

MIS 128 Business Computing Systems

COURSE SYLLABUS

Fall 2015

Instructor: Dr. Jeremy St. John

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Office: BA 323

Office Hours: TBA 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. Class Discussions.
2. Application exercises.
3. Concept exams.

TEXTBOOK(S) AND OTHER REQUIRED MATERIALS:

1. ISBN-13: 978-0133919868 **ISBN-10:** 0133919862 **Using MIS 2015** (8th edition), David M. Kroenke (kindle edition available)

2. Kindle edition **Excel for Landmen and the Oil & Gas Attorney** (http://www.amazon.com/Excel-Landmen-Oil-Gas-Attorney-ebook/dp/B00ACQPSB8/ref=sr_1_1?ie=UTF8&qid=1419969383&sr=8-1&keywords=excel+for+landmen).

NOTE: This course will use exercises and content from the instructor's kindle edition textbook **Excel for Landmen and the Oil & Gas Attorney**. This content will be modified to fit this course's learning objectives and will be provided by the instructor free of charge. In other words you do not need to buy the Excel for Landmen book.

3. Microsoft Excel 2007, 2010 or 2013 will be required to complete most application exercises.

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)

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.

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.

PROJECTS/ASSIGNMENTS/APPLICATION EXERCISES:

All projects are individual assignments and are to be the result of your own work. I cannot provide projects in

advance since they are generally created just before they are assigned. You will have at least one week to complete each project, if you go out of town make sure you have Internet access.

Late projects: 10% will be deducted for assignments less than 1 week late, 50% will be deducted for assignments 1 to 2 weeks late. Projects are not accepted if they are more than 2 weeks late or turned in after the final exam. Most assignments will involve Microsoft Excel and must be turned in via that project's dropbox on the class website in eCollege.

QUIZZES

Quizzes are usually given at the end of the lecture during class but may also be given online through ecollege. The focus of quiz questions is on the material covered by the lecture but may include other material such as reading assignments. The primary purpose of these quizzes is to encourage class attendance and thereby student success. If you expect to miss class often consider taking this class later when it is offered online and the lectures are online. Missed quizzes cannot be taken after they are given in class unless you have a university approved excuse. If you have a university approved excuse for missing class notify the instructor to arrange time for a make-up quiz which by necessity must be different than the in-class quiz.

EXAMS

Concept exams test your knowledge of chapter concepts and industry terminology. Each exam covers multiple chapters and may include questions about the project assignments (Excel questions). Exams are usually in multiple choice format but may include fill in the blank or short answer questions. Exams are always timed so preparation and familiarity with the material is important. For online exams, questions are usually randomly drawn from a bank of exam 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. If given online you will generally have a period of 3 days (the weekend) to complete each exam. You can begin the exam 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 exam may be provided during class or 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 exam...").

CLASS ATTENDANCE

This course is considered an "enhanced course" which means primarily live, traditional class lectures with some content online through ecollege. In this course, you are responsible for announcements made in class and announcements posted in ecollege. These often pertain to assignments and quizzes. You are also responsible for material covered during class lectures.

A major part of the learning experience in this class should come from lectures and class discussions, both of which are considered class participation. Professional communication (primarily be polite, keep most of the discussion on topic) is always expected.

GRADING POLICY:

6 Projects: 40 points each	240 points
4 Exams: 50 points each	200 points

10 Quizzes: 5 points each	50 points
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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

Anyone caught plagiarizing on an assignment 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.