Syllabus: Course INFSYS 2800 (3 credit hours)
Information Systems Concepts and Applications

About this course:

Required texts: (Available via Canvas)
Principles of Information Systems – Stair & Reynolds Online at Cengage Unlimited
Tutorial on JavaScript - online

Course Description

Prerequisites: INFSYS 1800. The course covers concepts of information systems as they relate to business functions, including web page design and e-commerce, telecommunications, systems analysis and design, ethics of information system design and use, information security, foundations of database systems and integrated business information systems. Introduction to JavaScript is also included. Students will also gain valuable strategies for career development, contact management and networking.

Time Requirements:
If this course were offered on campus, you’d be in class 2.5 hours/week plus travel time. The online version is no different in terms of expectations for your involvement. This is an active online course that nominally requires 3 hours of your time each week, though with the time it takes you to read the required materials, watch the videos, and complete the assignments, you need to plan to spend a minimum of 6-10 hours every week on activities related to this course. If you are worried about your preparedness, consider taking the Online Readiness Survey to help decide if an online course is right for you.

Course Objectives:
During the course, students will:
A. Discuss challenges confronting the management of information systems
B. Analyze, design, and implement information systems
C. Demonstrate understanding of telecommunications and mobile computing
D. Develop web-based applications
E. Discuss E-Commerce trends
F. Outline legal, ethical, privacy, and security issues relating to information systems
G. Develop communication and networking skills
H. Demonstrate basic JavaScript skills
I. Apply advanced Excel skills to business problems
J. Explore emerging topics in information systems

Technology Requirements:
As a student in an online course, you are expected to have reliable internet access almost every day. If you have computing problems, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:
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1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers (Apple Safari, Internet Explorer, Google Chrome, Mozilla Firefox)
3. Chrome browser with Proctorio plug in.
4. Ability to navigate Canvas (Learning Management System)
5. Minimum Processor Speed of 1 GHz or higher recommended.
6. DSL or Cable Internet connection or a connection speed no less than 6 Mbps.
7. Media player such as VLC Media Player.
8. Adobe Flash player (free)
9. Adobe Reader or alternative PDF reader (free)
10. A webcam and microphone are required to take this online class online.

How to Succeed in This Course

You have to work diligently in the course and read/view and learn all the materials. We have 7 main assignments for students to practice what they have learned to strengthen their skills in some of the applied areas of the course. Several discussions provide opportunities to interact and ask questions to develop better understanding and learning of the material covered. Students should view every video provided to them in the modules very carefully and completely. You are required to provide a brief summary of each and identify any muddy points in each of the videos included in the course.

Instructional Technology: The following tools will support the instructional strategies for this course: Zoom, PowerPoints, Videos, Discussion Boards, Canvas, and Excel. You also need good reliable internet service.

If this is your first online course, it is recommended that you log into Canvas and complete the Online Course Overview listed in your Canvas course list. If you've already completed the orientation, you do not have to retake it but you can refer to it for helpful videos and tutorials about the technologies used in this course.

Assessment/Grading

Grade Composition: Generally, grades will be determined based on the overall weighted percent score achieved by the students, with 90% + score for grade A, 80% + for B, 70% + for C, and 60% + for D, and Rest F. Instructor retains the right to adjust the grading scheme as needed. Weighted average will be used to determine the overall score as per the table included below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percent of Grade</th>
</tr>
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<tbody>
<tr>
<td>Tests - Two</td>
<td>40%</td>
</tr>
<tr>
<td>Excel and JavaScript Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Quizzes and Discussions</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale: The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 % to 94.0 %</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94.0 % to 90.0 %</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90.0 % to 87.0 %</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87.0 % to 84.0 %</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84.0 % to 80.0 %</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80.0 % to 77.0 %</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77.0 % to 74.0 %</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74.0 % to 70.0 %</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70.0 % to 67.0 %</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0 % to 64.0 %</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64.0 % to 61.0 %</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61.0 % to 0.0 %</td>
<td></td>
</tr>
</tbody>
</table>

EX = Excused
DL = Delayed
FN = Failure/Non-Participation

Please see the assignment grading and submission policies. Students are expected to read/view and complete the assignments on their own or with their group as specified. Tutor, if available, can help explain the concepts and answer questions, and provide general guidance, but cannot do the assignment for a student. Students should view/read the related material before seeking help of the tutor. Students will lose 50% marks for a late submission, if permitted, and lose 100% marks after the solution has been presented past the due date. We will grade the assignment and discussion submission usually in a week following the due date.

Online Class Netiquette/Behavior

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.

- **Use effective communication.**
  - Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc).
  - Be polite, understate rather than overstate your point, and use positive language.
  - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.
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- **Ask for clarification** to a point if you feel emotional from a classmate’s post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.

- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a certain dialogue going on, please add to it, but if you have something new to say, please post it in another thread.

- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.

**Course Schedule – Please refer to Canvas.**

**Course Policies**

**Participation (expectations)**

- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.

- I will not respond to each post but will be monitoring each discussion.

- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework, and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions and other activities as assigned is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric*. 

*To be added later.
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If you are unable to participate in the scheduled class activity or discussions, you must notify the instructor within the week of that class module or discussion. An unexcused failure to engage or participate with the class will be counted as an absence; unexcused absences may result in failure. The instructor reserves the right to make a judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

Online Discussion Protocol

- Participation in the course should maintain a positive work and learning environment, as outlined in the UM Collected Rules & Regulations, 330.080
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper “netiquette”.

Attendance Policies

- Present in class for online courses is determined by participation in an “academically related activity,” i.e. submission of an assignment, assessment, or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

Academic Integrity/Plagiarism

- You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University’s Campus Policies and Code of Student Conduct found in the UMSL Bulletin
- Academic dishonesty is a serious offense that may lead to probation, suspension, or dismissal from the University. One form of academic dishonesty is plagiarism – the use of an author’s ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by using any unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., copying someone else’s answers on tests and quizzes). Unauthorized possession or distribution of academic materials is another type of academic misconduct. It includes the unauthorized use, selling or purchasing of examinations or other academic work, using or stealing another student’s work, unauthorized entry or use of material in a computer file, and using information from or possessing exams that an instructor did not authorize
for release to students. Falsification is any untruth, either verbal or written, in one’s academic work. Facilitation is knowingly assisting another to commit an act of academic misconduct. **Plagiarism, cheating, and falsification are not acceptable.**

- All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student’s grade on that work in this course. The campus process regarding academic dishonesty is described in the “Policies” section of the Academic Affairs website.

- Plagiarism is the use of another person’s words or ideas without crediting that person.

- Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University, per the UMSL academic dishonesty policy.

- Students are responsible for being attentive to and observant of campus policies about academic honesty as stated in the University’s Student Conduct Code.

- To avoid accusations of academic dishonesty, please submit all written work to the Turnitin System before finalizing what you submit for evaluation. Check information about The Writing Center on UMSL’s website.

**Title IX Policies**

In adherence to the policies of Title IX and to promote a safe and secure educational environment, it is strongly recommended statements similar to those below be added to your course syllabus:

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

- **Content Advisory:** The course requires good logical skills and knowledge of materials from the prerequisite courses. Some of the concepts require abstract thinking and ability of apply college level algebra.

**Communication Policy**

I will communicate with the class at the beginning of each week by posting an announcement detailing the topics and tasks to be completed over the week. For submitted assignments, I will communicate through comments posted in the Canvas gradebook the week after the due date.

Please feel free to email me at any time if you have questions about the assignments or the course. I will respond within 24-hours. If you do not hear back from me by then, please don’t hesitate to send a reminder.

**Student Resources**
Access, Disability and Communication

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, cramert@umsl.edu
- Website: http://www.umsl.edu/services/disability/

Office of International Students and Scholar Services

If you have difficulty communicating in English with the instructor of this course, contact ISS.

- 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Website: http://www.umsl.edu/~intelstu/contact.html

Student Enrichment and Achievement

SEA provides comprehensive support and intervention strategies that support your road to graduation!

- 107 Lucas Hall
- Phone: (314) 516-5300
- Email: umslsea@umsl.edu
- Website: https://www.umsl.edu/services/sea/

Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)

MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: multicultural@umsl.edu
- Website: https://www.umsl.edu/~mcraa/index.html

More Student Resources are on the Learning Resource Lab website.

Technical Support

Online Mentor Program

Online education requires different teaching, learning, and technology skills than those found in traditional
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face-to-face classes. We assist students with the online technology in Canvas and provide resources for studying and success in online classes.

- 598 Lucas Hall
- Phone: (314) 516-4211
- Email: onlinementor@umsl.edu
- Website: http://www.umsl.edu/services/ctl/studentsupport/omp.html

Canvas
If you have problems logging into your online course, or an issue within the course site, please contact the Technology Support Center:

- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Website: http://www.umsl.edu/technology/tsc/

If you are having difficulty with a technology tool in Canvas, consider visiting the Canvas Student Guides, which has overviews of each tool and tutorials on how to use them.

If you continue to experience problems or just have questions, you can also contact the Learning Resource Lab:

- Phone: (314) 516-6704
- Email: lrl@umsl.edu
- Website: http://www.umsl.edu/technology/lrl/

Academic Support

The Online Writing Center (OWC)
At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- 222 Social Sciences and Business Building (SSB)
- Website: https://www.umsl.edu/~umslenglish/WritingCenter/
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on Courses→All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

Math Academic Center (Math Lab)
The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.

- 222 Social Sciences and Business Building (SSB)
- Website: http://www.umsl.edu/mathcs/math-academic-center/