Course Syllabus
MIS-7650-502, Introduction to Management Information Systems
Fall 2015
6:00-9:00PM (Wednesdays) - Collierville Campus
3.0 Credit Hours

(Last updated: 8/24/2015)

Instructor: S. J. (Sandy) Schaeffer, III

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Office Hours: As we will be meeting four evenings each week, the best way to connect with me for general conversation is before/during/after the standard class time. (I will be happy to stay after class for questions.) However, I will hold standard means for communicating with the instructor is via course email throughout the semester. However, phone calls can be scheduled on Tuesdays, Thursdays, and Fridays from 4:00-5:30PM (Central Time).

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) (New Window) (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

- BBA (New Window)
- BBA Accounting (New Window)

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 (New Window)

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:

Exams: 50% of grade

There will be 5 exams during the semester. Each exam is worth 100 points. Each exam is 10% of your grade. Two of the exams (2nd and 5th) 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 Office Specialist Certification.
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 10% 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.

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 your 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.

Computers Now: 5% of grade

Students will have tutorial lessons on SIMnet concerning the computer hardware/software. Tutorial lessons are evaluated on SIMnet and will be worth up to 50 points on your final grade.

PowerPoint Presentation: 10% of grade

Each student will create a PowerPoint presentation as assigned by the professor. Total maximum value of 100 points toward the final grade.

Online Discussion Formums: 7.5% of Grade (Hybrid Class Only)

There will be three (3) formal online discussion activities (25 pts each) over the course of the semester.

MIS Contemporary Article: 2.5% of Grade (Hybrid Class Only)

There will be one (1) MIS Article Write-up and Discussion to be completed that will be worth 25 points towards your final grade.

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.

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 (New Window).*

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.

Student Services

Please access the FCBE Student Services (New Window) 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