

### Instructor:

Name : Ashish Pande

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### Welcome

Welcome to INFOSYS 2800. My name is Ashish Pande and I will be teaching this course this semester. I am really excited to teach this course and am glad you are taking it. I am sure this will be a fun course and you will learn a lot of skills that you can use in the real world. This course will take you through the concepts of applications used to create business solutions through Case Studies. In particular this course will provide you with an understanding of Microsoft Excel.

### Instructor Bio

I have about 15 years of experience in the field of Information Technology. I got my Masters in Information Systems and an MBA from UMSL. I have worked as a consultant and as a Full Time Employee with Citigroup, Sigma Aldrich, IBM and Express Scripts. In my current role as a Portfolio Manager I manage a \$50M IT Portfolio and help drive efficiencies through using different vendors, collaborating with geographically diverse teams, ensuring we have secure systems. I have also been part of an effort to integrate the systems between two huge companies to drive efficiencies by creating synergies.

### Teaching Philosophy *(sets expectations for students)*

My goal in this course is to ensure you understand the material and are able to use the tools in the real world. There will be Case Studies and Assignments that will need to be turned in on the requested dates. LATE ASSIGNMENTS WILL NOT BE ACCEPTED. There will be two tests. The dates will be fixed and will not change.

**Required texts:** *(Information Systems, Concepts and Applications Using Applications to Create Business Solutions. Third Custom Edition for UM – St Louis Compiled by Dr. Joseph Rottman)*

### Time Requirements:

If this course were offered on campus, you'd be in class 2.5 hours/week, along with the travel time involved. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each week IN ADDITION TO the time it takes you to read the required materials, as well as the additional work required to complete the assigned papers. That means that you need to plan to spend a **minimum of 6 hours every week**, up to 9-10 hours a week, on activities related to this course. If you do not have that amount of time to devote to this course, you should perhaps reconsider taking this course at this time.

### Technology Requirements:

As a student in an online course, you are expected to have **access to the internet almost every day**. If you have computing problems, it is your responsibility to address these, or come to campus to use the student computing labs. Problems with your computer or other technology issues are not an excuse for any delays in meeting expectations and deadlines for the course. So, if you have a problem, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux) and to an Internet browser (e.g. Mozilla Firefox, Internet Explorer)
2. Ability to navigate MyGateway (Blackboard Learning Management System)
3. Minimum Processor Speed of 250 mHz, 400 mHz recommended.
4. DSL Internet connection or a connection speed no less than 7 MB/s
5. Media player such as Windows Media Player to open course media. Flash player may be required by some aspects of the course and is available as a free download here: <http://get.adobe.com/flashplayer/>
6. Adobe Acrobat to open PDF files throughout the course – available as a free download here: <http://get.adobe.com/reader/?promoid=HRZAC>

**Course Description & Goals:** *(Get the course description from the University Bulletin and supplement with 3-5 sentences addressing the following)*

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. Students will also gain valuable strategies for career development, contact management, and networking.

Students will be able to learn the material through the book, power point presentations, case studies and assignments

### **Instructional Strategies:**

This course will be taught through online lectures, power point presentations, discussion boards, case studies and group work. Under normal circumstances I will respond to your emails within 24 hours and your grades and my feedback will be posted within 5 business days.

**Instructional Technology:** *The following tools will support the instructional strategies for this course:* MS Office products and Web Searches

### **Grade Composition:**

Incremental +/- grading will apply to this course. Here is the Scale :

93 and above = A	75-78 = C+	55-58 = D-
89-92 = A-	71-74 = C	< 55 = F
86-89 = B+	66-70 = C-	
82-85 = B	62-65 = D+	
79-81 = B-	59-61 = D	

**Grading Scale:** The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

A = 4.0	B- = 2.7	D+ = 1.3	EX = Excused
A- = 3.7	C+ = 2.3	D = 1.0	DL = Delayed
B+ = 3.3	C = 2.0	D- = 0.7	FN = Failure/Non
B = 3.0	C- = 1.7	F = 0	Participation

### Course Schedule

(subject to modification)

Module #/Name	Dates	Lectures	Readings	Assignments	Discussions	Assessments
Module 1	1/21/2014	Chapter 9	Chapter 9, Case Studies Posted	Discussion Questions for Chapter 9, Paper, Case Study Questions, 5 page single spaced paper on Cloud Computing	Discussion Board will be set up for Cloud Computing	100
	1/28/2014	Excel	Case 1 from the book	Questions on Excel based on the Case	Discussions on excel	50
Module 2	2/4/2014		Case 2	Questions on the case will be posted	Discussions on excel	50
	2/11/2014	Chapter 2, More Excel	Chapter 2 and Case 3	Questions for Case 3 will be posted		50
Module 3	2/18/2014	Chapter 4, Case 5	Chapter 4 and Case 5	Case 5 related questions will be posted		50
	2/25/2014	Chapter 6	Chapter 6			50
Module 4	3/4/2014	Mid Term Review				
	3/13/2014	Midterm				150

Module 5	3/18/2014		BJR Investments Case (Case 9)	Questions related to the case		50
Spring Break	Spring Break					
Module 6	4/1/2014	Chapter 8				50
	4/8/2014	Chapter 10	Chapter 10	TBD	TBD	50
Module 7	4/15/2014		Excel Assignment			50
	4/22/2014		Excel Assignment			50
Module 8	4/29/2014	Chapter 13	Chapter 13	Agile Software Development Paper		100
	5/6/2014	Final Review				
FINAL	5/16/2014					150

## Course Policies

### 1. 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. I would look for your active participation in the discussions.
- 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\*.

- 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 judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

### 2. Online Discussion Protocol

- Participation in the course should maintain a positive work and learning environment, as outlined in the UMSL Student Planner:  
<http://www.umsl.edu/~studentplanner/Policies%20and%20Procedures/positive.html>
- 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" \*\*

### 3. 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.

### 4. Academic Integrity/Plagiarism

- You are responsible for being attentive to and observant of University policies about academic honesty as stated in the [University's Student Conduct Code](#).
- 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 copying information from another student. Plagiarism and cheating will not be tolerated.

- Academic dishonesty must be reported to the Office of Academic Affairs for possible action. The instructor shall make an academic judgment about the student's grade on that work and in that course. The campus process regarding academic dishonesty is described in the "Policies" section of the Academic Affairs website:

<http://www.umsl.edu/services/academic/policy/academic-dishonesty.html>

- Please be consistent with the format for citations.

### 5. Access, Disability and Communication

- Students who have a health condition or disability, which may require accommodations in order to participate effectively in this course, should contact the **Disability Access Services Office**. Information about your disability is confidential.
  - 144 Millennium Student Center
  - Phone: (314) 516-6554
  - Website: <http://www.umsl.edu/services/disabled/>
- If you have difficulty communicating in English with the instructor of this course, contact the **Office of International Students and Scholar Services**:
  - Phone: (314) 516-5229
  - Email: [iss@umsl.edu](mailto:iss@umsl.edu)
  - Website: <http://www.umsl.edu/~intelstu/index.html>

## Student Support and Services

### • Technical Support

- My Gateway (Blackboard): 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](mailto:helpdesk@umsl.edu)
  - Website: <http://www.umsl.edu/technology/tsc/>
- Wimba: If you have any questions regarding Wimba Classroom and Wimba Voice Tools, contact the **Faculty Resource Center**:
  - Phone: (314) 516-6704
  - Email: [frc@umsl.edu](mailto:frc@umsl.edu)
  - Website: <http://www.umsl.edu/technology/frc/>

- Outside normal office hours, you may also contact Wimba for 24/7 assistance:
  - Phone: (866) 350-4978
  - Email: [technicalsupport@wimba.com](mailto:technicalsupport@wimba.com)

- **Academic Support**

- **The Online Writing Lab:** At our My Gateway site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access SafeAssign, which identifies quoted material in their essays.
  - Visit the online Writing Lab page on MyGateway to submit drafts online.
  - We try to respond within 48 hours, but it may take longer, so allow ample time.
- **NetTutor:** Online tutoring in many subjects is now available through NetTutor. In your courses on MyGateway, click on Tools and select NetTutor® to log in.

- **Student Services:**

- The **Center for Student Success** offers assistance tailored to specific student needs.
  - 225 Millennium Student Center
  - Phone: (314) 516-5300
  - Email: [css@umsl.edu](mailto:css@umsl.edu)
  - Website: <http://www.umsl.edu/services/css/>

### **\*Online Discussion Rubric**

*Courtesy of Lisa Dorner*

#### **Excellent (18-20 points)**

- Use of analysis, synthesis and evaluation
- Critical and/or creative contribution
  - Incorporates readings well into responses, demonstrating excellent understanding.
  - Asks questions that extend the discussion and relate material to prior course content.
  - Makes insightful, critical comments on the readings and to fellow students.
  - Contributes new information and identifies the source.

#### **Good (16–17 points)**

- Use of comprehension and application
  - Incorporates readings into responses, demonstrating solid understanding.

- Exhibits some insights and understanding of course content, but may not ask critical questions of the readings or fellow students.
- May relate module's issues to prior material covered in the course.
- May respond to fellow students.

### Average (14–15 points)

- Use of knowledge
  - Repeats basic correct information related to discussion, but neglects to extend conversation or critically analyze course content.

### Below Average (13 or fewer points)

- No clear evidence that readings were understood or even completed.

### Poor (0)

- No postings/participation.

## **\*\*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.
- **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 particular 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.