Course Syllabus
MIS 2749 - 002
Foundations of Information Systems
Fall Semester, 2018
MWF 9:10 am - 10:05 am, FCB 377
3.0 Credit Hours
Last updated 8/26/2018

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Office Hours: 10:15am to 11:15am MW, 12:15pm – 1:15pm F.

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 is 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 classes begin and register for you section and buy the code online. If you purchase the access code in advance, please have the code available when you register for your section.
McGraw-Hill offers a 14-day grace period to pay for the access code. When you register for your section you can choose the delay payment plan and use the program for 14 days before having to pay.

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.

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology

**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, assignment schedules are very important. There will be penalties for late submissions of assignments. You will have lectures, projects and discussions on business concepts and opportunities in the Business Information Technology field.

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 are not working in labs on campus. A MAC 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: [memphis.edu/getoffice](opens in new window)

[opens in new window]
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 take the exam during the scheduled time. All exams will be given online except the MOS exam. The MOS exam must be taken at an authorized testing center. (I will explain this later in the course.) If you need to work on computers at a lab at the university, the College of Business at the University of Memphis has a lab available in room 100 where you can work, as well as, the labs in the library and the student center.

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, projects, discussions, and research 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>10 Connect Assignments at 15 points each</td>
<td>150</td>
</tr>
<tr>
<td>5 Connect Quizzes at 12 points each</td>
<td>60</td>
</tr>
<tr>
<td>Internet Research Assignment</td>
<td>100</td>
</tr>
<tr>
<td>PowerPoint Presentation</td>
<td>100</td>
</tr>
<tr>
<td>5 Lab Assignments @ 10 points each</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>960</strong></td>
</tr>
</tbody>
</table>

Active participation by the students in class activities as well as in after-class reviews is expected. Students may earn participation points for completing the review assignments. The details will be announced in class and posted on eLearn.

MIS Essentials Concept Course Topics:

- Computers in Business
- Computer Security
- Protecting Yourself on the Internet/Internet Research
- Database
- Networking and Connecting to the Internet
- Programming
- Mobile Devices

Excel Course Topics:

- Creating and Charting Data
- Understanding Functions, Creating Tables, and Managing Large Workbooks
- Analyzing Data with Pie Charts, line charts, and What-If Analysis Tools
- Using Financial and lookup Functions, Define Names, Validate Data, and Audit Worksheets
- Managing Large Workbooks Using Advanced Sorting and Filtering
- Creating Charts, Diagrams, and Templates
- Creating PivotTables and Pivot Charts.
- Creating Custom Formats, Using Logical Formulas, Importing External Data, Collaborating with Others.
- Analyzing date with Goal Seek, Solver, and Pivot table tools.
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 “Course Resources” 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 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. Please always include your section number when emailing me.

Attendance:

Your attendance in the class is very important whether online or on campus. You are expected to follow the schedule of assignments and complete each by the due date. In additions, you are expected to fully participate in online or class 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 have definite closing dates. Your work must be completed during that time. It is your responsibility to know all due dates. There are no make-up exams. If you miss an exam for any reason, you must take the comprehensive final exam to make up the grade.

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).
an integrity checker to inform the instructor of any work that has been copied from another student. Turnitin is available on eCourseware for checking papers.

**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 at no charge. 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 Safe Walk to invite personal contacts to virtually escort you as you chat.
Important Livesafe Links:

- [Livesave overview (opens in new window)]
- [Apple iOS Livesafe Instructions (opens in new window)]
- [Android Livesafe Instructions (opens in new window)]
- If you do not own a smartphone you can [email campus police] with questions.

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)] 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 students online or on campus if you need individual help. Occasional review sessions will be scheduled hosted by Peer Power tutors for small groups. The dates will be announced in the NEWS of eCourseware in advance.