COURSE ORGL 126 OCW Computer Information Systems
COURSE SYLLABUS: 1/13/20 – 2/28/20

INSTRUCTOR INFORMATION

Instructor: Mr. Joe Shipman, M.S., Adjunct Instructor
Office Location: No on campus office location, but I can meet in the Library or Tab Offices if needed.
Office Hours: Online Mon 8am-10:30am, Tues 8am-10:30am; or by appointment
Office Phone: 903-851-3183
Office Fax:
University Email Address: joe.shipman@tamuc.edu
Preferred Form of Communication: Email is the preferred form of contact.
Communication Response Time: Emails are generally answered within 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required - Course materials for this course are provided under each learning objective. There is no required book, aside from the material linked from within the course content.
Software Required – Computer/Internet access and connection: high-speed preferred (not dial up). Speakers - so you can hear audio enhanced assignments throughout the semester.
Optional Texts and/or Materials

Course Description

In this course, students examine how an information system can manage a organizations' processes and organization, as well as the factors that can influence how an organization selects their IS. Students also study how databases are used in organizations to collect data, the different methodologies used to develop an IS, its functional systems, and the fundamentals of communication and networking within a system and among multiple systems. Students also evaluate the Internet's impact on the use of IS in organizations. Finally, students study the variety of roles and

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responsibilities within an IS department and the role of management, as well as ethical considerations and how an organization must protect itself against system threats.

Student Learning Outcomes Analyze the purpose, components, and issues related to common computer information systems

1. Describe cloud computing and its advantages and disadvantages for use in an organization
2. Describe how databases are used in an organization.
3. Explain fundamental communication and networking concepts
4. Explain how the Internet impacts the way organizations use information systems.
5. Describe how an organization can protect against various information system threats.
6. Explain the factors that influence how an organization selects information systems.
7. Analyze the impact of business processes and information systems on an organization.
8. Analyze the roles and responsibilities associated with information systems management.
9. Explain the differences between software development methodologies;
10. Describe the role of information technology in globalization
11. Explain how organizations manage ethical considerations with respect to information systems.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, ability to watch and listen to video presentations or view through assistive technologies.

Instructional Methods

On the left-hand side of the course, you will see a table of contents view of the course. Before beginning with the content, there is a pre-test available for you to take. This test must be completed before a posttest can be submitted. This test will help us in several ways, as it provides a potential learning path based on your current knowledge of the subject matter, it allows us to evaluate the effectiveness of our content, and it provides you with a look at what test questions will be like for this course. If you don't know the answer to a question, please do not hesitate to leave it blank. This test will not count for or against you.

The content for this course is divided into content 3 main parts that have been divided into multiple modules. Each content module specifically addresses a desired learning outcome for the course.

Please start with the first module LO1, seen in Part 1: Computer Information Systems. In each learning outcome, you will find a reading and additional resources for the

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outcome along with an assessment. These assessments are not required but are present for your benefit to help you evaluate your retention of the content presented in the course material.

Once you have completed the pretest and worked through the course content, you are ready for the posttest and course project. You must score a combined score of 80 percent or higher to complete this course.

Student Responsibilities or Tips for Success in the Course

It is highly recommended that you log into your course early. Take the pre-test right away and begin working through the course learning modules one by one. Most students in the past that have been successful in this course typically spend from around 800 minutes to 1500 minutes in the course depending on the their current knowledge. Don't attempt to cram the course in the last week as you may not have the time needed to succesffuly study, retain and complete the course.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
Fail = 70% or Below

Assessments

You have a posttest assessment, as well as, a project in this course. The post test, which you have three testing opportunities to pass with an 80 percent or higher and the course project, which you must also pass with an 80 or higher to pass. Both the project and the posttest must be completed with a score greater than 80 percent. Your final grade will be calculated by averaging the two final scores.

The post test will be scored on a scale from 0 to 100. You have three opportunities to successfully complete the posttest with a grade of 80 or higher. Once scoring greater than 80 percent within the three opportunities allowed, the posttest grade will be assigned.

The course project will be graded based on the following rubric.

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20	Presentation of the proposal. This means, use correct grammar. Stylize where appropriate. (i.e. Use bold or a larger font for headings, use a numbered list or bulleted list, video headings, related graphics or charts if appropriate, and etc.)
30	Did you identify and present a solution for each concern listed in the case statement?
30	Quality of your recommendations. Were your recommendations convincing and did you provide data to back up your recommendations? Did you use case studies, articles or examples to bolster your position (also, did you cite those studies, articles or examples in such a way that I can easily find them)?
20	Did you address potential counter-arguments? (For example security, costs, training, and implementation...etc.?)

Learning objectives for ORGL 126 will be assessed through the following assessment mechanisms

Learning Objective	Posttest	Course Project
Describe cloud computing and its advantages and disadvantages for use in an organization	☐	☐
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Describe how databases are used in an organization.	☐	
Explain fundamental communication and networking concepts Explain how the Internet impacts the way organizations use information systems.	☐	☐
Describe how an organization can protect against various information system threats.	☐	

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Explain the factors that influence how an organization selects information systems.	☐	☐
Analyze the impact of business processes and information systems on an organization.	☐	☐
Analyze the roles and responsibilities associated with information systems management.	☐	☐
Explain the differences between software development methodologies	☐	
Describe the role of information technology in globalization	☐	
Explain how organizations manage ethical considerations with respect to information systems.	☐	

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.

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- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

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Device	Operating System	Browser	Supported Browser Version(s)
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
   Pop-ups are allowed.
   JavaScript is enabled.
   Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is

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the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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
Brightspace Support
Need Help?
Student 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 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

Emails are generally answered within 24 hours with the exception of weekends.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Once a posttest has been opened, it will not be reopened due to connection errors, interuptions and other non-system related purposes. Because the test questions will have been exposed, the same test may not be reopened.

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: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and 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

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[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur es/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf](#)

ADA Statement

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 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/studentDisabilityResourcesAndServ ices/](#)

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.

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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.

COURSE OUTLINE / CALENDAR

This course is a self-paced course that must be completed by December 13, 2019 at 5:00 pm. Completed means both a posttest and course project must be completed with a score of 80 or higher for both assessments.

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