Course Syllabus
MIS 3210 - 006
Foundations of Information Systems
Fall Semester, 2018
TR 5:30 pm - 6:55 pm, FCB 373
3.0 Credit Hours
Last updated 9/28/2018

Instructor: Vladimir G Ambartsoumian, Ph.D.
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Office: FCBE #340
Office Hours: 10:15am to 11:15am MW, 12:15pm to 1:15pm F.

Course Overview:
The objectives of this course are to improve your ability to make decisions, solve problems, analyze data, and manage projects. To accomplish this objective, we will address several topics:

- Critical and analytical thinking
- Decision-making using a structured process and specific techniques
- Data collection, processing, exploration and analysis techniques that are commonly used in business organizations
- Using Microsoft Excel and other software tools to analyze data to derive useful information
- Application of critical thinking skills to human cooperative activities such as business management processes and techniques

Pre-Requisites/Co-Requisites:
This is an upper-division required course for all FCBE majors. Lower division core courses must be completed before enrollment in this course is permitted.

Required Text:

Recommended Text:
Location of Course Materials:
Most course materials including the assignments, instructions, PowerPoint slides, discussion topics, news, etc. are located on the eCourseware website (opens in new window). The location of any additional materials will be announced in class.

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

- Improve your ability to communicate in fast paced business environments by learning to reason critically and analytically
- Improve your ability to make decisions using a structured process and specific techniques
- Increase your familiarity with business data in general, the Big Data phenomenon, data processing, exploration and analysis techniques that are commonly used in business organizations
- Practice the use of Microsoft Excel and other software tools to analyze data and create reports
- Improve your understanding of management tools, processes, and techniques.

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.
**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.

**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:

**Instructional Methods:**

- PowerPoint presentations
- In-class instructor-led assignments using Excel and other software tools
Grading methodology used to determine course grade:

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Homework Project Assignments (20 points each)</td>
</tr>
<tr>
<td>10 Quizzes (10 points each)</td>
</tr>
<tr>
<td>10 In-Class Activities (5 points each)</td>
</tr>
<tr>
<td>1 Final Exam</td>
</tr>
<tr>
<td>TOTAL ................................................................... 280</td>
</tr>
</tbody>
</table>

Recommended: BIT Professional Enrichment Points (see page 6) up to 10 additional points.

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.

**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.

**Course Policies**

**E-Mail:**

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account.

You should also regularly communicate with the instructor as part of your overall learning experience.

**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). SIMnet has 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.

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.

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.

The BIT Professional Enrichment Program BIT Points

(for up-to-date changes, please contact Dr. M. Schultz).

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.).