



**MISY2301 – Fundamentals of MIS with ERP
SPRING 2024**

General Course Information

Information Item	Information
Instructor:	Dr. Louis Ngamassi
Section # and CRN:	Section: P03, CRN: 24046
Office Location:	Room 446, Agriculture/Business Multipurpose Building
Office Phone:	936-261-9246
Email Address:	longamassi@pvamu.edu
Office Hours:	Tue & Thu: 8:00am – 9:30:00am and 4:00pm – 5:00pm Other days: By appointment
Mode of Instruction:	Face-to-Face
Course Location:	Room 225, Agriculture/Business Multipurpose Building
Class Days & Times:	Tue & Thu 9:30 am – 10:50 am
Catalog Description:	Overview of information systems including software and hardware issues, database management, enterprise systems, and organizational and managerial issues of fundamental business processes and functional areas, such as sales, production, accounting etc., and how they interact with an enterprise system; emphasis on hands-on learning using ERP.
Prerequisites:	MISY 1301 or MISY 1013 or equivalent (CPET 1013, COMP 1003, COMP 1013, etc.)
Co-requisites:	None
Required Text(s):	McKinney, E., H., and Kroenke, D., M. <i>Processes, Systems, and Information: An Introduction to MIS (second edition)</i> , Pearson, 2015. ISBN 9780133546750.
Recommended Text(s):	

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1. Establish fundamental understanding of IS functions	BBA Goal 1	Mastery of Content
2. Articulate major concepts of IT knowledge such as database management and Enterprise Systems	BBA Goal 1	Mastery of Content
3. Understand the personal and social impact of IT and how to ethically use IT	BBA Goal 1 BBA Goal 2	Mastery of Content Ethics
4. Develop basic technical skills of IT operations such as working with ERP systems and gain hands-on learning on enterprise systems, using SAP	BBA Goal 1 BBA Goal 3	Mastery of Content Global Perspective

Student Learning Outcomes Table

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1. Assignments	20%	200 Points
2. Group Project	10%	100 Points
3. Pop & Chapter Quizzes and Hands-on exercises	20%	200 Points
4. Exams 1	15%	150 Points
5. Exams 2	15%	150 Points
6. Final Exam*	20%	200 Points
Total:	100%	1000 Points

*Final examination will be cumulative, covering materials covered during the semester including text and out-of-text materials such as supplements and handouts

Warning:

- ⇒ There are graded activities in every class including the first day
- ⇒ All issues related to grades must be brought up by the student and resolved before the last day of class.

Course Grade Requirement Table

Grading Criteria and Conversion:

- A = 90.0% – 100%
- B = 80.0% – 89.9%
- C = 70.0% – 79.9%
- D = 60.0% – 69.9%
- F = < 60.0%

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
1. Assignments	Assignments are designed to supplement and reinforce course material
2. Group Project	Group project is an opportunity for the students to work in group and gain an exercise in original thinking and writing, which are essential qualities, especially for business students and their career.
3. Quizzes	The pop quiz will consist of the materials covered in the previous sessions and of the text chapters that are covered in the current session
4. Exams	There will be three exams including a final exam for this class. The final exam is comprehensive. Examinations are generally administered in the computer lab.

Detailed Description of Major Assignments Table

Course Procedures or Additional Instructor Policies

- This syllabus provides a general plan for the course. Changes in homework/project due dates and exam schedules may be made in class. It is the student’s responsibility to be aware of these changes.
- Regular and punctual attendance is a requirement for all students enrolled in this course.

Pop & Chapter Quizzes and Hands-on Exercises

Pop quizzes and Chapter quizzes will be given in several of the sessions. The students are required to preview and review the text and class materials prior to the class. The pop quiz will consist of the materials covered in the previous sessions and of the text chapters that are covered in the current session. In order to keep up with the technical concepts in each session, it is important for students to preview the text in advance and review the class lecture prior

to the next session. The purpose of pop quizzes, thus, is to ensure the student's full understanding of technical concepts from session to session. It is also a useful preparation for the exams.

Chapter Quizzes are designed to test student preparation of the course material. There will be eight chapter quizzes. The chapter quizzes will be given after completion of each chapter.

If a quiz is missed, it is the student's responsibility to (a) contact the professor as soon as possible in person, (b) produce a document describing the valid reason for having missed the pop-quiz (e.g., doctor's note) and (c) make arrangements with the professor to take the pop-quiz within a period of one week (7 days) of the date of the original pop-quiz. Otherwise, missed pop-quizzes will be assigned a grade of 0 (zero).

Assignments

There will be a total of four assignments including two homework and two SAP hands-on in-class exercises.

The hands-on exercises are designed to provide the students with experience in working with the SAP system. The format of submission for these hands on exercises will be announced in class by the professor. The students have to be present in class to work on these exercises and submit them..

If an assignment is missed, it is the student's responsibility to (a) contact the professor as soon as possible in person, (b) produce a document describing the valid reason for having missed the hands on exercise (e.g., doctor's note) and (c) make arrangements with the professor to complete and submit the hands on exercise before the next class period. Otherwise, missed hands on exercises will be assigned a grade of 0 (zero).

Submission of Assignments:

- Students may have a USB Flash Drive (optional).
- Every project/assignment should be submitted by the due date and time on eCourses.
- Late assignments will not be accepted.**

1.

Assignment		Value
HW1	HW Assignment 1	50 points
HW2	HW Assignment 2	50 points
HW3	HW Assignment 3	50 points
HW4	HW Assignment 4	50 points
Total Assignments :4		Total points 200

Project:

A team project will be assigned in class that deals with researching an information systems topic of your interest. Each group will consist of 4-6 students, depending on the size of the class. This will aid in enhancing your analytical as well as writing skills.

Exam Policy:

There will be three exams including a **final exam** for this class. The final exam is comprehensive. Examinations are generally administered in the computer lab. The details of exams will be announced a week before exam dates.

If an exam is missed, it is the student's responsibility to (a) contact the professor as soon as possible in person, (b) produce a document describing the valid reason for having missed the exam (e.g., doctor's note) and (c) make arrangements with the professor to write the exam within a period of one week (7 days) of the date of the original exam. Otherwise, missed exams will be assigned a grade of 0 (zero). **Absolutely no make-up will be given for the final exam.**

Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool to save the document in either the Word or Rich-Text format.

The Use Of eCourses

Students are expected to use eCourses regularly for course materials such as PowerPoint slides for class lecture and class announcements. Failing to learn how to use eCourses might result in missing class information. Students need to take the responsibility to ensure that they obtain adequate skill to use eCourses. The password/username and additional training to use eCourses could be obtained through the instructor.

Semester Calendar *	
Week One (Jan 15 – 21): Topic Description	<u>Orientation and Introduction</u>
Readings:	T: R: Orientation and Introduction
Assignment (s):	T: R:
Week Two (Jan 22 – 28): Topic Description	Why MIS?
Readings:	T: Chap 1 – The Importance of MIS R: Chap 1: <i>Continued</i>
Assignment (s):	T: R:
Week Three (Jan 29– Feb 4): Topic Description	Why MIS? And IT
Readings:	T: Chap 2 – Business Processes, Information Systems, and Information R: Chap 2: <i>Continued</i>
Assignment (s):	T: R: Assignment 1
Week Four (Feb 1 – 11): Topic Description	IT & Exam 1
Readings:	T: Chap 3 – Hardware, Software, and Networks R: Chap 3: <i>Continued</i>
Assignment (s):	T: R:
Week Five (Feb 12 – 18): Topic Description	Exam 1
Readings:	T: Exam 1 Review R: Exam 1
Assignment (s):	T: R:
Week Six (Feb 19 – 25): Topic Description	IT
Readings:	T: Chap 4 – Database Processing R: Chap 4: <i>Continued</i>
Assignment (s):	T: R: Topic for Group Project
Week Seven (Feb 26 – Mar 3): Topic Description	Operational Processes and IS
Readings:	T: Chap 5 – Using IS to Improve Processes R: Chap 5: <i>Continued</i>
Assignment (s):	T: R:
Week Eight (Mar 4 – 10): Topic Description	Operational Processes and IS
Readings:	T: Chap 6 – Supporting Processes with ERP Systems R: Chap 6: <i>Continued</i>

Assignment (s):	T: R: Assignment 2
Week Nine (Mar 11 – 17)	SPRING BREAK (UNIVERSITY CLOSED)
Week Ten (Mar 18 – 24): Topic Description	Exam 2
Readings:	T: Review for Exam 2 R: Exam 2
Assignment (s):	T: R:
Week Eleven (Mar 25 - 31): Topic Description	Operational Process and IS
Readings:	T: Chap 7: Supporting the Procurement Process with SAP R: Chap 7: <i>Continued</i>
Assignment (s):	T: R:
Week Twelve (Apr 1 - 7): Topic Description	SAP Procurement Tutorial
Readings:	T: R:
Assignment (s):	T: R: Assignment 3
Week Thirteen (Apr 8 – 14): Topic Description	Operational Process and IS
Readings:	T: Chap 8: Supporting the Sales Process with SAP R: Chap 8: <i>Continued</i>
Assignment (s):	T: R:
Week Fourteen (Apr 15 - 21): Topic Description	SAP Sales Tutorial
Readings:	T: R:
Assignment (s):	T: R: Assignment 4
Week Fifteen (Apr 22 – 28): Topic Description	Group Project
Readings:	T: Group Project Due (April 26, 2020) R:
Assignment (s):	T: R:
Week Sixteen (Apr 29 – May 5): Topic Description	Course Review – Last Class Day
Readings:	T: R:
Final Exam	TBA
* The instructor reserves the right to make changes to the schedule in class, on the course website/eCourses, or by email.	

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the

Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. Cheating: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The

University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

Prairie View A&M University College of Business

Vision

The Prairie View A&M University COB envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

Mission

The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.