CIS 3347-110, 80377, Management Information Systems Fall 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: Aug 28, 2023 – Dec 15, 2023

This course meets face-to-face on Tuesdays and Thursdays from 2PM to 3:15PM in Heritage Hall 308, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Hashai Papneja
Office: Founder's Hall 323P

Email: hpapneja@tamuct.edu, or through Canvas Inbox (preferred).

Office Hours

Monday and Friday: 3PM – 4:30PM (online on Microsoft Teams) Tuesday and Thursday: 3:30PM – 4:30PM (in-person at FH 323P)

I am also available to students on an appointment basis. Please email me *from your Warrior email account* to schedule an appointment. Meetings would take place on Microsoft Teams.

Student-Instructor Interaction

I generally check email multiple times a day, and usually respond to student emails within 1 to 2 business days, if not sooner.

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts. Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the <u>SafeZone</u> website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:

- <u>iPhone/iPad</u>: [https://apps.apple.com/app/safezone/id533054756]
- Android Phone / Tablet
 [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- 2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University <u>website</u> [https://www.tamuct.edu/covid19/]

COURSE INFORMATION

Course Overview and Description

A study of voice and data communications technologies, concepts, and applications, including communications terminology, hardware, software, protocols, and managerial issues in data and voice communications. Topics include alternatives available in hardware, software, and transmission facilities; design integration; and selection and implementation of communications solutions. In addition, students explore the current and future impact and directions of these technologies.

Course Objective or Goal Student Learning Outcomes

Course-level Learning Outcomes (CLOs)

At the conclusion of the course, the student will be able to:

- CLO 1: Illustrate network behavior and principles employed in an organization and the underlying operation of the communication networks.
- CLO 2: Demonstrate the details of data and signals in Computer Networking and analyze the correct operation of various protocols.
- CLO 3: Understand the basic principles of Internet protocols and various internet services.
- CLO 4: Describe the fundamental principles of information technology security.

Program-level Student Learning Outcomes (PSLOs)

Outcome	CLO 1	CLO 2	CLO 3	CLO 4
Common Core				
PSLO 1: Communicate effectively on technical subjects appropriate to the discipline	Р	Р	Р	
PSLO 2: Recognize a reasoned resolution to an ethical challenge in computing context				
PSLO 3: Apply knowledge to address the IT security needs of an organization				Р
PSLO 4: Design appropriate computing solutions to business problems				

Required Reading and Textbook(s)

Title: Business Data Communications and Networking **Authors**: Jerry FitzGerald, Alan Dennis, Alexandra Durcikova

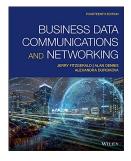
ISBN: 978-1119702849

Edition: 14

Textbook Companion Website: https://www.wiley.com/en-

us/Business+Data+Communications+and+Networking%2C+14th+Edition-

p-9781119702665



Note: An electronic version of the book may be available. There is no obligation to purchase the textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including online retailers.

Supplemental Material: The textbook may be supplemented with other materials including handouts, videos, software demonstrations, PowerPoint presentations, etc.

COURSE REQUIREMENTS

Chapter Readings and Slides

The textbook has 12 chapters, and we will be going through each one. Chapter readings for each week are listed in the Course Calendar below. Additionally, chapter slides are posted on Canvas to go through. Students are expected to read and understand the chapters before working through the quizzes and assignments.

Quizzes

There are 6 quizzes in this course. The quizzes will be conducted online through Canvas. Each quiz is worth 10 points. The quizzes are due on the last day of the week (at 11:59PM Central Time) as noted in the Course Calendar below. The quizzes are timed, open book, and open notes. Only one attempt is allowed. The quizzes consist of multiple-choice, true/false, and/or short answer questions. A quiz must be finished in a single sitting (i.e., cannot be saved and completed later).

Assignments

There are 4 assignments in this course. Two of the assignments are "Signature Assignments", i.e., essential assignments meant to enhance your subject area knowledge and writing skills. The due dates of these assignments are noted in the Course Calendar below, and also posted on Canvas. Each assignment is worth 20 points.

Assignments generally follow the Rubric for Written Assignments (PSLO1) posted on Canvas. Assignment 4 also additionally follows the IT Security Rubric (PSLO4) posted on Canvas. These rubrics are a part of this Syllabus, and so please be sure to review them.

Assignments should be formatted as double-spaced with 1-inch margins on all sides, and use a

12-point Calibri font. References must conform to APA style 6 or 7 (you may refer to https://owl.purdue.edu/owl/research and citation/apa style/apa formatting and style guid eggeneral format.html for details). You may use Microsoft Word's "Insert Citation" option under "References", or you may use a citation software such as Mendeley, EndNote, Zotero, or RefWorks.

Lab Exercises

There are 3 lab exercises for this course. The lab exercises are meant to give you practice-oriented, hands-on experience with the subject. They involve working with a network software such as Cisco Packet Tracer or Wireshark. Each lab exercise is worth 10 points.

Course Presentation

This course requires you to present on a topic related to Data Communication. You are to prepare a PowerPoint slide and upload it to Canvas. This presentation is worth 10 points.

Midterm and Final Exams

There is 1 midterm and 1 final exam for this course. The final exam is not comprehensive. Both exams are worth 30 points each. The exams will be conducted online through Canvas. The exams are open book, open notes, and timed. Only one attempt is allowed. They consist of multiple-choice, true/false questions, and must be finished in a single sitting.

Grading Criteria Rubric and Conversion

The following grading criteria will be used to determine your final grade in the course:

Required Activity	Quantity	Points (each)	Total
Quizzes	6	20	120
Assignments (incl. 2 Signature Assignments)	4	20	80
Lab Exercises	3	10	30
Course Presentation	1	10	10
Midterm	1	30	30
Final Exam (NOT comprehensive)	1	30	30
Total	300		

Point Range	Percentage	Letter Grade
270 – 300	>= 90%	A
240 – 269	>= 80%	В
210 – 239	>= 70%	С
180 – 209	>= 60%	D
0 – 179	< 60%	F

Posting of Grades

Grades will be posted to the Canvas Gradebook within about a week after the due date. Feedback will be provided via email or through 'Comments' under your submission on Canvas.

Grading Policies

All assignments must be submitted before the posted deadline (typically at 11:59PM Central Time on the end date for that week as noted in the Course Calendar below). Late assignments will generally not be accepted, unless you have a genuine, documented reason with sufficient documentation, which may be subject to verification. In such cases, please email me your reason with accompanying documentation before the deadline. It is always advisable to start working on assignments as soon as you get them.

Plagiarism Policy

Students are strongly advised <u>not</u> to copy and paste material from websites, study guides (such as Chegg, Course Hero, etc.), research articles, industry articles, blog posts, or any other online resources. Students must rephrase and properly cite any of the material used in their submissions. All submissions will be checked using the automated plagiarism check / similarity match software built into Canvas. Submissions with more than a 40% similarity will automatically receive a grade of 0 (zero). It is the student's responsibility to check for this score on Canvas (the SimCheck report is made available to you right upon your submission), and, if necessary, revise the assignment, and resubmit. Rephrasing and citing sources properly or quoting with proper citations are key here.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Below is a tentative course outline and calendar.

Week	Dates	Learning Materials	Deliverables
1	Aug 28 – Sep 3	Syllabus and Introductions	Meet and Greet Discussion
2	Sep 4 – 10	Chapter 1	Quiz 1 (Ch. 1), Lab Exercise 1
3	Sep 11 – 17	Chapter 2	Assignment 1
4	Sep 18 – 24	Chapter 3	Quiz 2 (Ch. 2, 3), Lab Exercise 2
5	Sep 25 – Oct 1	Chapter 4	Assignment 2
6	Oct 2 – 8	Chapter 5	Quiz 3 (Ch. 4, 5), Lab Exercise 3
7	Oct 9 – 15	Chapter 6	Assignment 3
8	Oct 16 – 22	Midterm (Ch. 1 thru 6)	
9	Oct 23 – 29	Chapter 7	Assignment 4 topic selection due

10	Oct 30 – Nov 5	Chapter 8	Quiz 4 (Ch. 7, 8)
11	Nov 6 – 12	Chapter 9	[Work on Assignment 4]
12	Nov 13 – 19	Chapter 10	Quiz 5 (Ch. 9, 10), Assignment 4
13	Nov 20 – 26	Chapter 11	[Work on Course Presentation]
14	Nov 27 – Dec 3	Chapter 11 (contd.)	Quiz 6 (Ch. 11)
15	Dec 4 – 10	Chapter 12	Course Presentation due
16	Dec 11 – 15	Final Exam (Ch. 7 thru 12)	

^{*} All deliverables are due to Canvas by 11:59PM Central Time on the due date.

Important University Dates

Please see the link below for the A&M-Central Texas Academic Calendars, which track important deadlines and dates for the school year and semesters: https://www.tamuct.edu/registrar/academic-calendar.html

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will use Microsoft Office 365 software. As a University student, you can download the software at no cost. Please access this University link for download instructions: https://tamuct.onecampus.com/task/all/office365-software

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, iOS, android, or any other device with a modern web browser. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

Texas A&M University-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, web camera, speaker, and microphone (or headset). Proctorio requires use of the Chrome web browser with their custom plug in installed.

Other 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]

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socioemotional disability requiring reasonable accommodations, please visit Access and Inclusion [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit Academic Support [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved

ADA accommodations. Call (254) 519-5830 or visit the <u>Testing</u> Center [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit Tutoring Services [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more <u>information regarding the student conduct process</u>, [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may <u>submit a referral</u>, [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Drop Policy

If you discover that you need to drop this class, you must complete the <u>Drop Request</u> Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eisprod.ec.tamuct.edu:443/samlsso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the Pregnancy & Parenting webpage [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/pregnant-

and-parenting-students.html]. If you would like to read more about these requirements and guidelines online, please visit the website

[http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions

[https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the <u>Title IX webpage</u> [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under Title IX, Texas Senate Bill 212, and System Regulation 08.01.01, [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to

respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student- (https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 631,525 eBooks and 75,149 journals, in addition to the 97,443 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 24 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 virtually through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here [https://tamuct.libcal.com/appointments]. 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 workspaces, 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 <u>Library website</u> [https://tamuct.libguides.com/index]

University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University—Central Texas (A&M—Central Texas) is a free service open to all A&M—Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

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 UWC is here to help. For a brief introduction to the UWC and its services, see: https://youtu.be/KxQyqVoy7Do.

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER POLICY STATEMENTS

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 TAMUCT, 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 Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

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 <u>Title IX webpage</u> [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the <u>referral</u> online [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

Anonymous referrals are accepted. Please see the <u>Behavioral Intervention Team</u> website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

Syllabus, Course Materials, Grading Policies, and Rubrics

The instructor reserves the right to supplement materials presented in the textbook with additional course material that may help the students better understand the topics. The instructor reserves the right to modify the syllabus, grading policies, and rubrics at any time

during the semester for the benefit of the students.

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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