Instructor: Wade M. Jackson  
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E-mail: wjackson@memphis.edu  
Office: FCBE #336  

Office Hours: Office Hours 2:10 – 3:40 p.m. Monday and Wednesday. Other hours by appointment.

Course Overview

This course is an introduction to major concepts in business information systems, including computer hardware, software, networks, databases, the Internet, and electronic commerce with an emphasis on use of spreadsheet technology to solve business problems.

Pre-Requisites/Co-Requisites:

There are no course pre-requisites to enrolling in this course.

Required Texts (and Related Materials):

  Available in bound version, loose-leaf version, and e-text. Only the bound version can be purchased as used, and only the bound version can be re-sold.


Recommended Texts (and Related Materials):

It is recommended (but not required) that students who have not had experience with Microsoft Excel consider purchasing either the Access Code with the e-text for Excel or the textbook Wood and Nordell (2014) *Microsoft® Office 2013 In Practice Excel Complete*. McGraw-Hill Publishing Company. ISBN: 0078096006

Location of Course Materials:
Course materials are located online at:

- [http://www.ecourseware.memphis.edu](http://www.ecourseware.memphis.edu) (instructions, PowerPoints, text exams, news)
- [http://memphis.simnetonline.com](http://memphis.simnetonline.com) (all Excel instruction, projects, exams, etc.)

**Course Objectives:**

- Students will gain an understanding of why becoming proficient with technology will help them to understand and participate in important issues in the world, the workplace, and society.
- Students will study the various types of computer-based information systems used in organizations and how to creatively use these information systems to support business operation, decision-making, and the achievement of strategic objectives.
- Students will gain an understanding of the digital components of a computer including input and output devices, processing, storage, connectivity, ports, and power controls.
- Students will become aware of the social implications, security, ethical and legal issues associated with the use of information technologies.
- Students will gain understanding of the way organizations use Internet, Intranets and Extranets and how to make the most of the Web’s Resources.
- Students will understand the difference in application and system software and will study various types of business, multimedia and entertainment software.
- Students will study the various types of mobile devices and the use of these devices in business.
- Students will gain an understanding of the career options for Business and Information Technology majors.
- Students will demonstrate critical thinking skills as applied to Business and Information Technology majors.
- Students will demonstrate an ability to use the Microsoft® Office Applications suite to solve business problems.
- Students will be given the opportunity to become Excel Certified.
- Students will demonstrate presentation skills using PowerPoint.
- Students will strive to be better communicators and to maintain emotional control.

**Fogelman College: Learning Outcomes for Your Degree**

<table>
<thead>
<tr>
<th>Program</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td><a href="http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf">http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf</a></td>
</tr>
</tbody>
</table>

**Course Methodology**

This course has deadlines that have to be met, but students will be given a range of dates for completing all assignments and exams. Some of the work will require you to work outside on class. The College of Business has labs available in rooms 100 and 372 that you can use. In addition, the Tech Lab in the Student Center is available. You do not have to have Excel 2013 on your computer when you are doing the lessons because the lessons are in a simulation on SIMnet.
However, there are 4 projects that will require that you have Excel 2013 on the computer you are using. You will need to either work where you have this software installed or if you do not have the software, you can download a free copy at: http://memphis.edu/getoffice

Professor's Expectations:

The most important expectation is that students stay engaged and complete assignments in a timely manner. The course is designed to help the student complete the work without undue pressure, but the timeline requires the student to be working both in class and out of class on a regular basis. All assignments have definite due dates. There will be no make-up exams, so it is expected that students plan to be in class on the day of an exam. As with all technology, there may be times when there are computer problems. Any computers problems can be addressed by one of the options shown on the eCourseware Content Tab. Students must address any home computer technology problems quickly so that not much time lost is lost. A good suggestion is to have a backup computer plan.

Grading and Evaluation Criteria

Students will be evaluated in the following areas:

1. **Exams 60% of grade**
   There will be 5 exams during the semester. Each exam is worth 100 points. Each exam is 12% of your grade. Two of the exams (2\textsuperscript{nd} and 5\textsuperscript{th}) will cover material from the *Information Systems Today* textbook. These exams will be online in eCourseware. Exams 1 and 3 will be on Excel applications and will be online in SIMnet. Exam 4 is a Microsoft® Office Specialist Certification Exam for Excel 2013. The exam must be given at The University of Memphis campus or at another certified testing center. Other certified agencies include the Lambuth campus and New Horizons. If the student passes the exam at the required level, the student can earn a Microsoft Certification. Certification is not required for passing the course; however, each student is given the opportunity to earn that certification. This exam grade will count 12% of the class grade as do each of the other exams. Students may take the Certification exam twice. The higher grade will be the exam grade for the class.

2. **Projects in SIMnet 20% of grade**
   Students will have 4 projects in SIMnet to submit for grading. Each project will be graded separately and then the average of the 4 will be the overall score for 20% of you final grade. This is the only part of the Excel work where you must have Excel 2013 on the computer. You can choose to download a free version, work in the campus labs or at a library or any other place where you have 2013.

3. **Computers Now 5% of grade**
   Students will have tutorial lessons on SIMnet concerning the computer hardware/software. Tutorial lessons are evaluated on SIMnet.

4. **PowerPoint Presentation 10% of grade**
   Each student will create a PowerPoint presentation as assigned by the professor.

5. **Business and Information Enrichment Points 5% of grade**
Students will be given several opportunities to earn BIT points which will enhance your overall grade. These enrichment activities will be discussed in class so that you can choose which ones (if any) you would be interested in pursuing. There is additional information about these points at the end of this syllabus and also on a separate page of the Content section for your class on eCourseware.

Specific due dates will be stated for the above activities. Failure to complete items before the due date will result no credit. It can be assumed that if no due date is specified, the work is due by the end of the week in which the assignment is made, so that you are always up-to-date.

An optional comprehensive final covering the Information Systems Today text materials and Excel applications can be substituted for a low grade on any one of the five 100-point exams. No one has to take the comprehensive final—it serves only to improve the grade or to make up for a test that was not taken.

SIMnet grades will be posted on SIMnet as you complete the assignment, and eCourseware exams and PowerPoint Presentation will be posted on eCourseware. Both SIMnet grades and eCourseware grades will be posted on the eCourseware Grades tab during the semester.

Final Course Grades

A = 90% or higher  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = Less than 60% of total points  

The MIS Department does not give + (plus) or – (minus) grades.

Final Exam Schedule

The final exam for this course will be given during the Final Exam period as scheduled on the Memphis website. This is an optional exam, but it must be taken during the time set aside for this class.

Course Policies

E-MAIL:

I prefer that you use eCourseware/eLearn email when you plan to email me. There is a discussion board on eCourseware to communicate with other classmates.

Attendance:

Students need to be actively engaged in the class. The expectation is that you are in class at the time of your class. Although there is work that you can do outside of class, this is not an online
course. Necessary information about assignments and class discussions require that you be in class.

**Academic Integrity:**
Your instructor will adhere to university policies related to cheating and class conduct. (Refer to the *Student Handbook*, sections Academic and Misconduct and Classroom Misconduct for information) SIMnet Online has integrity checking to be sure that a student submits their own work.

*Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website.*

**Late Assignments:**
Late assignments will have a penalty. In some cases the assignments will not remain on the web after the day and time due.

**Extra Credit:**
There is no extra credit in this course.

**Reporting Illness or Absence:**
Please report by email any extended illness or problems that would keep you from turning in assignments on time.

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**Student Services**

Please access the [FCBE Student Services](#) page for information about:

- **Students with Disabilities**
  
  Please be sure to give your professor your form from the SDA office

- **Tutoring and other Academic Assistance**
  
  Peer Power Tutors are available for students who need extra help. Please let your professor know that you need one. The service is free.

- **Advising Services for Fogelman Students**

- **Technical Assistance**
<table>
<thead>
<tr>
<th>WEEK</th>
<th>CONCEPT BOOK ASSIGNMENTS</th>
<th>SIMNET EXCEL ASSIGNMENTS</th>
<th>ADDITIONAL ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 August 24</td>
<td>Read Chapter 1 in Information Systems Today (IST) and view PowerPoints</td>
<td>Register for SIMnet; Review syllabus</td>
<td>Read Introductory Material on eCourseware; Complete Lesson 1 of Computing Now</td>
</tr>
<tr>
<td>2 August 31</td>
<td>Continue Chapter 1 and read Chapter 3 pp. 96-116; 121-127 of IST then view PowerPoints</td>
<td>Lesson 1 SIMnet</td>
<td>Lesson 2 Computing Now</td>
</tr>
<tr>
<td>3 September 8</td>
<td>Continue Chapter 3, and read Chapter 4 on IST then view PowerPoints</td>
<td>Lesson 2 SIMnet</td>
<td>Lesson 3 Computing Now</td>
</tr>
<tr>
<td>4 September 14</td>
<td>Continue with Chapter 4 IST</td>
<td>Lesson 3 SIMnet</td>
<td>Project 1 in SIMnet</td>
</tr>
<tr>
<td>5 September 21</td>
<td>Read Chapter 5 in IST and view PowerPoints</td>
<td>Lesson 4 SIMnet</td>
<td>Project 1 due Project 2 Assigned EXCEL EXAM NEXT WEEK</td>
</tr>
<tr>
<td>6 September 28</td>
<td>Continue Chapter 5</td>
<td>Exam 1 Excel Lessons 1-4</td>
<td>Project 2 due; Lesson 4 Computing Now IST EXAM NEXT WEEK</td>
</tr>
<tr>
<td>7 October 5</td>
<td>Exam 2 IST CHAPTERS 1, 3, 4 AND 5</td>
<td>Lesson 5 SIMnet</td>
<td>Project 3 assigned</td>
</tr>
<tr>
<td>8 October 14</td>
<td>Read Chapter 6 in IST; view PowerPoints</td>
<td>Lesson 6 SIMnet</td>
<td>Project 3 due; Lesson 5 Computing Now; Assign</td>
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<tr>
<td>Date</td>
<td>Assignment</td>
<td>PowerPoint Presentations</td>
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<tr>
<td>9 October 19</td>
<td>Continue Chapter 6 and read Chapter 7, pp. 287-295. View PowerPoints</td>
<td>Lesson 7 SIMnet Project 4 SIMnet Lesson 6 Computing Now</td>
<td></td>
</tr>
<tr>
<td>10 October 26</td>
<td>Read Chapter 8, pp. 308-318 and pp326-338 in IST; Read Chapter 9 in IST; View all PowerPoints</td>
<td>Lesson 8 in SIMnet Lesson 9 in SIMnet Project 4 due Lesson 7 Computing Now Excel Exam 3 next week</td>
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</tr>
<tr>
<td>11 November 2</td>
<td>Continue Chapter 9; and read Chapter 10, pp. 392-409; 416-427. View PowerPoints</td>
<td><strong>Exam 3 Excel lessons 1-9</strong> MOS practice MOS exam next week PowerPoint Presentations</td>
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</tr>
<tr>
<td>12 November 9</td>
<td>Continue Chapter 10</td>
<td><strong>Microsoft Office Specialist Certification Exam on Excel (exam 4)</strong> Retakes for MOS next week PowerPoint Presentations</td>
<td></td>
</tr>
<tr>
<td>13 November 16</td>
<td></td>
<td><strong>Microsoft Office Specialist Certification Exam RETAKES</strong> PowerPoint Presentations BIT points due Nov. 20</td>
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<tr>
<td>14 November 23</td>
<td></td>
<td>PowerPoint Presentations</td>
<td></td>
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<tr>
<td>15 November 30</td>
<td></td>
<td><strong>Exam 5 INST Chapters 6-10</strong> PowerPoint Presentations</td>
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EXAM WEEK IS DECEMBER4-10. REFER TO UNIVERSITY CALENDAR FOR THE DAY AND TIME FOR YOUR EXAM. THE FINAL EXAM IS OPTIONAL.
The BIT Professional Enrichment Program

BIT Points

The department of Business Information & Technology (BIT) – formerly MIS – has initiated a new program for all students enrolled in MIS 2749 and MIS 3210. It is the BIT Professional Enrichment program. The purpose of the BIT Professional Enrichment Program is to encourage you to participate in extracurricular events and activities that offer learning opportunities about business careers or that enhance your personal and professional competencies (e.g., reliability, honesty, integrity, being positive, supporting others, etc.)

The program works like this: you select and attend professional development events. In most cases, each event is worth 1 point. If you attend at least five events over the course of the semester, you will earn the maximum number of BIT points (5), which counts as five percent of your grade in this course.

Procedure to Earn BIT Point Credits:

1. Identify organizations that may be hosting events related to your major (such as the FCBE Complete Professional Program, registered student organizations, industry professional groups). Review the organization’s calendar of events and select one or more that interests you.
2. Prior to attending an event, obtain a copy of the Event Attendance Verification Form, found below.
3. If the event is NOT on the list of pre-approved events (see below), you will need your instructor’s preapproval to get BIT point credit for attending the event. Ask your instructor to sign the form before the event to indicate approval.
4. Attend the event. After the event, ask the event sponsor representative (e.g., Kathy Tuberville, or whoever is running that event) to sign the form to verify attendance.
5. Turn in the signed form to your course instructor.

Notes:

- You are required to remain at the event for its entire duration to receive credit.
- It is your responsibility to discover, select, and register for events. It is also your responsibility to complete and turn in the Event Attendance Verification Form.
- Some events require pre-registration and/or have eligibility requirements. It is your responsibility to comply with the sponsoring organizations requirements for attendance.
- Events with durations over 1-1/2 hours are eligible for additional BIT points. For example, if you attend a half-day event (4 hours), each additional hour is worth one BIT point; you would earn a total of four BIT points.
**Pre-approved events (that do NOT require your instructor’s signature in advance):**

1. Any event/program hosted by the *Complete Professional Program* including but not limited to (earn one point per session) (for more information see: http://www.memphis.edu/professional/index.php):
   - Programs of three sessions:
     - Accounting Careers of Tomorrow
     - Futures in Finance
     - Moving into Management
     - Professionalism First!
     - Technology Careers In Business
   - Programs with a series of single sessions:
     - Against All Odds Luncheons (speaker/lunch)
     - Fogelman Serves (volunteer opportunities)
     - Women in Action (female guest speakers)
   - Programs with one-time sessions:
     - Toastmaster’s meetings
     - Business Etiquette Dinner
   - Other Programs:
     - Peer Power
     - Others, see web site and visit the Avron B. Fogelman Professional Development Center

2. *Professional-development* events hosted by any of the following registered student organizations (for more information contact the associated department’s main office):
   - Association for Management Information Systems (AMIS) (in Business Information & Technology, formerly MIS)
   - Alpha Kappa Psi (in Graduate Programs Office)
   - Beta Alpha Psi (in Accounting, Finance, or Business Information & Technology)
   - Financial Management Association (in Management)
   - International Business Student Organization (in Management)
   - SHRM (in Management)
   - Student Marketing Association (in Marketing and Supply Chain Management)
   - Supply Chain Management Student Association (in Marketing and Supply Chain Management)

*Other events may be eligible for credit with instructor pre-approval. For example:*
   - Meetup groups related to a business profession (e.g., Java Users Group)
   - Professional organization meetings (e.g., Project Management Institute Memphis Chapter, Society of Information Management Memphis Chapter, etc.)
• techCamp (at Southwest Community College – on November 7th, 2015)
BIT
Professional
Enrichment
Program
Event
Attendance
Verification
Form
Required for BIT Point course credit in MIS 2749 and MIS 3210

ALL FORMS MUST BE TURNED IN BY NOVEMBER 20

Class to receive credit: MIS ________, Section ________

Student Name: ___________________________________________
**Event:**

**Event date:**

**Sponsoring Organization:**

**These events do not require pre-approval from the course instructor**

- **All events hosted by the Complete Professional Program**
- **Professional development events hosted by these registered student organizations:**
  - The Association for Management Information Systems (AMIS)
  - The Economics Club
  - Financial Management Association
  - Supply Chain Management Student Association
  - Future Business Leaders of America
  - International Business Student Organization
  - Society for Human Resources Management
  - Student Marketing Association

**All other events require pre-approval from the course instructor**

**Instructor:**

**Non-pre-approved event name:** ___________________________________________

*By signing below, I approve this event as eligible for course credit:*

Signature: __________________________________________

Date: __________________________________________

**Verification of Attendance by event sponsor**

**Event Sponsor Representative:**

*By signing below, I verify that the student named above has been in attendance at this event.*

Print Name: __________________________________________

Signature: __________________________________________

Date: __________________________________________

*Please return this form to your course instructor.*

*Note: Some events require pre-registration and/or have eligibility requirements. It is*
the student’s responsibility to comply with the sponsoring organizations requirements for attendance.