



Course Syllabus: Information Technology Concepts Business

Dillard College of Business
MIS2003 Section 201 and 202
Spring 2026

Contact Information

Instructor: John Vowell

Office: DB315

Lab Office hours: TR 9:00am-9:30am, TR 12:30pm-2:00pm, W 4:00pm -5:00pm

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Course Description

Introduction to management information systems specifically related to effective use of spreadsheets, word processing, presentation and database applications. The importance of how to use these applications in business and the work place is emphasized. Topics covered will emphasize the use of Microsoft Office applications including Excel, Word, PowerPoint, Access, and other business applications.

Textbook & Instructional Materials

1. Required: Textbook Microsoft Office 365 Office 2016 Introductory, Shelly Cashman Series by Freund, Vermaat, Hoisington, Last, Pratt, & Sebok (Cengage Learning)
2. MIS2003 datafiles folder (instructor will provide)
3. Microsoft Office Professional (Excel, Word, PowerPoint)
4. USB flash drive

Student Handbook

Refer to: [Student Handbook](#)

Grading

1. Exams: Two exams. Exams will require a computer with Down Browser, Respondus Monitor, and a webcam. Exams will be recorded. Exams must be taken on their respective due dates.
2. Chapter Assignments: Computer assignments are assigned for all chapters covered. Assignments address your ability to apply the applications covered in the course and include In the Lab, Apply Your Knowledge, Extend Your

Knowledge, and Analyze, Correct, and Improve problems from the textbook. You must have a textbook to succeed in the course. Almost all assignments come directly from the textbook along with exam questions. In addition to assignments and exams, students are expected to read each chapter covered in the textbook.

Assignments must be completed correctly in class and reviewed by the instructor by their due date to receive credit. In most cases, you will have enough time to complete during scheduled class time. Some assignments may count more than other assignments due to importance, length, and complexity. The instructor will tell you in advance if this is the case.

Grading Component Weights: Assignments 33.3% of grade, Exam 1 33.3%, and Exam 2 33.3% (1/3 each). Letter grades will be assigned as follows:

A 90 to 100
B 80 to 89
C 70 to 79
D 60 to 69
F Less than 60

Table 1: Percentage allocated to grade components

Assignments	33.3%
Exam 1	33.3%
Exam 2	33.3%
Total	100%

Table 2: Percentage for letter grade calculation

Grade	Percentage
A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

Assignments

Assignments must be completed correctly in class and reviewed by the instructor by their due date to receive credit. In most cases, you will have enough time to complete during scheduled class time. Some assignments may count more than other assignments due to importance, length, and complexity. The instructor will tell you in advance if this is the case.

Exams

As stated above there will be two exams each worth 33.3% of your total grade. Exams will be timed and taken during regular class time.

Final Exam

The second exam can serve as the final exam. It will be 33.3% of your final grade as indicated in the exam section above.

Make Up Work/Tests

Assignments must be completed correctly in class by their due date to receive credit. Attendance is very important to succeed in this course. The instructor may consider make up work/tests for extenuating circumstances if documentation is provided and advance notice is given. However, this is not a guarantee make up work will be accepted.

Attendance

Attendance is taken every class period. Attendance is important since assignments must be completed in class and reviewed by the instructor by their due dates to receive credit. Students enrolled in face-to-face courses are expected to attend class in person the days their section is scheduled. Students should review all attendance policies defined by University. Only students with authorized absences as outlined by University policy may make up missed examinations and assignments. Arrangements must be made with the instructor for activities that require you to miss class and DSS for illness or other disabilities that may require you to miss class. Documentation is required. In summary, attendance will be in accordance with university policy. A student with excessive absences may be dropped by the instructor.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more

information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Course Schedule:

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. ICA stands for in chapter assignment, AYK stands for apply your knowledge, EYK stands for extend your knowledge, L1 stands for lab 1, L2 stands for lab 2 and L3 stands for lab 3. Assignment details will be made available in class. Assignments may be added or deleted at the discretion of the instructor.

Week	Module	Assignments
1	Introduction	N/A
2	Word Module 1	ICA, AYK
3	Word Module 1	L1, L2, L3, EYW
4	Word Module 2	ICA
5	Word Module 3	ICA, L1, L2
6	PowerPoint Module 1	ICA, AYK, L1, L2
7	PowerPoint Module 2	ICA, AYK, EYK, L1, L2
8	Spring Break	N/A
9	PowerPoint Module 3	ICA
10	Exam 1	N/A
11	Excel Module 1	ICA, EYK, L1, L2
12	Excel Module 2	ICA, AYK
13	Excel Module 2	L1, L2
14	Excel Module 3	ICA
15	Excel Module 3	L1
16	Exam 2	N/A

Topics

TECHNOLOGY & OPERATING SYSTEMS

Introduction to Computers & Technology

Overview of Microsoft Office and Operating Systems

MICROSOFT WORD

Creating, Formatting, and Editing a Word Document with Pictures

Creating a Research Paper with Citations and References

Creating a Business Letter with a Letterhead and Table

MICROSOFT EXCEL

Creating Worksheets

Formatting Worksheets

Creating Charts
Embedding Charts
Formatting Charts
Analyzing Data Using Charts
Analyzing Data Using Formulas
Analyzing Data Using Functions
What If Analysis
Working with Large Worksheets
Managing Data Using Tables
Analyzing Table Data
Financial/Statistical/Other Functions
POWERPOINT
Creating and Editing a Presentation with Clip Art
Enhancing a Presentation with Pictures, Shapes and WordArt
Reusing a Presentation and Adding Media

MICROSOFT ACCESS
Databases and Database Objects
Querying a Database
Maintaining a Database

OTHER SOFTWARE APPLICATIONS
Statistical applications software (i.e. Minitab, SPSS, etc.)

DCOBA Undergraduate General Learning Goals

GLG 1: Our students will be effective at problem solving and decision-making abilities through the critical analysis, evaluation, and interpretation of business information.

GLG 2: Our students will be effective communicators.

Objective: Our graduates will be able to demonstrate a competency in speaking and writing for common business scenarios.

2a: Our graduates will be able to demonstrate a competency in speaking for common business scenarios.

2b: Our graduates will be able to demonstrate a competency in writing for common business scenarios.

GLG 3: Our students will be prepared to use technology.

Objective: Our graduates will be able to utilize available technology for business applications.

GLG 4: Our students will be ethical decision makers.

Objective: Our graduates will demonstrate ethical reasoning skills within a business environment.

GLG 5: Our students will be effective team members.

Objective: Our graduates will know how to use team building and collaboration to achieve group objectives.

GLG 6: Our students will be multicultural and globally aware.

Objective: Our graduates will understand the influence of global and multicultural issues on business activities.