Course Syllabus

MIS 2749 Foundations of Information Systems
Fall 2020
3 Hours Credit
Sections 004/C20 and Sections 301/C04
Hybrid Course

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Office Hours: By appointment only

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.

Course Delivery
This semester MIS 2749 is being offered as an Online Course for the first month, and may open after that as a Hybrid Course which may mean we will only be meeting on campus on certain assigned dates. You will get a schedule of these days and times before the campus classes begin. When there is a scheduled class on campus, we will meet in Room 377 of the Fogelman College of Business and Economics. You must wear a mask to enter the room. Attendance will not be counted toward final grade. Please take time to go to the following page and read what the administration and faculty believe to be important considerations for you, as a student, to consider regarding the COVID-19 virus.
https://www.memphis.edu/fcbe/faculty/covid_19_notice.php

Pre-Requisites/Co-Requisites:
There are no course pre-requisites to enrolling in this course.
Required Texts:
You will need to purchase 2 software learning and assessment programs—one for the Microsoft® Excel skills (McGraw-Hill SIMnet) and one is for the information systems concepts. (Cengage MindTap) Both programs are offered through an Access Code, which will give you access to the book and or lessons, PowerPoints, projects and tests. You must purchase an access code for each program separately. You may purchase these codes at the bookstore, or you may wait until classes begin and register for your section and buy the codes online using the instructions given online through eCourseware. If you purchase the access code in advance, please know your section number and have the code available to begin work on the first day of the semester. Remember, you must have an access code for McGraw-Hill SIMnet and a separate access code for Cengage MindTap. The two (2) programs are not from the same publisher, so you must purchase each program separately. Both offer 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. The benefit of this delay is that you can get the program the first day of class, you can begin working in it, and you do not have to pay for two weeks. We will use both programs the first week of the semester. These are materials you must have to work in class, so you must purchase both; there are no other books. PLEASE LOOK AT THE ADVISORY FOR THE FIRST DAY OF CLASS TO SEE HOW TO PURCHASE AND REGISTER FOR THE ACCESS CODES ONLINE.

Location of Course Materials:
The materials for this class are all delivered through eCourseware (eLearn). All course materials including the log in for SIMnet and Cengage MindTap, the assignments, the instructions, the PowerPoint slides, discussion topics, news, etc. are located on the eCourseware.

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

• Understand why gaining a knowledge of and achieving proficiency in technology processes 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 current terminology and trends for technology devices and systems.
• 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.
• Demonstrate ability to meet scheduled deadlines.
• Understand the career options for Business and Information Technology majors.
Determine how an understanding of business technology will be an important asset for you in your major field of study.

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 an MIS concepts course, presented through reading resources and activities, and an Excel spreadsheet course, presented through reading resources and lab assignments. The course is directed through eCourseware. 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. In addition, some assignments will have close dates, after which you will be unable to submit your work. You will have lectures, projects and discussions on business concepts and opportunities in the Business Information Technology field.

The MIS concept part of the class will be presented through Cengage MindTap 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.

**BE ACCEPTABLE FOR EXCEL PROJECTS.** You may use Mac Books and Chrome Books on all other work—except SIMnet projects. **You must** 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 fully functional MAC COMPUTER may be use BUT A MAC BOOK OR A CHROME BOOK WILL NOT You must have Excel 2016 to work on the Excel projects. 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).

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 the class. This is a course
with **deadlines that must 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.

**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. Some of you work will be graded by the software as you complete the work.

**Grading and Evaluation Criteria:**
Over the semester, you may some 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 the overall (final) letter grades will be computed.

**Final Course Grades:**
Final course grades are an accumulation of the points you make during the class 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, Excel projects, assignments, 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:
SIMnet Lessons at 5 points each
SIMnet Assessment Projects at 20 points each
Exams at 100 points each
Cengage MindTap reading tests at 10 points
PowerPoint Presentation at 100 points
Other Discussion or Activities will vary with points earned
All work will have a DUE DATE and an may have an END DATE. Work not turned in on time will have a 15% grade penalty; however, if the work has an End Date and work is turned in late, the grade will be a 0.

MindTap Concept Course Topics will include:

- Introduction to Information Systems
- Hardware and Mobile Devices
- Software and Mobile Applications
- Database
- Networking and Cloud Computing
- Electronic and Mobile Commerce
- Knowledge Management
- Project Management and Specialized Information Systems
- Cybercrime and Information System Security
- Ethical, Legal, and Social Issues of Information Systems

Excel Course Topics will include:

- 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 data 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. The Advisory will open on Monday of each week at 8 am.
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 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 this class refers to your submission of assigned material. It is very important. 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 any 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. All work will have definite opening dates, due dates and closing or end 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 and MindTap have 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. Assignments will be published online in the Content section of your eCourseware. You should check this the first day of the week, so that you know what must be done that week. Do not wait until the Sunday before work is due to get started on your assignments. If there is a problem at that time, I may not see it until after the due date as expired. 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). Some assignments may be assigned and turned in during one class period.

Hybrid Course and Online Behavior:

This semester your class is offered as an online course for at least the first month. If we are permitted to come to campus after that first month, the class will be a hybrid class. This means we will be meeting on campus some of the time and will be working online as well. I will set up all work online, so that those of you who do not believe you should attend class on campus, can still fully participate in the class. Those students who want to come to campus for classes, need to pay close attention to dates when we will be meeting in Room 377. I will announce it on the news a week ahead of time so that you can plan to attend if you want to come to classroom. I will take questions and discuss class assignments when we meet on campus. Those who are online only will have a place where you can ask each other or me questions or help each other with understanding an assignment. 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:
As stated earlier, assignments and projects may be submitted anytime up to and including the date due without penalty. Each assignment will have a specific due time which is usually 11:50 or 11:59 pm of the last day for the assignment. You are responsible for knowing the due date. Please read carefully each assignment for due dates and times on formally assessed work. If your work is not submitted on or by the due date for an assignment, the assignment will remain open for a period, but a penalty of 15% of the grade will be assessed. There are also end dates on all assignments. **At this time the assignments will no longer be accepted.**

Campus Computer Labs:
I do not know when or which campus computer labs will be opened during the semester at this time. You will get a schedule at the time the semester begins.

Extra Credit:
There is no formal 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. However, there may be some activities, as I see the need for extra assignments that will earn you extra points.

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 the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather and Personal Safety:
If our class is meeting on campus a day (s) when the weather is bad, you should make you own decision as to whether you should come to class. 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 has established an inclement Weather Hotline at 678-0888 as well as TigerText (New Window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for inclement weather Click Here for information. Click here (New Window) for information on TigerText.
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 (This will be posted in the Course Resources on the Getting Started Module on the Content page of eCourseware)
- Advising Services for Fogelman Students

Technical Assistance is covered in a separate document in the Getting Started section of eCourseware.