I. Locator Information:

Instructor: Bee Yew
Course id: 2682
Semester Credit Hours: 3
Class meeting time: MWF 10:00 am to 10:50 am, SBE 221
Office Location: SBE 366
Office Phone: (910) 672-1487
Office hours: Monday, Wednesday and Friday from 11:00am to 12:00 pm and from 1:00 pm to 2:45 pm
Email address: byew@uncfsu.edu

Mission Statement: The School of Business and Economics is dedicated to providing quality business education to a diverse student population. The school prepares students to meet the challenges of a changing environment and to compete in a global market. This is accomplished by supplementing the University’s strong teaching emphasis with research and a curriculum that reflects changing market conditions. The school also assists in regional economic transformation by promoting entrepreneurial and economic education.

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Information from FSU or FSU students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. The student is responsible for ensuring the mailbox remains available to receive notifications. FSU is not responsible for issues related to notifications that are not deliverable due to full mailboxes. Inquiries or requests from personal email accounts are not assured a response.

Rules and regulations governing the use of email is found by clicking on this link for FSU policies.

II. Course Description:

This course provides an understanding of the different types of information systems in business organizations, the role of IT in business decision-making, E-commerce, computer networks, distributed processing, databases, OLAP and OLTP applications, system development methodologies, information ethical and privacy issues. Students will also have practical experiences in developing software applications to support decision-making by analyzing data sets provided for business cases using MS Excel and MS Access tools. Prerequisite: BADM 214 or CSC 100 or MIS 211.

III. Disabled Student Services:

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.
IV. Title IX – Sexual Misconduct

Fayetteville State University (University) is committed to fostering a safe campus environment where sexual misconduct — including sexual harassment, domestic and dating violence, sexual assault, and stalking - is unacceptable and is not tolerated. The University encourages students who may have experienced sexual misconduct to speak with someone at the University so that the University can provide the support that is needed and respond appropriately. The Sexual Misconduct policy can be found at the following link: Title IX.

Consulting with a Health Care Professional - A student who wishes to confidentially speak about an incident of sexual misconduct should contact either of the following individuals who are required to maintain confidentiality:

Ms. Patricia Bradley
Title IX Coordinator
Barber Building, Room 242
(910) 672-2325
titleix@uncfsu.edu

For issues involving compliance as related to intercollegiate athletics:

Dr. LaWanda Miller (Deputy Title IX Coordinator)
Assistant Athletic Director
Barber Building, Room 208-A
910-672-1420
lmiller@uncfsu.edu

Unlike the Licensed Professional Counselor or the Director, Student Health Services, the Deputy Title IX Coordinator is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent such will not impede the University’s investigation of the complaint as required by federal regulations.

Students are also encouraged to report incidents of sexual misconduct to the University’s Police and Public Safety Department at (910) 672-1911.

V. Textbook:


Web resources:
2. FSU Library databases: You can find a list of articles related to MIS in the library databases. Search for keywords such as: information systems, electronic commerce, information technology, management information systems, etc.

VI. Student Learning Outcomes

Upon completion of this course,

1. Students will be able to gain a broad understanding of electronic commerce, information privacy and security, artificial intelligence, types of decision support systems, systems development, and databases in organizations.
2. Students will be able to evaluate various approaches for acquiring information systems solutions in organizations.
3. Students will be able to use appropriate software tools to define structures for storing information and to analyze information for problem solving in business situations.
VII. Course Requirements and Evaluation Criteria

**GRADING SCALE** – The class grading scale must be consistent with the university catalog.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>F</td>
<td>69 or less</td>
</tr>
</tbody>
</table>

**INTERIM GRADE X = NO SHOW** – Assigned to students who are on a class roster, but do not participate in class’s discussion board in the first week. This is for warning purposes only; NOT a final grade.

**FN = FAILURE DUE TO NON-ATTENDANCE** – Assigned to students who are on class roster, but never attend the class discussion board. An FN grade is equivalent to an F grade in the calculation of the GPA.

**NOTE TO STUDENTS ABOUT CLASS WITHDRAWALS:**
- Students receive no refund for withdrawing from individual classes and they slow their progress toward degree completion.
- Students who withdraw from or fail more than one-third of their classes will no longer be eligible for financial aid.
- STUDENTS MUST STRIVE TO EARN CREDIT FOR ALL THE CLASSES IN WHICH THEY ENROLL. STUDENTS SHOULD WITHDRAW FROM CLASSES ONLY WHEN IT IS ABSOLUTELY NECESSARY.
- W grade Policy: you can only have 5 W grades in your entire period of stay at the university without affecting your GPA. If you exceed 5Ws it will affect your grade.

**ATTENDANCE REQUIREMENTS** - All students are required to attend all class meetings scheduled for the semester in the section that they have registered. You may be excused when you have a legal document that proves a medical/family emergency. With the exception of an official university excused absence, approved absences may not exceed 3 class meetings in a regular semester.

**COURSE GRADE** - Your course grade will be computed based on the following requirements:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation*</td>
<td>20%</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Class participation includes attendance and in-class activities that are graded. In-class activities must be completed & submitted at the end of the class meeting. There is no makeup for in-class activities.

**POLICY ON ASSIGNMENTS AND EXAMS** -

**Due Date/Time for Assignments**
For all homework assignments, you will need to use the materials posted in 1) Canvas, 2) textbook and 3) related materials from external sources retrieved from the Internet or from the library database. You can discuss, but you **cannot** share your homework with other students, or allow someone to submit a very similar or exact copy of your homework assignment. You are required to document the sources you used in your homework assignments by providing a References section for these sources in APA format (available in Word, under References menu, select Bibliography in the Citations & Bibliography). Homework assignments are due before Midnight on the due date.

All homework are due by the **due date and time specified**. If you missed the submission date for a homework assignment in the Canvas course site, you will need to e-mail the instructor. In your e-mail provide an explanation and include an attachment for the completed homework assignment. Late
homework will be penalized 10% each day for a maximum of three days (including weekend days, with no late homework to be accepted after three days). Instructor will grade late homework assignments (submitted after due date) in conjunction with 2 grade reporting times – 1) midterm grade which reflects the interim grade before Spring Break, and 2) final grade for the course at the end of the semester.

When will your grades be posted in Gradebook?
Scores for assignments will be posted in Grade book within 3 days after due date/time, excluding Saturday and Sunday. If a homework assignment is due on Thursday, grades for the assignment will be posted before Wednesday. This grade posting rule does not apply to late assignment submissions.

Make-up for exams
In general, there will be no make up exams unless there is evidence of extenuating circumstances that could have prevented a student from taking the scheduled exam. Supporting documentation must be provided to the instructor by the student making the request. Request for makeup for an online exam will be evaluated on a case-by-case basis. Makeup exam (if approved) may be in a different format.

OTHER CLASS POLICIES, RULES, REGULATIONS THAT MAY AFFECT A STUDENT’S GRADE -

Text and other readings
Assigned readings should be completed according to the given schedule. It usually takes 2 to 3 hours to read one chapter. It is recommended that students make study notes when they are reading the chapters. Resources provided in the course, lecture notes, PowerPoint slides, tutorials and Internet sites, are supporting materials for these chapter readings. Feel free to e-mail instructor about your questions from chapter readings, and to find materials (articles, videos, slides, webcast) from the Internet to increase/enhance your understanding of concepts

Technology Requirements
This course assumes you already have a demonstrated competence in each of the software items listed below. The instructor will not provide instructions of technical support for any of the assumed software competencies.

✓ Canvas Interface. You should be familiar with ALL aspects of canvas.
✓ Assignment. You must submit your assignment using the link before the due date specified and therefore set (by the instructor) for the assignment. Click the link and submit the document. If there is an additional document to be submitted for the assignment, you must click the button for “Add additional File” before leaving the Assignment screen.
✓ The Internet. You must be able to use the Internet search engines to look for information. The professor may also send you email updates requiring that you visit selected web sites. Special Note: high-speed Internet connection is desirable when sharing or using data via the Canvas course site.
✓ Email Services. You must be proficient in sending and receiving email, including the use of attachments.
✓ Microsoft Office. You are expected to be competent in the use of Microsoft Office and to have access to all its programs. You will need to use these Microsoft office 2013 software applications to complete your assignments.
   ✓ Excel 2013
   ✓ Access 2013
   ✓ Word 2013
Communications with the Instructor and with Each Other
The best way to communicate with me is by email. Use email to ask questions about the course and the assignments. If you have any questions or problems, please let me know as soon as possible so that we can find a solution.

Note: Email ID Requirements: When you send me an email, your subject line MUST contain the following information: Course Number, Your Name, and subject for the message.
Example: “MIS 300-D1, Allen Smith, Question on Homework 1”.
Example: “MIS 399-D1, Jacqueline Brown, Late homework 1 Submission”

If your subject line does not follow the correct format, your email is likely to be left UNATTENDED, and might eventually be DELETED.

Skyping (using Skype software) is another option that could be used in class if you prefer to have synchronous communications with instructor about assignments. Please e-mail the instructor if you would prefer to use Skype for discussion on specific homework assignments.

Incomplete Policy
The "I" grade will be issued only for students who, because of some “good” reason, were unable to complete all the requirements for this course. In order to receive an “I”, the student should have a grade of at least “C”. Written documentation of the reason for requesting an “I” is required. An "I" grade will not be issued because a student is failing, or when it would require a student to complete a major portion of the requirements for the course after the semester has ended.

Your concern about grades
Make sure that you regularly check your grade book to manage your class performance by improving the quality of your discussion postings and assignments. Your final course grade is distributed over a number of graded works such as homework assignment, exams, and class participation, so a consistent approach in doing well for each of these categories is necessary to earn a good grade in this course.

Academic Dishonesty
You need to read the FSU Code of Student Conduct which can be located by typing the phrase in the university website search box. Plagiarism and cheating are serious offenses and may be punished by failure on exam; failure in course; and/or expulsion from the University. Plagiarism is a serious academic and business (legal) offense. Plagiarism is considered theft of intellectual property. All students enrolled in FSU classes at all levels are responsible for knowing what constitutes plagiarism. Whether by design or by accident, plagiarized content is unacceptable. There are no explanatory circumstances.

Plagiarism occurs when:
• Students submit work that directly quotes or paraphrases the work of another, without specific citation of the passages crediting the creator of the work
• Students combine the works of another with their own original effort, including comments on those passages, without specific citation of the passages crediting the creator of the work
• Students include a list of references at the end of an assignment but do not indicate which words or passages specifically (by use of quotation marks) are from those sources and which words or passages are original work

VIII. Academic Support Resources
a) Textbook - please refer to the textbook website for additional resources: http://highered.mheducation.com/sites/007337685x/student_view0/index.html. Other resources will be posted by instructor in Canvas Modules.

b) Student Support Services for tutoring. Please call Mrs. Vivian Davis Utley, SSS Tutor Coordinator, at vtdavis@uncfsu.edu or at 910-672-1866

IX. Course Outline and Assignment Schedule

Course Outline and Assignment schedule will be added progressively during the semester. Refer to the following Content documents postings:

Unit 1 - Chapter 1: Information Age (a broad overview of the textbook chapters) and ELM A
Unit 2 - Chapter 4: Decision support systems and AI and ELM D
Unit 3 - Chapter 3: Databases and Data Warehouse and ELM C & J
Unit 4 - Chapter 5: Electronic Commerce and ELM B
Unit 5 - Chapter 6: System Development and ELM E
Unit 6 - Chapter 8: Protecting people and information threats
Unit 7 - Chapter 2: Major Business Initiatives: Gaining Competitive Advantage using IT

Note: Information in this syllabus will be updated by the instructor as needed during the semester. A revision to syllabus details will be posted in Canvas announcement.

X. Teaching Strategies

This is a face-to-face course in Canvas system. All class announcements and course materials are available in Canvas course site. Students are expected to review concepts covered in chapters of the textbook and demonstrate their understanding of these concepts in tests. Assignments are learning activities that focused on applications of concepts. The Canvas Gradebook is used to post all student grades associated with tests and assignments. Please check the Canvas regularly to keep up with the course.

XI. Bibliography

