

CSCI-3700 (Online)

Enabling Business with Information Systems

Syllabus & Course Policies

Credit Hours: 3 Hours

Textbook(s): [Processes, Systems, & Info: Intro to MIS, 4th ed. \(McKinney & Kroenke, 2022\)](#)

Instructor: James Tarlton | Tarlton@ETSU.edu

Modality: Online, Asynchronous

Course Description:

Integrates topics of management and organizational theory, information and communication theory, and systems theory relevant to managing an organization's information resources. Includes computer and database concepts and emphasizes the design, analysis, operation, and control of information systems to aid management decision-making. Addresses the issues associated with e-business.

Prerequisite: (MGMT 3000 or C- or better in CSCI 2020) and CSCI 1100

Course Objectives/Outcomes:

By the end of the course each student should be able to:

- Explain the importance of enterprise information systems in business operations and core business concepts tightly related to their implementation.
- Use SAP® as a tool for guiding business decisions, planning, and executing a strategic business plan.
- Demonstrate the interlocking nature of business processes by following a standardized business process through its entire life cycle in SAP®.
- Apply the concepts of systems and information to business.
- Address business needs for Internet/Electronic commerce.
- Apply development tools to business information systems.
- Discuss issues surrounding ethics, security, and global management as they relate to computer-based information systems.

Text and Material:

A textbook is required for this course. eBook or print acceptable.

Enterprise Resource Planning (ERP) software:

This semester we will be utilizing business simulation software, called SAP S/4HANA, to gain a better understanding of ERP concepts. The simulation allows students to run a business, and compete against other businesses, by performing some of the business processes commonly found in a manufacturing company using a fully functional ERP system (SAP).

Grading:

Watch all assigned lectures to receive a Participation grade, these are required. Additionally, make sure you complete all quizzes, homework, and exams. These will be assigned throughout the semester.

Use of Microsoft Office tools (Excel, Word, etc.) for Assignments:

There are assignments in this class that require the use of Microsoft Office tools. Students may use their own PC, or a PC in one of the university computer labs, to complete these assignments.

Syllabus & Course Policies and Course Outline:

D2L Course Site -> Content -> Course Information

Final Grade:

Participation	10%
Discussions	20%
Homework	30%
Quizzes	20%
Exams	20%

Grade Scale:

Numeric Grade	Letter Grade
93.000 - 100.000	A
90.000-92.999	A-
87.000-89.999	B+
83.000-86.999	B
80.000-82.999	B-
77.000-79.999	C+
73.000-76.999	C
70.000-72.999	C-
67.000-69.999	D+
60.000-66.999	D
0.000-59.999	F

Use of D2L

Desire2Learn will be used in class for resource distribution, homework submission, grade reporting, and other class elements. Students should check the D2L site for the class frequently. Feedback for most graded items will be given through D2L.

Quizzes given in D2L will be machine graded to allow students to see their scores immediately. Be aware however that machine grading may mark something wrong for which credit will be given. (Example: question answer was to be "World Wide Web" but "World Wied Web" was accidentally entered by the student as the question response.) Students should check their quiz scoring in D2L.

Students can keep track of their course grades throughout the semester using D2L. Note that final grades may be adjusted due to the policies outlined in this document.

Course Policies*

Instructor Assistance / Office Hours

The instructors are available to assist students during scheduled office hours, other times by appointment, and electronically through email. If students desire help, the instructors are happy to provide assistance. Please do not wait until the last minute (or until it is too late) to request help.

Email is a preferred method of "quick contact". If the class is being "co-taught" by two instructors, the student should send the email to both instructors. Student questions by email are welcomed and are responded to within 24 hours.

Instructor office hours, and the modality (online or in-office), are posted above in the "instructor information" section. Online meetings will be conducted via Zoom. **Students should contact the instructor via email to request an appointment for a meeting during office hours. The email should specify the desired date, time and modality (online or in-office). Students should request appointment at least one hour in advance of the requested appointment time.** Every effort will be made to accommodate the student's requested appointment time, but if the instructor(s) is not available, an alternative time that is mutually agreeable will be established. **The instructor will reply with a meeting notice for the agreed upon meeting date and time.** If the meeting is a Zoom meeting, the instructor will supply the information needed to join the meeting in the meeting notice.

Attendance

Students should contact the instructor with any extenuating circumstances they may have regarding attendance.

Students are expected to attend all class sessions and actively participate in class activities. **However, if you are sick, please do not attend on-ground classes, and inform your instructors of the reason for your absence, in advance of your absence. We will work with you to catch up on lectures and assignments.**

From time-to-time situations occur that may cause a student to miss class (sick, death of a loved one, car trouble, etc.). **You are expected to inform your instructors in advance of your absence.** If you cannot contact your instructors in advance, please communicate as soon as you can, and your instructors will discuss your situation with you.

You will not be penalized for missing class, if you are sick or have a mutually agreed upon reason for missing class, as long as you communicate in a timely manner with your instructors.

If you do not communicate with your instructors in a timely manner, and do not have a mutually agreed upon reason for missing class, you will be given a 0 for any assignments done in class that day, or where attendance was required.

Federal Title IV regulations require the Financial Aid Office to verify attendance for the students receiving financial aid, in order for students to remain eligible for their award. In support of this regulation, the university requires instructors to report whether each student in this class is attending regularly, or not. This report is submitted early in the semester. The instructor will collect attendance via the students signing a class attendance roster that will be circulated each class. If a student fails to sign the class roster, the student will be designated as absent for the day. **It is the student's ultimate**

responsibility to ensure they have signed the course roster. Students must sign in only for themselves. Attendance records will be available in D2L. Students should periodically check these records to ensure that their attendance is accurately reported. After the attendance report is submitted in support of the Federal Title IV requirements, attendance will no longer be collected during class.

It is university policy that students are to attend classes for which they are registered. Experience has shown that students who do not faithfully attend class have a greatly reduced likelihood of mastering class material.

A quiz will be given each week, via D2L, that covers the week's key learning objectives.

When students miss class, it is their responsibility to find out what material was missed and be prepared for upcoming class elements. This should be done promptly after any absence so as to not fall behind. Students should expect that quizzes and course exercises will reference missed material and therefore should prioritize promptly catching up. Students that are absent on days when homework or assignments are given should refer to D2L for assignment requirements. If additional information is needed by the student, the student should contact an instructor for assistance. **Due dates are not adjusted due to student absence.**

General Goal

The class instructor's objective is to maximize every student's learning. The instructor pledges to be prepared for each class, organized, and respectful of each student. In return, the instructor expects the same from every student.

Mutual Respect

Students should respect their classmates and instructor, and should not distract others, or otherwise disrupt the learning environment. **Students disrupting class will generally not be publicly reprimanded. Their grade in the class, however, will be lowered. Students creating significant or repeated distractions may be dismissed from class.**

Mutual respect should extend to all class-related activities and interactions with classmates and faculty. Make communication professional, so as to build a good pattern for future career practice.

Participation and Professionalism

Students often ask how they can earn extra credit, or receive additional points added to their final grade at the end of the semester. **Extra credit assignments are not part of this class, and the instructors do not round up final grades.** Instructors do reserve the right to add points to a student's final grade if that student has shown outstanding participation and professionalism in the class, as outlined here.

Students should conduct themselves professionally during and outside of class in their interactions with one another, and with the instructors. This would include paying attention, asking questions, participating in class discussions, and contributing to an overall positive class environment.

Behave in class the same way you would in a professional setting, and you will build good habits for the future. Some elements of professionalism include:

1. Be on time. Arriving late shows disrespect to those who arrive on time and are ready to begin at the appointed hour. Classes will begin promptly and students are expected to be ready at the designated class start time.
2. Contribute/participate. When asked questions, respond. When you have a question, ask it. When you have something to add to the class, please do. This enhances the class not only for you but also for others. Other students gain the benefit of your insights and/or your questions.
3. Pay attention. Focus on the activity at hand. Experience has shown that students who do not stay alert, and who do not actively listen to class lectures, often perform poorly in the class. Using electronic devices to play games, check email, or do anything other than the task at hand, shows disrespect to the presenter and those around you who may be distracted by your activities. Sleeping in class is also disrespectful to the class.
4. Attend class. Students who do not attend class evidence a lack of concern about mastering the course material and miss out on the overall educational experience. If one expects to do well in class, they should be present except in cases of illness or other significant extenuating circumstances.
5. Submit assignments on time. All assignments (quizzes, homework etc.) will have published due dates.

If you behave in a disrespectful manner during class you can be given a 0 for that day's assignment.

An excellent resource on this topic is Gary Smith's [Eleven Commandments for Business Meeting Etiquette](#)

Technology – Use of Electronic Devices

It is vitally important that student conduct in class not disrupt the learning opportunity afforded to all class members. Students are encouraged to use paper for note taking as studies have shown this to be the most effective method of aiding future retention of content vs. use of. Lecture resources are typically distributed via D2L in advance specifically to allow students the opportunity to prepare paper-based note-taking resources.

However, in this class, electronic devices may be used for note-taking and, when requested by the instructor, for other in-class activities. If you choose to use your device, please be respectful of others and put your device on mute.

Use of any electronic device in a manner that distracts other students, or disrupts the learning environment, will not be tolerated. Students are expected to exercise self-discipline in this matter and exhibit professionalism in their conduct. As stated above, students that distract other students, or the instructor, or otherwise disrupt the learning environment will receive a grade reduction or can be dismissed from the class.

Please silence cell phones and other devices during class time. Should a student receive a call that requires their urgent attention, they should quietly leave the room and carry on the conversation outside of the classroom, so as not to disturb the class.

Grades and Late Work

Assignments, quizzes, in class exercises, or exams will not be accepted after the deadline (due date) **UNLESS** the instructor and student agree that there is a **legitimate reason** for a deadline extension **well in advance of the deadline**. Note that a "legitimate reason" does not include starting the assignment too late. Please be aware that **the instructor will not respond to a request** for a deadline extension if the request is made the day the assignment is due, or after the assignment deadline.

Requests for an assignment extension or excused absence for an in class assignment, or assignment where attendance was required, will not be considered unless the student notifies the instructor in a timely manner, and there is a mutually agreed upon reason for the absence.

Exams and major projects (team projects, individual and team presentations, etc.) will not be accepted late without prior approval from the instructor.

Graded items completed during a class period (quizzes, in-class assignment, discussions, etc.), missed due to a student being late or absent without prior notification, may not be made up and will be scored as a 0.

Other graded items completed outside of class (lab assignments, homework, quizzes, career fair, etc.), are due at the date and time designated.

When a D2L dropbox is used for assignment submission, students must take care to ensure that they have completed the entire file upload process for their submission. **After uploading a file, students should check the dropbox to verify the file was received by D2L.** D2L also automatically sends a confirmation email. **Students submitting items late due to not following these instructions will still be held to the late policy described above.**

All work designated for submission via D2L must be submitted in that manner. **Assignments will only be accepted in the format specified in the assignment. Assignments submitted in the wrong format or to the wrong dropbox will receive a 0.**

Workload Expectations

In addition to attending class and participating in activities during that time, the ETSU definition of a credit hour specifies time expectations for out-of-class work. For undergraduate classes this is 2 hours per week outside of class for each credit hour (6 hours for a 3 credit course, 8 hours for a 4 credit course). For graduate classes this is 3 hours per week per credit hour (9 hours for a 3 credit course).

In determining workload expectations, it should be noted that these are based on time that should be spent by a typical student. Students with less background or experience with course content or those that work at a slower pace may find that they need to spend additional time to accomplish course activities.

Students Repeating a Course, Coursework Resubmission

When a student must repeat a course, **he/she may not resubmit work that was submitted in a prior class** instance. In the case of research papers or other class items of that sort, students must select a different topic and the work on the project must be wholly different than work previously submitted. For other course assignments, the student must submit original work. Students may not submit work that has been submitted in other classes.

Disability

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, telephone 439-8346.

ETSU Syllabus Attachment

The ETSU Syllabus Attachment contains a variety of information on academics at ETSU.

Policy on Academic Integrity/Academic Misconduct

Please review the following resources concerning Academic Integrity

- Plagiarism Policy - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Plagiarism_Policy
- ETSU Honor Code - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Honor_Code
- ETSU Honor Pledge - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Honor_Pledge
- ETSU Academic and Classroom Misconduct - [http://catalog.etsu.edu/content.php?catoid=19&navoid=965#ACADEMIC AND CLASSROOM MISCONDUCT 0240-3-2-.03](http://catalog.etsu.edu/content.php?catoid=19&navoid=965#ACADEMIC_AND_CLASSROOM_MISCONDUCT_0240-3-2-.03)

As noted in the ETSU Syllabus Attachment, the ETSU Honor Code states that:

East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. By becoming a member of the campus community, students agree to live by the standards of the honor code and, thereby, pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." (Honor Code and Pledge revised and adopted February 16, 2012.)

All work MUST be your OWN work! This applies to projects, quizzes, exams and in-class lab exercises.

Cheating: a.k.a. academic misconduct

- unauthorized sharing of worked solutions with other students
- plagiarism (i.e., unauthorized copying) of other people's written work
- unauthorized access to course-related materials during testing of any sort

Penalties for cheating will be imposed at instructor's discretion, typically based on an assignment's relative importance to the overall grade and a student's past history (if any) of academic misconduct.

The grade for a previously graded assignment may be changed if it becomes evident that the student committed academic misconduct while completing the assignment.

Possible penalties for first offense

- 0 for the entire assignment.
- 1 or more full letter grade reduction for the class.
- Academic misconduct charges.

Possible penalties for second and subsequent offenses

- 0 for the entire assignment.
- 1 or more full letter grade reduction for the class. Likely an F for the course.
- Academic misconduct charges.

If it has been determined that an act of academic misconduct has occurred during the course, it will be referred to the College of Business and Technology's Dean. All academic misconduct is tracked by the university. Repeated instances of misconduct may lead to suspension or expulsion.

**Adapted from Dr. Tony Pittarese's Class policies.*