



# Chipola College

## First Day Handout

ISM 4011

### Introduction to Management Information System

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#### Course Requirements:

Your grade will be determined by how much you learn in this course, as demonstrated on the quizzes, exams and term project. You are expected to read the chapters ahead of time and be prepared to participate during class discussion.

Course documents and resources will be available on the course web page on the college Desire2Learn (D2L) website at the following URL: <http://d2l.chipola.edu>  
Check the D2L course site regularly, any changes of new information will be posted there.

#### Grade Distribution and Scale:

There will be 12 quizzes (one for each chapter studied), 3 Exams and 1 Term Project. You will have one week to take each quiz and you have up to 5 attempts before the due date; only the higher score will be counted. If you miss a quiz the grade will be zero. If you miss an Exam with a valid excuse, you can replace the zero with the Make up exam grade.

Participation points can be earned for attendance and class discussion.

Average of Quizzes =	100pts	A –	100 - 93
Average of Exams =	100pts	B –	92 - 83
Term Project =	100pts	C –	82 - 70
Participation =	10 pts (extra points)	D –	69 – 60
		F –	59 or less
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	310 / 3 =		Final Grade

**Withdrawal Policy:** If you officially withdraw from a course, a "W" will appear in place of a grade. Withdrawing from class must be done officially. Merely to stop attending class does not constitute an official withdrawal. All students who need to withdraw from this course should obtain the necessary forms from the Enrollment Services Office or your instructor. Check the Course Schedule for last day to withdraw. Students who do not follow these procedures will receive grades of "F" at the end of the semester.

**Academic honesty:** Credit for this course is based upon individual achievement and demonstrated skills. You will be required to demonstrate your ability to use basic software

features covered in the assignments and quizzes; therefore, **doing your OWN work** on quizzes is crucial. Discussion of exams and quizzes is encouraged, but submitting someone else's work as your own is not permitted. Gaining answers on projects or exams through any dishonest method or providing such assistance to others is cheating and disciplinary action may be taken as stated in the student handbook.

### **Classroom etiquette:**

- Follow classroom lab rules and network usage policies.
- Be considerate of your classmates and your instructor
  - Minimize classroom disturbances
    - Do not print during lectures.
    - Turn off cell phones/pagers, or set to vibrate mode.
    - If you must enter class late or leave early, do so as quietly as possible.
    - If you are late, wait until the end of class to check with the instructor about attendance.
  - Keep the classroom neat
    - Do not eat or drink in the classroom.
    - Clear any trash from your work area before you leave.
    - Recycle usable paper (without folding) in boxes by printers
  - Do not attempt to get assistance on projects from other students or to gain answers for quiz questions dishonestly. Silence during exam and project class periods is expected.

### **Copyright Notice:**

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