online quizzes, questions are usually randomly drawn from a bank of quiz questions and you cannot go back to previous questions. The focus of questions is on the textbook material but may include material from lectures,

discussions and assignments not covered by the textbook. You will generally have a period of 3 days (the weekend) to complete each quiz. You can begin the quiz at any time during this period but must finish once you begin. If you have technical problems notify the instructor immediately via email and explain the problem.

More detail about each quiz may be provided in the weekly sections of ecollege (such as “In this chapter focus on ...” or “it is not necessary to read pages ... they will not be covered by the quiz...”).

DISCUSSION QUESTIONS

In this course, you will be expected to participate in weekly discussions. A major part of the learning experience in this class should come from lectures and class discussions, both of which are considered class participation. I choose discussion questions very carefully and guide them with specific learning objectives in mind. These discussion questions usually do not have specific correct answers I am looking for, rather these really are discussion questions to be discussed.

Professional communication (primarily be polite, keep most of the discussion on topic) is always expected. You should always support your response. Support can take the form of personal experience, examples, or external sources such as Web whenever appropriate.

Discussion questions may or may not be graded and may add up to 50 points to the total points used to calculate your grade. Discussion questions, if given, will be given ad hoc usually on days when class attendance seems low.

GRADING POLICY:

5 Projects: 50 points each	250 points
4 Concept Quizzes: 50 points each	200 points
Discussions Questions: up to 10 points each	0 to 50 points
Total points used to calculate your grade	450 to 500 points

Minimum percentages for grade level are as follows:

A	90+	percent of total points
B	80-89	percent of total points
C	70-79	percent of total points
D	60-69	percent of total points

One letter grade may be deducted each day for papers turned in late. Anyone caught plagiarizing will receive a zero on that assignment.

TENTATIVE COURSE SCHEDULE

The most current tentative course schedule will be posted in ecollege. Sometimes it is necessary to extend due dates or make changes/correction to assignments. Any changes to the schedule will be announced in ecollege. Please check ecollege announcements regularly for changes or updates.