

**Texas A&M University Central Texas
ACC 4350 - 110 Principles of Information Systems
Fall 2017 ONLINE SYLLABUS**

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Willie N. Cargill, Ph.D., CPA
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Email: Class communication in Canvas. Other Communication wcargill@tamuct.edu

Office Hours: Virtual Tuesday and Thursday 1400-1700 or anytime I'm logged on.
Office hours are online virtual using Skype or by appointment using the Collaboration Tool within the Canvas class. Office hours end with the last class day.

Mode of instruction and course access:

This course is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Refer to the "Login" screen for instructions on accessing your classes. After you have logged on, please change your password by selecting the 'Personal Information' menu item. For technical help:

24/7 Phone: (254)519-5466

24/7 Online Chat: Click on the "Chat Now" button at <http://hdc.tamu.edu>

Student-Instructor interaction:

I will be logging on and checking class e-mails during my office hours. In addition, during my office hours, I will be logged into Skype (bill.cargill46) and available within class chat rooms. If several students have e-mailed questions or if your question should be a common question for the entire class, I will send an "All Students" response. If your question is unique to you, I will respond directly to you. **DO NOT SUBMIT ANY CLASS ASSIGNMENTS TO ANY E-MAIL.** Be advised that I do not accept or grade late submissions. Be advised that the e-mail with this version of Canvas fails to give you a notice of new mail. Check your e-mail often.

Any modifications to the syllabus will be sent as and "All Students" e-mail. I reserve the right to change the number or frequency of assessments or assignments. You will be graded based upon the evaluation tools presented to you and the points available to you.

From time to time, I will be working on the computer and my Skype connection will be active. Please feel free to contact me with your questions. If my Skype connection is off, I am not available.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

1.0 COURSE OVERVIEW AND DESCRIPTION:

ACCT 4350. Management Information Systems. 3 Semester Credit Hours.

(WI) Study management issues related to business information systems designed to meet the informational needs of the various business subsystems. Special emphasis on the concepts of systems development, security, privacy and ethics associated with information systems. Credit will be awarded for only one of the following courses: [ACCT 4350](#), [CIS 4350](#), or [MGMT 4350](#). Prerequisite(s): [COSC 1301](#) or 3 hours of Advanced CIS or [ACCT 3301](#) or [CIS 3301](#) and junior standing.

2. Objectives of Course

2.1 Student Learning Outcomes

Gain factual knowledge about management information systems such as terminology, classifications, methods, and trends

distinguish data from information
describes several system characteristics
identify the basic types of business information systems

Learning fundamental principles or theories of system development and design

identify the major steps of the system development process
describes some of the threats that information systems and the Internet can pose to security and privacy
identified the value added processes in the supply chain
discuss strategic planning for competitive advantage
describe the role of the central processing unit main memory and various secondary storage devices
distinguish between single-user and multiuser computer systems
discuss the role of the operating system and application software
outline the overall evolution and importance of programming languages
identify the common functions performed by all database management systems
describes several options for short range medium-range and long-range communications
describes three distributed processing alternatives and discuss their basic features
describe how the Internet works including methods for connecting to it
described the World Wide Web and how it works
identify several e-commerce and in commerce applications

Learning to analyze and critically evaluate management activities and points of view.

identify the basic activities and business objectives common to all transaction processing systems
discuss the advantages and disadvantages of an enterprise resource planning system
discuss information systems in the functional areas of business organizations
list some of the tools and techniques used in knowledge management
identify several factors that influence the success or failure of a systems development project
state the purpose of systems design
discuss the differences between logical and physical systems design
identify specific measures to prevent computer crime

2.2 Competency Goals Statements (certification or standards)

There are no certifications associated with this material.

3. Required Reading and Textbook(s):

Stair and Reynolds, Principles of Information Systems, 13th Edition, Cengage ISBN: 978-1-305-97177-6

A student at this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The Same textbook may also be available from an independent retailer, including an online retailer.

COURSE REQUIREMENTS

4.0 Course requirements:

ALL QUIZES, EXAMS AND ASSIGNMENTS WILL BE POSTED ON CANVAS AND WILL CARRY SPECIFIC AVAILABILITY PERIODS AND DUE DATES.

Chapter Quiz (10 points each)

Exam 1 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 1 - 7

Associated student learning outcomes:

- distinguished data from information
- describes several system characteristics
- identify the basic types of business information systems
- identify the major steps of the system development process
- describes some of the threats that information systems and the Internet can pose to security and privacy
- identified the value added processes in the supply chain
- discuss strategic planning for competitive advantage
- describe the role of the central processing unit main memory and various secondary storage devices
- distinguish between single-user and multiuser computer systems
- discuss the role of the operating system and application software
- outline the overall evolution and importance of programming languages
- identify the common functions performed by all database management systems
- describes several options for short range medium-range and long-range communications
- describes three distributed processing alternatives and discuss their basic features
- describe how the Internet works including methods for connecting to it
- described the World Wide Web and how it works

Exam 2 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 8 - 11

Associated student learning outcomes:

- identify several e-commerce and in commerce applications
- identify the basic activities and business objectives common to all transaction processing systems
- discuss the advantages and disadvantages of an enterprise resource planning system
- discuss information systems in the functional areas of business organizations
- list some of the tools and techniques used in knowledge management

Exam 3 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 12 - 14

Associated student learning outcomes:

- identify several factors that influence the success or failure of a systems development project
- state the purpose of systems design
- discuss the differences between logical and physical systems design
- identify specific measures to prevent computer crime

Comprehensive Final Exam (200 points)

This objective exam (multiple choice and/or true false) covers chapters 1-14

Associated student learning outcomes:

All of the above

Writing Assignment/Software Analysis (300 points)

The students will demonstrate mastery of topics to be determined by the Instructor.

Discussion Board (100 points)

Selected topics will be posted. You will be graded on your participation and the merit of your comments.

4.5 Discussion Topics

Discussion topics will be posted several times during the term. You must participate in each discussion. Minimum participation, for a 70% credit, requires posting 1 original response, reading all posts by other class members, and responding to 2 class member responses.

The minimum number of postings per topic is 3. Participation accounts for 20% of your grade. If the quality of your postings is not sufficient, the points will not be earned. You are expected to contribute to the class discussions in meaningful ways. That means:

- Contributing new and relevant information to the course discussion and from readings of the textbooks;
- Commenting in a positive manner;
- Building on the remarks of your fellow students;
- Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information.
- Demonstrating practical application of the week's key concepts from your professional/personal experience.
- “Substantive” does not include “I agree,” “Great point” or “You’re wonderful” type postings. These types of postings are examples of positive “teaming” and are fine but not by themselves. They do not add depth or breadth to the discussion. A “substantive” posting should include:
 - Your thesis (main point)
 - Your supporting arguments
 - A reference to class or outside material to support your thesisAn example from your experiences to support your thesis.

A: Weak Responses (No Credit):

1. That is exactly what I did. It is so much cheaper.
2. I know what you mean. It's confusing, but I just went along with it. I hope I get credit for it.
3. I like your answers, short and to the point!

The above responses require minimal thought, show no research, and do not add to the discussion

B: Good Responses:

1. Great job on answering the questions. There were two key words that you listed that I did not even think about: 1. Highly compensated employee and excess compensation. Thanks
2. I too started listing words that I thought would be relevant to the case when I could not find the right information. I also found that by going back to the chapter and looking for similar examples, I can pick out certain keywords that I was unaware of.
3. I like your suggestion to use "and" when searching key words. Sometimes just rearranging the order of words can help as well. Usually the problem gives us plenty of information to go off of for research, we just have to read it carefully and several times.

C: Best Responses:

1. I agree that it is important to be familiar with the databases you plan to use. The more you know about the database you are using the more efficient you will be and the more time you will save. In today's professional world time means everything! The research problems are a great way for us to become familiar with the databases and to practice our research skills.
2. I agree that professional needs to have all the information about the client's situation before proceeding. One mistake could cost precious money and the professional's credibility. I like your reference to your attached web site. Referring to the web site examples helped me understand the problem.

Ensure that your comments and postings are well thought out, utilize correct grammar and spelling, and contribute to the topic.

Comments not on point will be graded negatively.

5.0 Grading Criteria Ruberic and Conversion:

Chapter quiz	100 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final exam	200 points
Writing/Software Assignments	300 points
Discussion Board	100 points
Total points available	1000 points

Percentage conversion and grade scale:

(This is an example. **If the total points available change, the point range will change.**)

Point Range	Percentage	Letter grade
900-1000	90-100%	A
800-899	80-89%	B
700-799	70-79%	C
600-699	60-69%	D
599 and lower	below 60%	F

Formula used to obtain grade:

$(\text{Points obtained} / \text{Points Available}) * 100 = \text{Percentage}$

6.0 Posting of Grades

All quiz and exam grades will be posted to "MY GRADES" when the quiz/exam is "Submitted". The writing assignment will be due near the end of the term and grades will be posted to "MY GRADES" before the final exam date.

TECHNOLOGY REQUIREMENTS AND SUPPORT

7.1 Technology Requirements

The student will need a computer that has a browser that is compatible with our version of Canvas and an Internet connection of adequate bandwidth to provide for a reasonable connection speed.

For a guide to use Canvas, go to the Student Overview of Canvas. There are other videos that will help you understand how to navigate within this system. Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues way before deadlines

7.2 Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link. For issues related to course content and requirements, contact your instructor.

Course Outline and Calendar

8.0 Complete Course Outline (Please note that this is a "week of" schedule starting on Sunday. Specific due dates will be posted as part of the Canvas posting.)

Week Beginning	Topic
1/15	Introduction to Information Systems
1/22	Information Systems in Organizations
1/29	Hardware
2/5	Software
2/12	Database Systems
2/19	Telecommunications
2/26	the Internet
3/5	Electronic and Mobile Commerce
3/12	Spring Break
3/19	Enterprise Systems
3/26	Information and Decision Support Systems
4/2	Knowledge Management
4/9	Systems Development
4/16	Systems Development Design and Implementation
4/23	Personal and Social Impact of Computers
4/30	Writing Assignments

Exam 1 (Chap 1-7)

Exam 2 (Chap 8-11)

Exam 3 (Chap 12-14)

Semester ends December 5, 2017 Final exam is due not later than 11:59:00PM Central Time 12/13/17

DUE DATES FOR QUIZZES, EXAMS, AND ASSIGNMENTS ARE AS POSTED IN CANVAS.

Important University Dates:

August 28, Add/Drop/Late Registration begins

August 30, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes

September 1, Priority Deadline to Submit Graduation Application

September 4, Labor Day, CAMPUS CLOSED

September 5, Last day to drop 1st 8-week classes with no record

September 13, Last day to drop 16-week classes with no record

September 22, Last day to drop a 1st 8-week class with a Q or withdraw with a W

October 6, Deadline to submit graduation

October 20, Last day to withdraw from the University (1st 8-week classes WF)

October 23, Add/Drop/Late Registration begins, 2nd 8-week classes

October 26, Add/Drop/Late Registration ends, 2nd 8-week classes

October 30, Last day to drop 2nd 8-week classes with no record

November 10, Veteran's Day

November 10, Last day to drop with a Q or withdraw with a W (16-week classes)

November 17, Last day to drop a 2nd 8-week class with a Q or withdraw with a W

November 23-24, Thanksgiving, CAMPUS CLOSED

December 15, Last day to withdraw from the University (16-week and 2nd 8-week classes)

December 15, Last day to file for Degree Conferral (Registrar's Office)

December 15, Commencement (End of Fall Term)

December 25-January 1, WINTER BREAK

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Copying the answer from a solutions manual is plagiarism and will result in a zero for the assignment at a minimum. Purchase of a report from a service or individual will result in the student receiving an “F” for the final grade.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at imdavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

The University Writing Center.

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WConline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [<https://tamuct.libguides.com/>].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [<https://www.tamuct.edu/departments/compliance/titleix.php>].

INSTRUCTOR POLICIES.

The operation of the Online Course and Being an Online Student

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. Each assignment and/or quiz has a SPECIFIC due date and time. These may vary from assignment to assignment. Do not wait until the last few minutes to SUBMIT an assignment. When the time expires, you will not be able to submit your work

If the Assignment Due time is 23:59 and you wait until 23:58 to SUBMIT your work and you have internet problems, you **MAY NOT** send me your work as an e-mail attachment. **I will not accept late submissions.** For some assignments this system MAY accept late submissions; however, I will not grade them if they are late.

I think that this is an important course for accounting majors. You will need this information regardless of your career path. Unless otherwise stated, I expect you to work independently. Please do not share your work or answers with other students. It is acceptable for you to discuss the question and possible answers, but you must develop your own response before submitting an answer. Interaction with other students is important and

and you should participate in Discussion Board activities and Chat Rooms where appropriate. **I do not accept late submissions.** Exams and quizzes will be posted for a time period that should be sufficient for you to have access regardless of your work or duty schedule. Our version of Canvas sometimes refuses to accept SUBMIT attempts. When that happens you must have time to wait and then SUBMIT at a later time. **DO NOT WAIT** until the end of the availability period before taking a quiz, exam or completion of an assignment.

V. Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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