

**Information Systems Fundamentals
Lecture and Lab (Combined)
Lecture Capture Video Streaming Course (LCVS) – Video Access via Canvas**

**The Live Lecture and Live Lab will take place together
Lecture & Lab Video Recordings Available 24/7 after 6 pm on day of taping
Students are Required to Complete both Lecture Material & Lab Material for this Course
Students are Required to Watch the Live or Recorded Lecture and Lab Videos for this Course**

Professor Information & Office Hours

- Dr. Jonathan Sweet, Ph.D.
 - Boca Office: Fleming Hall (FL) 341A, Boca campus

Lecture/Capture Course Design:

- Both the lecture and lab for this course are taught in the lecture capture mode. This means that the course lectures and labs are video-recorded and available for student playback approximately 3 hours after the end of each lecture period. The lecture and lab recordings are available 24/7 on Canvas until the end of the course.
- **YOU ARE NOT REQUIRED TO ATTEND THE LIVE LECTURE or LIVE LAB IN PERSON.** The classroom is a small room limited to about 45 students and there are over 250 students registered in the course. Seating is on a first-come/first-served basis. There is not enough room for everyone. The course is designed to be taken using the video recording format. Once the room reaches its maximum capacity of about 45 students, you will not be able to enter the classroom (sitting on the floor or standing on the wall is also not permitted) as the fire marshal prohibits exceeding the room capacity.
- All lecture and lab exams, homework, and other assignments are designed to be completed individually online.
- While you DO NOT need to come to class, you are welcome to sit in on the live lecture and live labs if you prefer learning face-to-face.
- During the first few weeks of the semester, the classroom is usually filled to capacity but then after the first few weeks, there tends to be more seats available.

Required Text and Materials

- Lecture & Lab Textbook & access code Bundle:
**O'Leary: Computing Essentials 2017 (Loose-leaf version) +
SIMNet: Nordell Office 2016 Access Code is included in the bundle
ISBN #: 9781260000184 {Bundle package}**

- When you purchase this bundle, you will receive (1) loose-leaf copy of the O’Leary textbook, (1) access code for SIMnet (which is the online platform we will use for the lab material), and digital/electronic copies of both the O-Leary text and the Nordell text that can be electronically accessed through the Simnet online platform
- THE ABOVE COMPONENTS ARE AVAILABLE AS A DISCOUNTED BUNDLE, ISBN-13: 9781260000184, AVAILABLE AT THE FAU BOOKSTORE.
- You can also purchase a digital copy of the access code for SIMnet which includes a digital copy of the O’Leary textbook through SIMnet. More information on how to do this process will be explained in the first lecture when the representative from SIMnet walks through the sign-up process
- Hardware Required for Taking the Online Lecture Exams for this Course
 - A well-functioning computer/laptop, stable Internet connection, webcam, & FAU Owl Card (or other government-issued photo ID)

Additional Course Material

Microsoft Office:

- You must have access to the most current version of Microsoft Office to complete this course. Older versions of Microsoft Office sometimes does not work properly with all the lab assignments. If you do not currently have access to the most current versions of Microsoft Office, FAU provides two options for you:
 1. Download a free copy of the most current version of Microsoft Office 365 through the university. Microsoft Office 365 is now available for free for all current FAU students while enrolled at FAU. For more information on how to gain access visit <http://www.fau.edu/oit/getoffice365>.
 2. Use Microsoft Office in one of the Open Labs and computers on campus. Open Labs and hours of operation are listed on the FAU website. For more information on open lab locations and hours visit: http://www.fau.edu/oit/labs/open_labs/index.php.
 - You must have an FAUNet account to log into the FAU computers. (See <http://www.fau.edu/oit/hottopics/topics/faunetid.php> about student accounts and access).

Storage

- Throughout this course you will be working on projects in Excel and you will need somewhere to save those files, especially if you are working on one of the computers on campus. Here are some storage options you may find helpful:
 - Use the Free Google Drive attached to your FAU Email (More information about FAU’s Google Apps can be found here: <http://www.fau.edu/owlapps/>)
 - Sign up for DropBox’s free 2GB worth of cloud storage. Click the link here to sign up and access your free storage: <https://db.tt/kGrIq2iX>

Additional materials may be assigned and distributed via Canvas or in class throughout this course

Course Description

Information Systems Fundamentals (ISM 2000)

- Course introduces students to the basic concepts in computer technology and highlights the relevance of computers and their applications to all aspects of life in the modern world. It covers the fundamentals of computer systems, computer networks, software applications, and the Internet as well as social issues related to the use of computer technology.

Course Prerequisites, Credit Hours, and Class Time Commitments

- **Prerequisites:** None.
- **Credit Hours:** 3 Credit Hours.
- According to Florida Administrative Code, Rule 6A-10.033, students must spend a minimum 2,250 minutes of in-class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required. The course schedule for this course reflects this expectation of students.
- I recommend spending 3 hours outside of class each week for each credit hour of ISM 2000 to sufficiently master the course material.

Course Learning Objectives

- **Information Systems Fundamentals** is a 3-credit hour course which is about the blending of two distinct subjects: “information” and “technology”. In this course, we will look at the fundamentals of each and how they influence and interact with each other. The course intends to introduce students to basic concepts in computer technology and to highlight the relevance of computers and their application in all aspects of life in the modern world. The course covers the fundamentals of computer systems, computer networks, software applications, the Internet, as well as social issues.
- Both course components aim to provide exercises in critical thinking and communication skills, two of the top ten skills sought by employers. Upon successfully completing the course, you should be able to understand using technology to gather, store, and manipulate information for the purpose of communication and problem solving, as well as to determine which software application is the appropriate choice for the end purpose.

- The course is designed to promote student advancement in these crucial life and career skills:
 - Learning how to learn on your own.
 - Developing the communication skills needed to collaborate with others.
 - Developing life-long learning skills.
 - Developing metacognitive skills – knowing what you know, don’t know, or misunderstand.
 - Developing the ability to evaluate yourself and your peers

LEARNING GOALS:

- **Content Knowledge (Declarative).** Students will be introduced to information systems for the purpose of processing data into information, computer history, systems use in modern culture and the ethical issues they may provoke. Students will demonstrate the proficiency of their knowledge in these topics by taking exams.
- **Content Knowledge (Technical).** Students will be introduced to the use of productivity computer software programs (operating system, word processing, presentation, and spreadsheet) and their relevance to problem-solving and communication. Students will take exams and complete assignments in which they will use these applications to demonstrate their proficiency in using those programs.
- **Critical Thinking (Apply/Analyze/Evaluate).** Students will be introduced to the concept and analysis of information requirements of problem-solving. They will learn the various types of data needed to create such information, and evaluate the proper use of each in different application environments.
- **Critical Thinking (Solve Problems/Design/Create).** Students will be introduced to problem-solving skills using spreadsheet. Students will go through the process of developing solutions based on data requirements.

Grading Scale

The grading scale for this course is listed below.

Grading Scale:

A	93.00-100%	C	73-76.99%
A-	90-92.99%	C-	70-72.99%
B+	87-89.99%	D+	67-69.99%
B	83-86.99%	D	63-66.99%
B-	80-82.99%	D-	60-62.99%
C+	77-79.99%	F	< 60 %



A grade of C (73%) or better is required to pass this course as a College of Business pre-requisite requirement.

- Your course grade is **based on your own individual work**. Everyone is given the same opportunity to achieve a high grade. The best way to end the semester well is to begin the semester well and follow through consistently. Please realize that you earn your grades and that **your actions alone** determine your grade. I cannot arbitrarily move the grading scale to accommodate individual students' specific needs or desires.
- It is my policy that final scores that calculate with a 0.5 or higher are rounded up to the next highest point value. If you are on the cusp of a grade, your grade will round up. If the score calculates to less than a 0.5 decimal, it will not round up. This is the accepted mathematical standard.
- I also use a grading formula that meets an objective, minimum standard of competency in IS skills and concept mastery under the Association to Advance Collegiate Schools of Business (AACSB) guidelines. It is by holding to this standard for all students that we assure the value of your degree from the College of Business at FAU.
- Please do not ask me for an unearned extra point or two at the end of the semester in order to move you into the next grade category. This is not only unfair to those who worked hard all semester to achieve their grades; it is also unfair to expect your instructor to do extra work to fix your mistakes for you. In life, you reap the consequences of your actions, both positive and negative. We all make mistakes from time to time and you need to accept responsibility for your actions. I will be happy to assist you in acquiring the knowledge and skills required to meet your goals, both within and outside of class. However, your grade itself is determined by you, and not by me.

Course Evaluation/Grading Method

Lecture Exams	49%
Course Introduction Quiz	2%
<u>Lab Homework, Lab Quizzes, & Lab Projects</u>	<u>49%</u>
Total	100%

* A final grade calculating excel spreadsheet is available on Canvas to check your grade

*If you want to see your running grade in Canvas, select the checkbox that says "calculate based only on graded assignment. If you want to see your final grade in Canvas, unselect the checkbox that says "calculate based only on graded assignment.

CLASS PARTICIPATION

- If you are not attending the live lecture and lab sessions, you are expected to stay current and up to date with watching the recorded lecture and lab sessions.

- There will also be a series of modules for each lecture exam that will contain lecture materials, such as the PPT slides. You are expected to keep up with reading each week's PPT slides and corresponding chapter's in the textbook as this material will be covered in the lecture exams.
- In addition to announcements during the live lecture recording, weekly announcements will be made that contain important information about dates and times for exams, quizzes, and lab assignments. You must check your FAU email regularly as this is the only way I am able to communicate to the entire class

LAB Work (Let Me Try's, Lab Quizzes, & Guided Projects) via SIMnet

- The lab for this course is required and all lab assignments are a part of your final grade
- Lab lessons are designed to teach the concepts and use of computer applications. It is your responsibility to set up the necessary on-line accounts (Simnet assignments – directions and links provided elsewhere in Canvas). You are expected to finish the Simnet assignments on your own (don't submit someone else's work)
- Your lab assignments will consist of three components: SIMnet Let Me Try's, SIMnet Excel Quizzes, & SIMnet Excel Guided Projects
- Please make sure to sync SIMnet with Canvas in order for your grade to be correctly calculated in Canvas.
- If you have technical problems with a lab assignment, contact SIMnet's tech support: <https://mhedu.force.com/CXG/s/ContactUs>

LECTURE EXAMS AND COURSE INTRODUCTION QUIZ

- (3) online multiple-choice lecture exams will be administered throughout the semester (see Course Schedule on Page 12 and 13 of this syllabus). The lecture exam portion of your Course grade will be based on the average of three exams (all exams are equally weighted). Each exam will be based on the corresponding assigned reading, assignments, and lecture material.
- There will be (1) Make-up/Replacement Lecture exam that will take place after Lecture Exam 3. The Make-up/Replacement Lecture Exam will take the place of your lowest lecture exam from either Lecture Exam 1, Lecture Exam 2, or Lecture Exam 3. The Make-Up/Replacement Lecture Exam will cover material from Lecture Exam 1, 2, & 3.
- There will be one (1) Course Introduction Quiz available during the first 2-3 weeks of the semester. The Course Introduction Quiz will count for 2% of your final course grade and it will be available on Canvas. The Course Introduction Quiz serves two purposes: first, to ensure that all students are familiar with the course requirements and second, to ensure that all students can access and take the on-line exams from their locations. Please take the Course Introduction Quiz from the location where you plan to take your lecture exams so that any problems may be worked out prior to the first exam. Please refer to the course schedule on page 12 & 13 for more details on due dates.

- ****Online exam expectations are as if you are physically in class taking the exam. This includes no communicating (e.g. texting, talking, email), no Internet surfing, no use of multiple devices (e.g. 2nd laptop, tablet, or phone), no cheating, beginning on time, and completing the exam within the exam period****.
- *****Online exams carry all the risks of technology. If you experience technological difficulties during the lecture exam, contact the FAU HelpDesk (<http://helpdesk.fau.edu>), or if there is an issue with the proctoring, contact Honorlock 1-855-828-4004

EXTRA CREDIT

- You will have multiple opportunities throughout the semester to earn extra points for your lecture exam grades by attending the info sessions for our departments student organization, MISA. Details will be provided in class and posted to Canvas.

Actions Allowed & Not-Allowed During the Proctored Exam:

- All (3) lecture exams and the make-up exam will be proctored using an online exam proctoring software.
- Please read the information posted on Canvas for more information on how the proctoring system works.
- There will also be a non-graded Honorlock quiz available on Canvas throughout the semester that you can use to test/try out the proctoring software so you can feel comfortable with the process before you use it for the exams.

Actions considered to be violations during an online exam:

- Using your computer, phone, or tablet to communicate with anyone during the exam
 - Exception: Talking on the phone with tech support or verbally telling someone you are taking a test and will call them back are okay
- Having other people in the room help you with the exam in any way
 - Exception: None
- Leaving the room for more than 5 mins once the exam has been started
 - Exception: Using the restroom is permitted
- Searching or trying to look up answers online through the use of a search engine or any other non-approved website using your computer or other electronic device during the exam
 - Exception: None
- Any of other form of academic dishonesty listed under FAU Academic Code of Integrity: <https://www.fau.edu/ctl/AcademicIntegrity.php>
 - Exception: Using your book, notes, excel, calculator, and any other approved course-related material
- Using additional electronic devices during the device (other than the desktop, laptop, or tablet computer you are using to take the exam).

- **Actions allowed during an online exam:**
 - Use of Notes (written, printed, or electronic), course material (written, printed, or electronic), & textbook (written, printed, or electronic) are allowed.
 - Approved websites are:
 - Canvas: Canvas.fau.edu
 - Simnet: fau.simnetonline.com

Additional Course Policies

Canvas Mass Messaging to Entire Class

- In past semesters, occasionally someone uses the email/messaging section in Canvas to send out messages for offerings such as tutoring or other services. **This practice is not condoned in any way or approved by the instructor.**
- Students in the course should be wary of anyone asking to be allowed to post advertising no matter how “helpful” it may seem.
- Should you receive such emails via Canvas, do not respond to their offers as they may not be legitimate and are not approved by the instructor.

E-mail policy

- **All course related e-mail sent to the instructor & TA’s MUST have “ISM 2000” (without the quotation marks) in the subject line.**
- Specifically, ALL emails should:
 - Have “ISM 2000” at the beginning of the subject line.
 - Include your name in the body of the message, since email addresses do not always identify the sender.
 - Use proper salutations and signatures.
 - Use the same type of language and manners that you would use in a formal, business setting.
 - Ask specific questions which are not answered through Canvas.
- *If you do not follow these guidelines, I reserve the right to request a revised email with appropriate changes before addressing your questions or issues.*

Missing Lecture Exams & Quizzes

- If you miss a lecture exam for any reason that score becomes a zero.
- There will be an optional make up lecture exam after Lecture Exam 3 that you can use to replace the score of a 0 for your missing exam.

- If you miss additional lecture exams, the score becomes a zero and will be included in the calculation of your final grade in the course. There will be no additional make-up exams except in the event of a University sanctioned absence.
- If you miss the course overview quiz for any reason, your score becomes a 0. There will be no makeup quiz except in the event of a University sanctioned absence.

Submitting Lab Assignments Late

- LAB ASSIGNMENTS WILL BE ACCEPTED AFTER THE DUE DATE POSTED ON THE ASSIGNMENT SCHEDULE BUT YOUR FINAL GRADE FOR THAT ASSIGNMENT WILL BE REDUCED BY 25%.
- NO LAB ASSIGNMENTS WILL BE ACCEPTED AFTER THE FINAL DUE DATE FOR THE COURSE (LISTED IN THE COURSE SCHEDULE IN THIS SYLLABUS) HAS PASSED
- NO LAB ASSIGNMENTS WILL BE RE-GRADED BECAUSE OF ONE'S FAILURE TO FOLLOW INSTRUCTIONS, INCLUDING, BUT NOT LIMITED TO, NOT HAVING EVERYTHING REQUIRED, SUBMITTING THE WRONG FILE, OR SUBMITTING A FILE WITH AN INCORRECT FILE NAME.

Attendance Policy

- Although attendance is not required, you are expected to stay up-to-date with classes. This means that you **must** view the video material in a timely fashion.

Academic Dishonesty

- All lab assignments in this course must be done by the individual. While I encourage you to help and teach each other, you must submit your own original file
- All Lecture Exams must be completed ENTIRELY by the individual, with zero assistance from other people or entities unless explicitly allowed.
- Cheating, plagiarism, copying, unauthorized collaboration, and hiring another person to do your assignments and exams are unacceptable, and are subject to disciplinary actions, including, but not limited to, a zero on the lab assignment or lecture exam, an "F" in the course, a letter of fact on your student record, and a notation on your transcript in accordance with the policies of FAU and the College of Business. In cases where this has occurred, both the person who cheats/plagiarizes/copies/collaborates/hires another person AND the originator of the work will be punished.
- For information about the University's Honor Code, please refer to the policy statement under the section titled Selected College and University policies.
- SIMnet has a feature that shows me, the professor, if you have submitted another student's guided project as your own project. If this is the case, an icon will show up on the gradebook in the instructor view that not only show me you submitted someone's file, but it also tells me who's file you submitted. In the event this happens, both students will receive a 0 for the guided project and both students are subject to disciplinary actions, including, but not limited to, an "F" in the course, a letter of fact on your student record, and a notation on your transcript in accordance with the policies of FAU

Anti-plagiarism Software

- Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above.

Technical Problem Resolution Procedure

- In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased.
- Please plan appropriately. Should a problem occur, **you must take immediate action to document the issue** so I can verify and take appropriate action regarding a resolution.
- Please take the following steps should a problem occur:
 1. If you can, take a screen shot or video of the monitor when the problem occurred (e.g. take a picture with your phone, use the Print Screen functionality and save the Print Screen as a .jpg file).
 2. Contact the appropriate Technical Support for your issue:
 - a) Honorlock Technical Support (contact information available on Canvas)
 - i) Make sure you get a ticket number and/or email confirmation
 - b) Simnet Technical Support (contact information is available on Canvas).
 - i) Make sure you get a ticket number and/or email confirmation
 - c) Canvas: complete a Help Desk ticket at <http://www.fau.edu/helpdesk>. Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
 - i) Select "Canvas (Student)" for the Ticket Type.
 - ii) Input the Course ID.
 - iii) In the Summary/Additional Details section, include your operating system, internet browser, and internet service provider (ISP).
 - iv) Attach screen shots, if available.
 3. Send an email to your TA of the problem. Include all pertinent information of the incident (Ticket Number and screen shots/video documenting the technical problem).

4. If you do not hear back from Technical Support, the Help Desk, or your TA within a timely manner (48 hours), **it is your responsibility to follow up with the appropriate person until you find a resolution.**

Selected University and College Policies

Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty.

For more information, please see FAU Regulation 4.001 at: [FAU Regulation 4.001](#).

Disability / Accessibility Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures. Their web site is: <https://fau.edu/sas>.

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](#).

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [FAU Regulation 4.002](#).

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.



Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.