



Course Syllabus: Information Technology Concepts Business

Dillard College of Business
MIS2003 Section X20
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

Office phone: (940) 397-4663

E-mail: john.vowell@msutexas.edu

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. Textbook Microsoft Office 365 Office 2016 Introductory, Shelly Cashman Series by Freund, Vermaat, Hoisington, Last, Pratt, & Sebok (Cengage Learning).
2. MIS2003 folder under the content tab in D2L.
3. Microsoft Office Professional (Word, PowerPoint, Excel). Campus computer labs have Microsoft Office if you need access. Please do not use the free version of MS Office for assignments.
4. Computer with Lock Down Browser, Respondus Monitor, internet and webcam.

Additional Course Assistance

Students may attend a face to face section of the course for additional assistance

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 and listed under the Assessments/Assignments tabs in D2L. 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 and uploaded in D2L by their due date to receive credit. Assignment files must be uploaded with the file extension of the application (no PDF unless indicated). 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. All assignments uploaded must be completed by the student taking the course.

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 will be listed under the Assessments/Assignment tabs in D2L and must be completed correctly and uploaded in D2L by their due date to receive credit. Assignment files must be uploaded with the file extension of the application program used to create the file (no PDF files).

Exams

As stated above there will be two exams each worth 33.3% of your total grade. Exams will require a computer with internet connection, Lock Down Browser, Respondus Monitor, and a webcam. Exams will be timed and recorded. Exams must be taken on their respective due dates as indicated in D2L. The first exam will be around midterm and the second exam the last day of class.

Final Exam

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

Late Work

Assignments must be completed correctly and uploaded in D2L by their due date to receive credit.

Make Up Work/Tests

Assignments/Tests must be completed and uploaded in D2L by their due date. The instructor may consider make up work 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

Students are expected to attend all meetings of classes. Students are expected to login to D2L on a regular basis, read email, read news, upload assignments and take exams. Students are expected to upload all assignments and exams by their due dates. 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. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance are deemed essential by the faculty member. A student with excessive absences may be dropped by the instructor.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program.

Online Computer Requirements

This course requires the textbook and a computer with Microsoft Office Professional (Excel, Word, PowerPoint), Internet, lock down browser, respondus monitor and webcam. The free version of MS Office is limited and should not be used. It is your responsibility to have (or have access to) a textbook, computer, and required software for this class. Computers are available on campus if necessary. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course. There is also a student helpdesk available to you. For help, log into [D2L](#).

Instructor Class Policies

Students are expected to attend all class meetings as stated previously.

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.

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.