CGS 2301 – Management Information Systems

Joan Rogers, Instructor, Brandon Campus

Spring 2013: January 7 – May 6, 2013

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The instructor reserves the right to make changes to this syllabus, as needed. Any changes will be announced in class.
Course Information

Course Title: Management Information Systems

Class Meetings:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>37118</td>
<td>Tues &amp; Thurs</td>
<td>9:30 am - 10:45 am</td>
<td>BACA 216</td>
</tr>
</tbody>
</table>

Students are required to stay for the entire class period.

Course Description: Focuses on the role of information systems in the management process, with emphasis on the various aspects of processing data, characteristics of communication and information, and problem solving. Prerequisite: CGS 1000

Credit Hours: 3 credits

Instructor Contact Information

Instructor Name: Joan Rogers

Campus Phone: (813) 253 – 7832

Office Location: BACA 210-E (Brandon Academic Building, Room 210, Office E)

Office Hours are listed on page 5 of this syllabus.

Email:

- Click Create Message using the Send Message tool (in Blackboard)
- Use HCC Hawkmail: jrogers30@hccfl.edu

Please note:

- Any typing mistake in the Hawkmail email address will result in the email not reaching me
- Exceptions in policies will not be made for emails or Blackboard messages that either do not reach me or are not received before a specified deadline.
Course Materials

Required Textbook – no other version is permitted:

Title: MIS³, 3rd Edition
Author: Hossein Bidgoli
Publisher: Course Technology, Cengage Learning

Students may not share textbooks during class time – no exceptions!

Students are required to bring the textbook to every class session!

Failure to bring the textbook to class results in a zero on that day's assignment!

Writing: Blue or black ink pen (or pencil) only – using other ink colors will result in a zero on that assignment

Software: Students are required to have Microsoft Office 2010 for this course, with at least the following applications: Word 2010, Excel 2010, Access 2010, and PowerPoint 2010.

Students also have access to Microsoft Office 2010 in the Brandon Campus Computer Lab (BTEC 203). Refer to page 12 for lab hours.

USB Storage Device:

At least one USB flash drive (or other USB storage device) – students may choose the size!

- Each student is required have their own flash drive (or other USB storage device)
- Failure to bring a flash drive (or other USB storage device) to class, when required, will result in a zero on that assignment.
- Students may not share flash drives (or other storage devices) for any reason.
  - A lost or stolen flash drive will not exempt a student from bringing their own flash drive to class, when required.
  - Borrowing another person’s flash drive (or other storage device) to replace a lost or stolen flash drive is not allowed.
- Students are strongly advised to obtain a backup flash drive – in case their flash drive is lost or stolen.
Course Expectations

It is each student’s responsibility to:

- Read and follow all policies in the course syllabus. The syllabus is in effect for the entire semester.
- Bring all materials needed to class every class session (no exceptions).
- Refer to the course schedule for exam and assignment information and makeup deadlines.
- Attend every class session.
- Come to class prepared: bring the required materials to each class session. Students who do not bring the required materials will receive a zero on that session’s assignment.
- Complete assigned readings and view the accompanying PowerPoint slides before every class.
- Be on time for every class session. Refer to Attendance in this syllabus for consequences for being late.
- Verify each and every electronically submitted assignment. It is the student’s responsibility to double-check that each assignment has been submitted correctly before leaving the classroom. Incorrectly submitted assignments receive a zero.
- Meet with the instructor during the instructor’s office hours to discuss a situation or a personal problem. The instructor will not discuss a student’s situation immediately before or immediately after class.
- Any student who does not attend the first class session of the semester (January 8), regardless of the reason, is required to make arrangements to meet with the instructor during the instructor’s office hours. An assignment is completed during the meeting. The meeting and the concurrent assignment must be completed by no later than Wednesday, January 16 or a zero will be assigned.
- Contact the instructor according to syllabus policies when a class session(s) is (or will be) missed.
- Refer to Attendance, Makeup Policy, Missing One or More Class Sessions, and Religious Observances in this syllabus for specific policy instructions. If the appropriate policy is not correctly followed, no makeup of missed work is allowed.
- When a class session is missed, the student is expected to contact the instructor to obtain any missed information (such as announcements and handouts) before the next class session.
- Make arrangements with the instructor for completing makeup work when absence policies have been followed and permission for the makeup work has been granted by the instructor.
- Keep up with the number of class sessions missed. It is not the instructor’s responsibility to inform a student of the number of class sessions they have missed. Refer to Attendance.
- Contact the instructor to make arrangements to discuss any Request for Accommodations form. No accommodations will be made without the proper documentation. The instructor’s test center policies must be discussed with the instructor prior to any test center arrangements. Refer to Request for Accommodations in this syllabus.
- Purchase a replacement for any textbook or USB drive that is misplaced, lost, or stolen. The textbook and/or USB drive must be replaced before the next class session in which it is required. Losing a textbook or a USB drive will not excuse any student from a class session’s assignment.
- Return any papers, where your name is required, to the instructor before leaving the room.
- Ask the instructor for assistance when there are questions about the syllabus or the course material.

Syllabus Locations

All students are responsible for abiding by all of the policies in the syllabus for the entire semester.

The syllabus is provided in an electronic format (PDF) and can be accessed from the instructor’s HCC homepage (no login required) or from within this course in MyHCC/Blackboard (login required).

A hard copy of the syllabus may be printed from any Internet-enabled computer. Contact the instructor if you need assistance obtaining a hard copy of the syllabus.

The instructor reserves the right to make changes to this syllabus, as needed. Any changes will be announced in class.
Office Hours, Spring 2013

Instructors have office hours each week to prepare course materials; grade student work; read and respond to electronic messages; meet with students to discuss circumstances or problems, discuss grades or assignments; allow students to complete makeup work; answer student questions and provide extra help.

Due to confidentiality requirements, instructors cannot discuss a student’s grades or circumstances with anyone except the student. This includes electronic and face-to-face communication.

- Any other person present with you is required to leave during a discussion of your grades
- Never ask another person to represent you.
- Never ask another person to send an electronic communication to me on your behalf; I will only discuss your circumstances with you!

The office hours listed in the table below are in effect from January 14 – April 29.

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 am – 9:15 am</td>
<td>1:00 pm – 3:00 pm</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 am – 9:15 am</td>
<td>1:00 – 1:30 pm</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 am – 9:15 am</td>
<td>1:00 pm – 3:00 pm</td>
<td>BACA 210-E</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 am – 9:15 am</td>
<td>1:00 – 1:30 pm</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>By appointment only</td>
<td></td>
</tr>
</tbody>
</table>

Additional office hours are available by appointment. Contact the instructor to schedule an appointment.

- Office hours will change during final exam week (April 30 – May 6)
- The hours listed above may change due to meetings or unforeseen circumstances. Any temporary changes will be posted on the office door (BACA 210-E).
- When scheduling an appointment, contact the instructor at least one day prior to the desired meeting.
- If an appointment is not scheduled, students should check with the instructor for instructor availability before the intended arrival time.

Daily Course Requirements

Before coming to each class session, every student is expected to:

1) Bring the textbook (and a USB drive, when instructed)

2) Read the chapter indicated on the daily schedule

3) View the accompanying PowerPoint slides that are posted in Blackboard

The instructor reserves the right to make changes to this syllabus, as needed. Any changes will be announced in class.
Course Objectives

After completing this course, the student will be able to:

1. Develop an understanding of the role of information systems in modern organizations.
2. Become familiar with a variety of information systems and the infrastructure needed to support them (i.e. hardware, software, telecommunications, networking, wireless technologies, databases, ecommerce, mcommerce, and security).
3. Understand the societal and ethical issues in building and managing information systems.
4. Understand information systems in your career.
5. Gain practical insight into information systems analysis and design.

The course objectives cover the minimum content required in the course. Other related/relevant content may be added at the instructor’s discretion.

Academic Honesty Policy

All students at HCC are expected to read and follow the policies contained in the college’s Code of Student Conduct. The college expects all students to maintain high academic standards.

No form of cheating (academic dishonesty) is tolerated in this course!

Each student is required to complete 100% of their own work on all assignments, exams, and any extra credit opportunities.

- Students may not work together on any work that is completed for a grade, including extra credit
- Students may not share any answers or any portion of their work with another student
- Students may not share their USB drive (or other storage device) with another student at any time
- Students may not borrow another student’s USB drive (or other storage device) at any time

Examples of cheating may include (but are not limited to):

- talking to another student during a test
- using a cell/smart phone during a test for any reason
- using materials during a test that are not specifically allowed by the instructor
- sharing or discussing questions and/or answers on a test, assignment, or extra credit opportunity
- sharing or discussing test content or test format with another student
- allowing another student to copy one or more answers on an assignment, test, or extra credit opportunity
- allowing another person (student, spouse, friend, etc) to complete any part of an assignment for you
- submitting any work that originates from another student or from a previous attempt of this course

Refer to page 7 for the consequences of cheating on assignments, exams or extra credit.
Penalty for cheating on any assignment:

All students who participate in cheating on an assignment will receive a zero on the assignment and:

- Each student involved in cheating is required to meet with the Dean of Student Services for disciplinary action on the first offense.
  - The instructor will notify each student and the dean about the offense and the deadline for each student to meet with the Dean of Student Services.
  - Each student must individually make an appointment and meet with the dean (BSSB 212 or call 253-7880) before the instructor-specified deadline.
  - Students who do not meet with the Dean of Student Services for disciplinary action on the first offense within the time specified by the instructor will receive a failing grade for the course.
  - The disciplinary action decided by the Dean of Student Services may include putting a letter concerning the offense in the student's permanent record and/or sending a letter concerning the offense to the student's home. Any documented offense could result in the loss of a scholarship or other consequences.
- Any second violation on an assignment receives a failing grade for the course.

Penalty for cheating on any test or extra credit:

Students who cheat in any manner on any test or extra credit opportunity will receive a failing grade for the course on the first offense!

Note: If a student is unclear about whether their conduct may involve academic dishonesty, the student should meet with the instructor to discuss the situation before engaging in the conduct.
Classroom Management

Class time is only for those activities that are specifically directed by the instructor.

All students are expected to treat the instructor and other students with respect at all times. Students who fail to do so will be immediately sent to the Dean of Student Services.

When a student is sent to the Dean of Student Services, any resulting missed work receives a zero and may not be made up!

The bulleted list below contains examples of activities that are not allowed during class time.

Violations of any of these will result in the student(s) being immediately sent to the Dean of Student Services. The third bullet below is an exception – any violation of it will result in failure of the course.

- Talking or whispering to another student(s) during lecture or during the completion of assignments. This is disrespectful and a distraction.
- Repeatedly entering class late.
- Talking to another student during an exam for any reason – violators will fail the course.
- Text messaging, surfing the web, checking email or Facebook, registering for classes, or playing games during an assignment or while the instructor is speaking.
- Changing computer settings, deleting files, downloading files or programs on a classroom computer without the instructor’s permission! When in doubt, ASK the instructor!
- Using cell phones, smartphones, headphones, etc. during class time.
- Phones that ring or sound alarms. Students are required to turn cell phones off (or place on silent mode) before entering the classroom.
- Using a phone in the classroom. If a call must be taken or made during class, leave the classroom.
- Using a phone during an exam. Do not have any phone in sight or within reach during an exam. There is absolutely no reason for a student to use a phone during an exam.
- Saving anything to the classroom computer – no exceptions.
- Sharing USB drives. Each student must have/bring/use his or her own flash drive (or similar storage device) when needed! All work must be saved to the student’s personal USB drive.
- Sharing textbooks during class time. Each student is required to have his/her own copy of the required textbook!

If a student is unsure about an activity, the student must ask the instructor before engaging in any activity that is not instructor-directed during class time.
Grading Policy

Points may be earned through the completion of assignments and tests. Advance notice of assignment topics, reading assignments, and tests is given on the instructor-provided schedule. The schedule is distributed in class and posted in the course navigation pane in MyHCC (Blackboard).

A maximum of 2000 points may be earned for the semester through tests and assignments. Opportunities for extra credit points may be given during the semester.

Grading Scale

<table>
<thead>
<tr>
<th>Total points earned through assignments and exams</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 – 1800</td>
<td>A</td>
</tr>
<tr>
<td>1799 – 1600</td>
<td>B</td>
</tr>
<tr>
<td>1599 – 1400</td>
<td>C</td>
</tr>
<tr>
<td>1399 – 1200</td>
<td>D</td>
</tr>
<tr>
<td>1199 – 0</td>
<td>F</td>
</tr>
</tbody>
</table>

Assignment and exam scores are posted throughout the semester under My Grades in MyHCC (Blackboard). Students are strongly encouraged to check their scores under My Grades in MyHCC for accuracy before the last day of regular classes.

Attendance

Regular, on-time attendance has a positive impact on a student’s success in this course.

Attendance is required and is recorded at the beginning of every class session.

Students who are absent for 8 or more scheduled class sessions, regardless of whether the absence is excused or unexcused, will receive a failing grade for the course. Students are required to keep up with their absences.

- Students who come to class 5 or more minutes late are considered absent and will not be allowed to enter the classroom or to complete the day’s assignment.
- Students without the proper materials will not be able to complete the day’s assignment and will receive a zero on the assignment.
- It is the student’s responsibility to notify the instructor if they entered the classroom within the first five minutes of class but after the instructor checked the roster. Failure to notify the instructor means the student is recorded as absent.
- Habitual, repeated tardiness is not tolerated and will result in the student being sent to the Dean of Student Services!
- Students who do not stay for the entire class session are recorded as absent, unless the situation is discussed with and approved by the instructor before the beginning of the class session.
Missing One or More Class Sessions

When a class session is missed for an *unavoidable reason*, the student is *required* to complete #1 and #2:

1) Contact the instructor (through email, Blackboard message or phone message) before the end of the day (i.e. before midnight) on the day of the absence, for each missed class session!

2) Include the reason for the absence in the email, Blackboard message or phone message

ख़ैर, *Makeup of missed work is not allowed* if the instructor is not contacted on the day of the absence and the absence is not the result of an unavoidable reason (as determined by the instructor).

ख़ैर, The *unavoidable reason must be included* when the instructor is notified on the day of the absence!

Any student who misses the first class session of the semester, January 8, (regardless of the reason) is required to make an appointment to meet with the instructor to discuss the syllabus. A graded assignment must be completed during the meeting. The meeting and the assignment must be completed by no later than Wednesday, January 16 or a zero is assigned to the assignment – no exceptions.

Students who are absent for 8 or more scheduled class sessions, regardless of whether the absence is excused or unexcused, will receive a failing grade for the course.

Failure to attend class and/or failure to contact the instructor will not excuse the student of their responsibility to follow the policies in this syllabus.

When an Absence is Known About in Advance

When an absence is known about *in advance*, (example: jury duty or surgery) the student is *required* to notify the instructor in writing (email or electronic message) before the day(s) of the absence.

Written notification must include the reason for and the exact date(s) of the absence(s).

Verbal notification is not accepted! The written notification must be given before the absence.

Absence Due to a Religious Observance

For religious observances, HCC will reasonably accommodate the religious observances, practices, and beliefs of students in its class attendance, examination policies and in work assignments.

Students must notify the instructor in writing at least one week prior to the date(s) of the religious observance.

The specific date(s) of each missed class session must be included in the written notice.

Verbal notification is not accepted!

No makeup work will be permitted if this policy is not followed.
Obtaining Permission to Makeup Missed Assignments or a Missed Test

Makeup of missed work is not guaranteed – permission depends whether or not an assignment is one where a makeup is possible and whether or not course absence policies have been followed – no makeup work is permitted if the instructor is not correctly notified on (or before) the day of the absence, depending on the nature of the absence. Refer to the appropriate policy on page 10.

When syllabus policies have been followed and an absence has been deemed unavoidable by the instructor, a student may be permitted to make up no more than 3 missed assignments and/or one missed, regular test.

* Arrangements for completing the makeup work are the student’s responsibility.
* Arrangements must be made and make up work completed before the instructor's deadline.

No makeup of missed work is permitted for:

- Lectures -- lectures may not be made up -- no exceptions!
- Any assignment that is designated as “No Makeup” on the schedule
- When a student is sent to the dean’s office during class time
- Failure to correctly notify the instructor of an absence on or before the day of the absence
- When a student chooses to do something else instead of coming to class

Makeup of an assignment or test must be scheduled and completed by the deadline on the schedule. When a makeup for a missed assignment or a test is scheduled, the student must arrive at the scheduled time. If a student does not arrive at the scheduled time (and does not notify the instructor in advance), the student will receive a zero on the assignment(s) or test and no other opportunity will be given for making up the work.

Assignment Information

Some of the course information and course activities are not included in the textbook.

Each class session’s assignment is due by the end of the class session. Each day's topics are listed on the instructor-provided schedule. The schedule is posted in the navigation pane (under the link for this course) in MyHCC (Blackboard).

Assignments are only accepted from students who are present in class for the entire class period.

The lecture portion of class is necessary for the understanding of the material and the assignment. Students who are 5 or more minutes late or do not have the correct materials needed for the assignment will not be allowed to complete that day’s assignment and receive a zero on the assignment.

Many assignments require students to submit their work electronically, before the end of the class session.

It is the student’s responsibility to verify that each electronically submitted assignment file is successfully submitted before leaving the classroom.

No additional opportunity will be given for uploading the required assignment file if the file is not correctly uploaded during class time.

Double-check all electronic file submissions in Blackboard for correct submission before leaving class!

The instructor reserves the right to make changes to this syllabus, as needed. Any changes will be announced in class.
**Final Exam**

The final exam is not optional. The final exam will be discussed during a class session near the end of the semester.

The final exam in this course is given according to the date and time on the [college’s final exam schedule](#).

<table>
<thead>
<tr>
<th>Current class time</th>
<th>Final Exam Date</th>
<th>Final Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR at 9:30 – 10:45 am</td>
<td>Tuesday, April 30</td>
<td>9:30 – 11:20 am</td>
</tr>
</tbody>
</table>

Students are **required** to be **on time** for the final exam. Students who enter the final exam late will **not** be given extra time. Students who do **not** bring the correct materials to the final exam are required to take the final exam without the needed materials.

The final exam **may not be made up except** under very serious circumstances. **Proof of the circumstances is required.**

If you have a course with a final exam time that **conflicts** with the final exam time in this course, **contact the other instructor for alternate arrangements.** The final exam in this course follows the college’s final exam schedule and will **not** be changed. Contact the instructor if you have questions about the final exam in this course.

**Computer Lab -- Brandon Campus**

Microsoft Office 2010 software is used in **all CGS 2301 courses.**

- Students **may not** use Apple Macintosh or Open Office software for any work submitted in this course, including any extra credit opportunities.

The Brandon campus computer lab is located in **BTEC 203.** The lab computers have Microsoft Office 2010 software.

**Computer Lab Hours – Spring 2013**

- Monday – Thursday: 8:00 am – 8:00 pm
- Friday: 8:00 am – 4:30 pm
- Saturday/Sunday: CLOSED
Request for Accommodations

Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact Nicole Bargeron in the Office of Services for Students with Disabilities.

- Student accommodations cannot be made without providing the required documentation to the instructor from the Office of Services to Students with Disabilities.
- Documentation should be submitted to the instructor before the end of the second week of classes. Accommodations cannot be applied retroactively. Presenting a memo after the fact will not entitle you to redo work or retake exams with accommodations.
- To ensure that student needs are properly met, students are expected to meet with the instructor during the instructor’s office hours to discuss the accommodations’ request, as soon as possible in the semester.
- Students with testing accommodations are required to contact the instructor in writing for a request for testing accommodations at least 24 hours before the date of the exam. The 24-hour requirement applies to both the campus test center and to the instructor. The date of an exam is listed on the daily schedule for this course. Contact the instructor and the test center for other requirements.
- The Office of Services to Students with Disabilities is located in the Brandon Student Services building (BSSB), room 109.
- Nicole Bargeron’s email address is nlambert@hccfl.edu
- You may also reach the Office of Services to Students with Disabilities by calling 813.253.7914

Withdrawal and Financial Aid

Students who have received financial aid this semester should not drop (i.e. stop attending) or withdraw from this class without talking to the financial aid department first. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.

Recording of Class Sessions

A student shall not, without my express authorization, make or receive any recording, including but not limited to audio and video recordings, of any class, co-curricular meeting, organizational meeting, or meeting with me. Further, it is not permissible to post class lecture materials or other course materials on the web.

Equity/Equal Access Policy

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act. HCC’s Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes, Special Assistant to the President for Equity and Special Programs
District Administrative Offices
39 Columbia Drive, Room 718
Tampa, FL 33606
Telephone: 813-253-7043
Email: jholmes16@hccfl.edu

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