Course Syllabus
MIS 2749 Section 002/C13
Foundations of Information Systems
Fall Semester, 2017
3 Hours Credit

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Office Hours: 10:30 to 12:30 MW

Course Overview:
This is an introductory course in the Business Information and Technology Department in which you will learn the fundamental concepts of business management information systems, and develop an understanding for the effective use of Microsoft® Office Excel skills for creating, analyzing, and presenting business information to enable management information professionals to achieve their goals. In addition, you will be working with Microsoft® Office Word and PowerPoint applications as supporting technology for conducting and presenting Internet research.

Pre-Requisites/Co-Requisites:
There are no course pre-requisites to enrolling in this course.

Required Texts:
The materials for this class are all online. You will have 2 software learning and assessment programs—one for the Microsoft® skills (SIMnet) and one for the information systems concepts. (Connect: Investing Technology) Both programs are McGraw Hill publications and are offered together through an Access Code which you must purchase. The ISBN number for the Access Code is: 9781260269871. You may purchase this code from the bookstore, or you may wait until you come to class the first day and buy the access code online as you register for each program. If you purchase the access code in advance, please bring the code to class on the first day. McGraw-Hill offers a 14-day grace period to pay for the access code if you choose to register and buy it online in class.
Location of Course Materials:

All course materials including the log in for SIMnet and Connect, the assignments, instructions, PowerPoint slides, discussion topics, news, etc. are located on the [eCourseware website](opens in new window).

Course Objectives:

By successfully completing this course, students will be able to:

- Understand why gaining an understanding of, and achieving proficiency with technology will help them to understand and participate in important issues in the world, the workplace, and society.
- Understand the social implications, security, ethical and legal issues associated with the use of information technologies.
- Understand the use of internet, intranet, and extranet to make the most of the Web’s Resources.
- Demonstrate an ability to use the Microsoft® Office Application suite to solve business problems.
- Demonstrate critical thinking skills.
- Demonstrate presentation skills using PowerPoint.
- Understand the career options for Business and Information Technology majors.

Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

- [BBA Program Outcomes](opens in new window)
- [BBA in Accounting Program Outcomes](opens in new window)

Course Methodology

This is course is both a lecture and a lab course. Much of the learning will be somewhat self-managed and self-paced, but you are required to meet definite deadlines. This has the benefit of accommodating each student’s unique knowledge of the software and the content, as well as each student’s unique learning style. However, even though you have flexible online learning hours, class attendance is very important. You will have lectures, projects and discussions on business concepts and opportunities in Business Information Technology, in addition to useful information for completing assignments.

The concept part of the class will be presented through Connect adaptive learning material to help you understand current issues, opportunities, and advancements in MIS, and give you the opportunity to make use of previous knowledge.

Excel applications will be presented and assessed in SIMnet. **It is imperative that you have a Microsoft Compliant System PC running Windows 8 or greater with good Internet access and Excel 2016 as your default spreadsheet software if you plan to work outside of class. A Mac**
a tablet computer, or a Chrome Book will not be acceptable. If you do not have Excel 2016 for your personal computer, you can download a free copy at: http://www.memphis.edu/getoffice

Professor’s Expectations of Students:

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in any discussions. This is a course with deadlines that have to be met. The course is designed to help the student complete the work without undue pressure, but this timeline requires the student to be working on a regular basis. All assignments and exams have a definite due date. There will be no make-up exams, so it is expected that students plan to be in class on the day an exam is scheduled. All exams will be given online except the MOS exam. If you need to work on computers at the university, the College of Business at the University of Memphis has a lab available in room 100 where you can work.

Student’s Expectations of the Professor:

In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria:

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

Final Course Grades:

Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% of available Points</td>
<td>A</td>
</tr>
<tr>
<td>80-89% of available Points</td>
<td>B</td>
</tr>
<tr>
<td>70-79% of available Points</td>
<td>C</td>
</tr>
<tr>
<td>60-69% of available Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60% of available Points</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of exams, quizzes, grader projects, discussions, and presentations. A detailed description of each of the assessed activities can be found after the scoring summary table below.
Summary of Graded Activities:

Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Assessment Projects at 20 Points each</td>
<td>200</td>
</tr>
<tr>
<td>3 Exams @100 points each</td>
<td>300</td>
</tr>
<tr>
<td>8 Connect Assignments at 25 Points each</td>
<td>200</td>
</tr>
<tr>
<td>4 Connect Quizzes at 25 Points</td>
<td>100</td>
</tr>
<tr>
<td>Internet Research Assignment</td>
<td>100</td>
</tr>
<tr>
<td>1 PowerPoint Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Total Points</td>
<td>1000</td>
</tr>
</tbody>
</table>

MIS Essentials Concept Course Topics:

1. Computers in Business
2. Computer Security
3. Protecting Yourself on the Internet/Internet Research
4. Database
5. Networking and Connecting to the Internet
6. Programming
7. Mobile Devices
8. Global Computing

Excel Topics:

Excel topics including:

1. Creating and Charting Data
2. Understanding Functions, Creating Tables, and Managing Large Workbooks
3. Analyzing Data with Pie Charts, line charts, and What-If Analysis Tools
4. Using Financial and lookup Functions, Define Names, Validate Data, and Audit Worksheets
5. Managing Large Workbooks Using Advanced Sorting and Filtering
6. Creating Charts, Diagrams, and Templates
7. Creating PivotTables and Pivot Charts.
8. Creating Custom Formats, Using Logical Formulas, Importing External Data, Collaborating with Others.
List of Formal Assessed Activities

For a complete description of the assessed activities each week, please refer to the Weekly Advisory on the Content tab of eCourseware.

Schedule of Activities

For a complete semester schedule of activities and assignments, please refer to the “Semester Calendar” that can be found in the “Getting Started” section of eCourseware for your class.

Optional Final Exam

The final exam for this class is optional and will be scheduled according to the Registrar’s academic calendar website (opens in new window). This is exam is not required. It is offered to those individuals who have had to miss an exam during the semester or who have made a poor grade on one of the required exams. The Optional Final Exam will take the place of the missed exam or any one other low exam grade.

Course Policies

E-Mail:

All students are required to maintain and access their University of Memphis (@elearnmail.memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

Attendance:

Even though you are not attending a class on campus, your attendance in the online class is very important. You are expected to follow the schedule of assignments and complete each by the due date. In additions, you are expected for fully participate in online discussions and presentations. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future. Please note that if you do not complete assignments on time, there will be a 15% penalty. Exams and quizzes will remain open for you one week following the assignment. They must be completed during that time. It is your responsibility to know all due dates.

Adding / Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).
Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. 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 (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity (opens in new window). SIMnet has an integrity checker to inform the instructor of any work that has been copied from another student.

Participation:

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check the weekly news and course advisories on eCourseware every week for announcements, and actively participate in any threaded discussion events (both formal and informal).

Classroom or Online Behavior:

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College’s Netiquette website (opens in new window).

Late Assignments:

Assignments and projects may be submitted anytime up to and including the date due without penalty. Each assignment will have a specific end time which is usually 11:59 pm of the last day for the assignment. Please read carefully for on each assignment for due dates and times formally assessed work. If your work is not submitted on or by the end date for an assignment, the assignment will remain open, but a penalty of 15% of the grade will be assessed.

Extra Credit:

There is no extra credit offered in this course. Your final grade will be computed based on the total points you have earned on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to
the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

**Inclement Weather and Personal Safety:**

If inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis new comprehensive personal safety mobile app is LiveSafe and can be downloaded for free. This app allows you to receive instant alerts from Police Services and replaces the Tigertext service, which will end on August 31st, 2017. Additionally, it provides a quick, convenient and discreet way to communicate directly with Police Services. The app will allow members of the campus to send text, pictures, video and audio directly to Police Services in real time. It also allows for a live chat with safety personnel. The app includes the option to share tips and information anonymously. In addition, subscribers can use SafeWalk to invite personal contacts to virtually escort you as you chat.


For those without smartphones, or for any questions, please email police@memphis.edu.

**Syllabus Changes:**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course eCourseware News.

**Student Services:**

Please access the [FCBE Student Services (opens in new window)](http://www.memphis.edu/police/pdf/uofm-livesafe-overview-letter.pdf) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Student Assistance:** All campus classes will have a graduate student to assist in class. In addition, Peer Power Tutors are available to meet with you if you need individual help. Occasional review sessions will be scheduled hosted by Peer Power tutors for small groups.