

Course Syllabus for MMIS 620 – Winter 2012 On-Campus

Instructor:

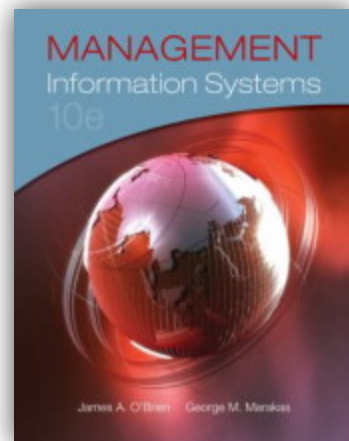
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Course Description:

Management Information Systems: The application of information system concepts to the collection, retention, and dissemination of information for management planning and decision making. Issues such as personnel selection, budgeting, policy development, and organizational interfacing are discussed. Conceptual foundations and planning and development of management information systems. The role of MIS in an organization and the fit between the system and the organization.

Textbook Required:

ISBN-13: 9780073376813
Title: Management Information Systems
Authors: James O'Brien, George Marakas
Publisher: McGraw-Hill Companies
Pub. Date: October 2010
Edition: 10th



Web Software Required:

Free Google Docs Account - <http://docs.google.com>

Learning Outcomes

Upon completion of this course, the student will comprehend the following:

1. How to use and manage information to revitalize business processes, conduct electronic commerce, improve business decision-making, and gain competitive advantage.
2. Fundamental behavioral, technical, business, and managerial concepts about the components and roles of information systems including basic information system concepts derived from general theory or competitive strategy concepts used to develop information systems for competitive advantage.
3. The major uses of information systems for the operations, management, and competitive advantage of an inter-networked E-business enterprise, including electronic business, commerce, collaboration and Decision-making using the Internet, intranets, and extranets.
4. How end users or information specialists develop and implement information systems to meet E-business opportunities using several application development approaches.

Course Structure and Exit Competencies

Chapter 1

1. Understand the concept of a system and how it relates to information systems.
2. Explain why knowledge of information systems is important for business professionals, and identify five areas of information systems knowledge they need.
3. Give examples to illustrate how the business applications of information systems can support a firm's business processes, managerial decision making, and strategies for competitive advantage.
4. Provide examples of several major types of information systems from your experiences with business organizations in the real world.
5. Identify several challenges that a business manager might face in managing the successful and ethical development and use of information technology in a business.

Chapter 2

6. Provide examples of the components of real world information systems. Illustrate that in an information system, people use hardware, software, data, and networks as resources to perform input, processing, output, storage, and control activities that transform data resources into information products.
7. Become familiar with the myriad of career opportunities in information systems.
8. Identify several basic competitive strategies and explain how they can use information technologies to confront the competitive forces faced by a business.
9. Identify several strategic uses of Internet technologies and give examples of how they give competitive advantages to a business.

10. Give examples of how business process reengineering frequently involves the strategic use of Internet technologies.
11. Identify the business value of using Internet technologies to become an agile competitor or to form a virtual company.
12. Explain how knowledge management systems can help a business gain strategic advantages.

Chapter 3

13. Understand the concept of a system and how it relates to information systems.
14. Explain why knowledge of information systems is important for business professionals, and identify five areas of information systems knowledge they need.
15. Give examples to illustrate how the business applications of information systems can support a firm's business processes, managerial decision making, and strategies for competitive advantage.
16. Provide examples of several major types of information systems from your experiences with business organizations in the real world.
17. Identify several challenges that a business manager might face in managing the successful and ethical development and use of information technology in a business.
18. Provide examples of the components of real world information systems. Illustrate that in an information system, people use hardware, software, data, and networks as resources to perform input, processing, output, storage, and control activities that transform data resources into information products.
19. Become familiar with the myriad of career opportunities in information systems.

Chapter 4

20. Describe several important trends occurring in computer software.
21. Give examples of several major types of application and system software.
22. Explain the purpose of several popular software packages for end user productivity and collaborative computing.
23. Outline the functions of an operating system.
24. Describe the main uses of computer programming software, tools, and languages.

Chapter 5

25. Explain the business value of implementing data resource management processes and technologies in an organization.
26. Outline the advantages of a database management approach to managing the data resources of a business, compared to a file processing approach.
27. Explain how database management software helps business professionals and supports the operations and management of a business.
28. Provide examples to illustrate each of the following concepts:
 - a. Major types of databases.
 - b. Data warehouses and data mining.

- c. Logical data elements.
- d. Fundamental database structures.
- e. Database development.

Chapter 6

- 29. Identify several major developments and trends in the industries, technologies, and business applications of telecommunications and Internet technologies.
- 30. Provide examples of the business value of Internet, intranet, and extranet applications.
- 31. Identify the basic components, functions, and types of telecommunications networks used in business.
- 32. Explain the functions of major types of telecommunications network hardware, software, media, and services.

Chapter 7

- 33. Identify the following cross-functional enterprise systems, and give examples of how they can provide significant business value to a company:
 - a. Enterprise application integration
 - b. Transaction processing systems
 - c. Enterprise collaboration systems
- 34. Give examples of how Internet and other information technologies support business processes within the business functions of accounting, finance, human resource management, marketing, and production and operations management.

Chapter 8

- 35. Identify and give examples to illustrate the following aspects of customer relationship management, enterprise resource management, and supply chain management systems:
 - a. Business processes supported
 - b. Customer and business value provided
 - c. Potential challenges and trends

Chapter 9

- 36. Identify the major categories and trends of e-commerce applications.
- 37. Identify the essential processes of an e-commerce system, and give examples of how they are implemented in e-commerce applications.
- 38. Identify and give examples of several key factors and Web store requirements needed to succeed in e-commerce.
- 39. Identify and explain the business value of several types of e-commerce marketplaces.
- 40. Discuss the benefits and trade-offs of several e-commerce clicks and bricks alternatives.

Chapter 10

- 41. Identify the changes taking place in the form and use of decision support in business.
- 42. Identify the role and reporting alternatives of management information systems.

43. Describe how online analytical processing can meet key information needs of managers.
44. Explain the decision support system concept and how it differs from traditional management information systems.
45. Explain how the following information systems can support the information needs of executives, managers, and business professionals:
 - a. Executive information systems
 - b. Enterprise information portals
 - c. Knowledge management systems
46. Identify how neural networks, fuzzy logic, genetic algorithms, virtual reality, and intelligent agents can be used in business.
47. Give examples of several ways expert systems can be used in business decision-making situations.

Chapter 11

48. Discuss the role of planning in the business use of information technology, using the scenario approach and planning for competitive advantage as examples.
49. Discuss the role of planning and business models in the development of e-business strategies, architectures, and applications.
50. Identify several change management solutions for end user resistance to the implementation of new e-business strategies and applications.

Chapter 12

51. Use the systems development process outlined in this chapter, and the model of IS components from Chapter 1 as problem-solving frameworks to help you propose information systems solutions to simple business problems.
52. Describe and give examples to illustrate how you might use each of the steps of the information systems development cycle to develop and implement an e-business system.
53. Explain how prototyping improves the process of systems development for end users and IS specialists.
54. Identify the activities involved in the implementation of new information systems.
55. Describe several evaluation factors that should be considered in evaluating the acquisition of hardware, software, and IS services.
56. Identify several change management solutions for end user resistance to the implementation of new information systems.

Chapter 13

57. Identify several ethical issues in how the use of information technologies in business affects employment, individuality, working conditions, privacy crime, health, and solutions to societal problems.
58. Identify several types of security management strategies and defences, and explain how they can be used to ensure the security of e-business applications.
59. Propose several ways that business managers and professionals can help to lessen the harmful effects and increase the beneficial effects of the use of information technology.

Chapter 14

60. Identify each of the three components of information technology management and use examples to illustrate how they might be implemented in a business.
61. Explain how failures in IT management can be reduced by the involvement of business managers in IT planning and management.
62. Identify several cultural, political, and geo-economics challenges that confront managers in the management of global information technologies.
63. Explain the effect on global business/IT strategy of the trend toward a transnational business strategy by international business organizations.
64. Identify several considerations that affect the choice of IT applications, IT platforms, data access policies, and systems development methods by a global business enterprise.

Instruction Methods and Tools:

Students will submit work using Blackboard which is NSU's web-based course-management system.

Approximate Weekly Schedule

Week	Topic	Chapter	Assignment
1	<i>Foundations of Information Systems in Business</i> Foundation Concepts: Information Systems in Business Foundation Concepts: The Components of Information Systems	1	
2	<i>Competing with Information Technology</i> Fundamentals of Strategic Advantage Using Information for Strategic Advantage	2	Assignment #1 Chapters 1 & 2
3	<i>Computer Hardware</i> Computer Systems: End User and Enterprise Computing Computer Peripherals: Input, Output, and Storage	3	
4	<i>Computer Software</i> Application Software: End User Applications System Software: Computer System Management	4	
5	<i>Data Resource Management</i> Managing Data Resources Technical Foundations of Database Management	5	
6	<i>Telecommunications and Networks</i> The Networked Enterprise Telecommunications Network Alternatives	6	Assignment #3 Chapters 3 - 6

Week	Topic	Chapter	Assignment
7	<i>Electronic Business Systems</i> Enterprise Business Systems Functional Business Systems	7	
8	<i>Enterprise Business Systems</i> Customer Relationship Management: The Business Focus Enterprise Resource Planning: The Business Backbone Supply Chain Management: The Business Network	8	
9	<i>Electronic Commerce Systems</i> Electronic Commerce Fundamentals e-Commerce Applications and Issues	9	
10	<i>Decision Support Systems</i> Decision Support in Business Artificial Intelligence Technologies in Business	10	Assignment #4 Chapters 7 - 10
11	<i>Developing Business/IT Strategies</i> Planning Fundamentals Implementation Challenges	11	
12	<i>Developing Business/IT Solutions</i> Developing Business Systems Implementing Business Systems	12	
13	<i>Security and Ethical Challenges</i> Security, Ethical, and Societal Challenges of IT Security Management of Information Technology	13	
14	<i>Enterprise and Global Management of Information Technology</i> Managing Information Technology Managing Global IT	14	Assignment #5 Chapters 11 - 14
15	Open session on Information Systems in Business		
16	Open session on Information Systems in Business		

Assignments:

Assignment 1 – Value for this assignment is = 10 points

Module I Foundation Concepts

Chapter 1: Foundations of Information Systems in Business

Discussion Questions: Pg. 37, #2,#3

Analysis Exercises: Pg. 37, #1 Understanding the Information System (all)
Pg 38, #4 Are Textbooks History? (all)

Real World Case 4: Pg. 41, Case 4, Lufthansa: Taking Computing to the Skies... – Case Study Questions 1, 2 & 3

Chapter 2: Competing with Information Technology

Discussion Questions: Pg. 67, #3, #5, #8

Analysis Exercises: Pg. 68, #3 Competing Against Free (all)

Real World Case 4 Pg. 71. Case 4 GE Energy and GE Healthcare – Case Study Questions 1, 2 & 3

Assignment 2 – Value for this assignment is = 30 points

Module II Information Technologies

Chapter 3: Computer Hardware

Discussion Questions: Pg. 119, #1, #3

Analysis Exercises: Pg. 120, #3 Can Computers Think Like People? (all)

Real World Case 4: Pg. 123, Case 4 Apple Inc.: – Case Study Questions 1, 2 & 3

Chapter 4: Computer Software

Discussion Questions: Pg. 163, #5, #10 *List and discuss at least 4*

Analysis Exercises: Pg. 163, #1 Desktop Application Recognition (all)

Real World Case 3: Pg. 165 Case 3, Microsoft and Others – Case Study Questions 1, 2 & 3

Chapter 5: Data Resource Management

Discussion Questions: Pg. 202, #8

Analysis Exercises: NONE

Real World Case 3: Pg. 204, Case 3, Amazon, EBay, and Google – Case Study Questions 1, 2 & 3

Chapter 6: Telecommunications and Networks

Discussion Questions: Pg. 254, #3

Analysis Exercises: Pg 254, #1 How Many Addresses are Enough (all)

Real World Case 4: Pg. 258, Case 4, Best Buy, MedStar Health and Unifis, – Case Study Questions 1, 2 & 3

Assignment 3 – Value for this assignment is = 30 points

Chapter 7: Electronic Business Systems

Discussion Questions: Pg. 290, #2, #9

Analysis Exercises: Pg. 290, #2, In Search of Talent (all)

Real World Case 3: Pg. 292, Case 3, Hilton Hotel Corporation – Case Study Questions 1, 2 & 3

Chapter 8: Enterprise Business Systems

Discussion Questions: Pg. 332, #9

Analysis Exercises: None

Real World Case 4: Pg. 335, Case 4, Autosystems - Case Study Questions 1, 2 & 3

Chapter 9: Electronic Commerce Systems

Discussion Questions: Pg. 369, #4

Analysis Exercises: Pg. 370, #2. e-Commerce Web Sites for Car Buying (all)

Real World Case 3: Pg. 372, Case 3, eBay versus Google and Microsoft - Case Study Questions 1, 2 & 3

Chapter 10: Decision Support Systems

Discussion Questions: Pg. 426, #3 & #8

Analysis Exercises: Pg. 427, #1 eCommerce Website Review, Questions (all)
Pg. 427, #2 Enterprise Application Integration, Questions (all)

Real World Case 3: Pg. 429, Case 3, Oracle Corporation and Others - Case Study Questions 1, 2 & 3

Assignment 4 – Value for this assignment is = 30 points

Module IV Development Processes

Chapter 11: Developing Business/IT Strategies

Discussion Questions: Pg. 463, #3

Analysis Exercises: Pg. 464, #2 Online University Degrees, (all)

Real World Case 4: Pg. 468, Case 4, Infosys Technologies: - Case Study Questions 1, 2 & 3

Chapter 12: Developing Business/IT Solutions

Discussion Questions: Pg. 507, #2

Analysis Exercises: Pg. 508, #3 Americans with Disabilities Act (all)

Real World Case 3: Pg. 509, Case 3, Intuit Inc.: - Case Study Questions 1, 2 & 3

Module V Management Challenges

Chapter 13: Security and Ethical Challenges

Discussion Questions: Pg. 559, #3

Application Exercises: Pg. 560, #2 Your Internet Job Rights, Questions (all)

Real World Case 3: Pg. 562, Case 3, Cyberscams - Case Study Questions 1, 2 & 3

Chapter 14: Enterprise and Global Management of Information Technology

Discussion Questions: Pg. 602, #8

Application Exercises: Pg. 603, #2, Information and Communications for Development (all)

Real World Case 4: Pg. 607, Case 4, IBM Corporation - Case Study Questions 1, 2 & 3

Grading Criteria:

Student grades will be based upon the level of performance in meeting course requirements. These requirements include product content, product organization, scholarship (in text citations and references list), writing style, and timely submission. Course products found deficient in these areas are subject to grade point reduction.

Grade Awarded	A	A-	B+	B	B-	C+	C	C-
Course Points Required	93	90	87	84	80	77	73	70

Note that a cumulative course points below 70 earns an 'F'

Grading Rubric

	Meets Expectations	Partially Meets Expectations	Fails to Meet Expectations
Content	Addresses all aspects of assignment in sufficient depth	Addresses most aspects of assignment in sufficient depth	Does not address most aspects of assignment and/or fails to do so in sufficient depth
	Supports main points with references, examples, illustrations, and explanations	Supports main points with either examples, illustrations, and explanations, or with published references but does not use both	Does not support main points by using references, examples, illustrations, or explanations
	Demonstrates understanding and application of the information	Demonstrates understanding of information, but fails to include the application of the topic	Does not demonstrate understanding or application of the information
Organization of each assignment question	Purpose is clearly identifiable and well developed; introductory comments provide sufficient background on the topic and preview major points. Conclusion and recommendations follow logically	Either the central theme/purpose is clearly identifiable and well developed; or the introductory comments provide sufficient background on the topic and preview major points, <u>but not both</u> . Conclusion and recommendations merely summarizes what has been previously stated	Purpose is not clearly identifiable nor well developed; introductory comments do not provide sufficient background on the topic nor preview major points Conclusion and recommendations do not follow logically
	Subsequent sections develop/support the central theme of the assigned questions	The majority of the subsequent sections develop/support the central theme of the assigned questions	Subsequent sections do not develop/support the central theme of the assigned questions
	Structure is clear, logical, and easy to follow; smooth transition between paragraphs which help maintain the flow of thought	Usually the structure is clear, logical, and easy to follow, with smooth transitions between paragraphs to help maintain the flow of thought	Sometimes the structure clear, logical, and easy to follow; seldom includes smooth transitions between paragraphs to help maintain the flow of thought
Readability and Style	Meets minimum assigned length	Meets minimum assigned length	Does not meet minimum assigned length
	No major errors in spelling, punctuation, and grammar	Few errors in spelling, punctuation, and grammar	Numerous errors in spelling, punctuation, and grammar
	Paper is laid out effectively—uses headings	Paper is laid out effectively, but could make better use of headings and other APA style requirements	Paper is not laid out effectively; fails to use headings and missing other APA style requirements
	Paper is professional in appearance and demonstrates attention to detail; tone of voice is appropriate to the audience, content, and assignment	Paper is professional in appearance and demonstrates attention to detail; but tone of voice is inappropriate to the audience, content, and assignment	Paper is not professional in appearance and demonstrates a lack of attention to detail; tone of voice is inappropriate to the audience, content, and assignment
Format References & COA	Title page complete	Title page incomplete or inaccurate	No title page

	References required number of sources	Number of sources referenced is fewer than required	Does not include references to outside sources
	All references cited correctly in APA format including intext citations	Most references cited correctly in APA format including intext citations	References not cited correctly APA format nor are intext citations provided or no References cited
Total Points Earned	90 - 100	75 - 89	0 - 74

School and University Policies and Procedures:

1. Standards of Academic Integrity For the university-wide policy on academic standards see the section Code of Student Conduct and Academic Responsibility in the *NSU Student Handbook*. Also see the section Student Misconduct in the GSCIS catalog.

Each student is responsible for maintaining academic integrity and intellectual honesty in his or her academic work. It is the policy of the school that each student must:

- Submit his or her own work, not that of another person
- Not falsify data or records (including admission materials and academic work)
- Not engage in cheating (e.g., giving or receiving help during examinations; acquiring and/or transmitting test questions prior to an examination; or using unauthorized materials, such as notes, during an examination)
- Not receive or give aid on assigned work that requires independent effort
- Properly credit the words or ideas of others according to accepted standards for professional publications (see the next section *Crediting the Words or Ideas of Others*)
- Not use or consult paper writing services, software coding services, or similar services for the purpose of obtaining assistance in the preparation of materials to be submitted for course assignments or for theses or dissertations.
- Not use term paper writing services or consult such services for the purpose of obtaining assistance in the preparation of materials to be submitted in courses or for theses or dissertations
- Not commit plagiarism (*Merriam-Webster's Collegiate Dictionary* (2004) defines plagiarism as "stealing or passing off ideas or words of another as one's own" and "the use of a created production without crediting the source.") (see *Crediting the Words or Ideas of Others* below)

Crediting the Words or Ideas of Others

When using the exact words of another, quotation marks must be used for short quotations (fewer than 40 words), and block quotation style must be used for longer quotations. In either case, a proper citation must also be provided. *Publication Manual of the American Psychological Association, Fifth Edition*, (2001, pp. 117 and 292) contains standards and examples on quotation methods.

When paraphrasing (summarizing, or rewriting) the words or ideas of another, a proper citation must be provided. (*Publication Manual of the American Psychological Association, Fifth Edition* (2001) contains standards and examples on citation methods (pp. 207–214) and reference lists (pp. 215–281)). The *New Shorter Oxford English Dictionary* (1993) defines paraphrase as “An expression in other words, usually fuller and clearer, of the sense of a written or spoken passage or text...Express the meaning (of a word, phrase, passage, or work) in other words, usually with the object of clarification...”. Changing word order, deleting words, or substituting synonyms is not acceptable paraphrasing—it is plagiarism, even when properly cited. Rather than make changes of this nature, the source should be quoted as written.

Original Work

Assignments, exams, projects, papers, theses, dissertations, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source (see the previous section *Crediting the Words or Ideas of Others*). At all times, students are expected to comply with the school’s accepted citation practice and policy. The school and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as those at www.turnitin.com) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation.

2. Writing Skills

Students must demonstrate proficiency in the use of the English language. Grammatical errors, spelling errors, and writing that fails to express ideas clearly will affect their grades and the completion of their academic programs. The faculty will not provide remedial help concerning grammatical errors or other writing difficulties. It is the student’s responsibility to proofread and edit his or her work which, in both form and content, should be letter-perfect. Work that is not properly edited will be rejected. It is university policy that students must submit their own work, not that of another person. Consequently, they should refrain from using outside editors to redo their work.

Several books contain general guidelines for form, style, and writing. *On Writing Well* (Zinsser, 2006) is an excellent guide to clear, logical, and organized writing. *The Elements of Style* (Strunk & White, 2000) is a compact handbook on the basic principles of composition, grammar, word usage and writing style. The *Publication Manual of the American Psychological Association* (APA) (2010), a comprehensive handbook on writing for publication, addresses editorial style, grammar, and organization. Give particular attention to Chapter 2, Manuscript Structure and Content; Chapter 3, Writing Clearly and Concisely; and Chapter 4, The Mechanics of Style. Chapter 3 also has good advice on writing style and grammar. Another excellent handbook on writing for publication is *The Chicago Manual of Style* (2003). The APA manual and the Chicago manual contain guidance on punctuation, spelling, capitalization, abbreviations, quotations,

numbers, statistical and mathematical material, tables, figures, footnotes, appendixes, and reference citations in text. Students should use a good dictionary such as *Merriam-Webster's Collegiate Dictionary* (11th ed.).

3. Disabilities and ADA

NSU complies with the American with Disabilities Act (ADA). The universities detailed policy on disabilities is contained in the NSU Student Handbook. Student requests for accommodation based on ADA will be considered on an individual basis. Students with disabilities should discuss their needs with their academic advisors before the commencement of classes if possible.

4. Communication by Email

Students must use their NSU email accounts when sending email to faculty and staff and must clearly identify their names and other appropriate information, e.g., course or program. When communicating with students via email, faculty and staff members will send mail only to NSU email accounts using NSU-recognized usernames. Students who forward their NSU-generated email to other email accounts do so at their own risk. GSCIS uses various course management tools that use private internal email systems. Students enrolled in courses using these tools should check both the private internal email system and NSU's regular email system. NSU offers students web-based email access. Students are encouraged to check their NSU email account and their course management email daily.

5. The Temporary Grade of Incomplete (I)

The temporary grade of Incomplete (I) will be granted only in cases of extreme hardship. Students do not have a right to an incomplete, which may be granted only when there is evidence of just cause. A student desiring an incomplete must submit a written appeal to the course professor at least two weeks prior to the end of the term. In the appeal, the student must: (1) provide a rationale; (2) demonstrate that he/she has been making a sincere effort to complete the assignments during the term; and (3) explain how all the possibilities to complete the assignments on time have been exhausted. Should the course professor agree, an *incomplete contract* will be prepared by the student and signed by both student and professor. The *incomplete contract* must contain a description of the work to be completed and a timetable. The completion period should be the shortest possible. In no case may the completion date extend beyond 30 days from the last day of the term for master's courses or beyond 60 days from the last day of the term for doctoral courses. The *incomplete contract* will accompany the submission of the professor's final grade roster to the program office. The program office will monitor each *incomplete contract*. If a change-of-grade form is not submitted by the scheduled completion date, the grade will be changed automatically from I to F. No student may graduate with an I on his or her record.

6. Grade Policy Regarding Withdrawals

Course withdrawal requests must be submitted to the program office in writing by the student. Requests for withdrawal must be received by the program office by the calendar midpoint of the course (see dates in the

academic calendar in the catalog and program brochures or websites). Withdrawals sent by email must be sent from the student's assigned NSU email account. Requests for withdrawal received after 11:59 p.m. EST on the withdrawal deadline date will not be accepted. Failure to attend class or participate in course activities will not automatically drop or withdraw a student from the class or the university. Students who have not withdrawn by the withdrawal deadline will receive letter grades that reflect their performance in the course. When a withdrawal request is approved, the transcript will show a grade of *W (Withdrawn)* for the course. *Students with four withdrawals will be dismissed from the program.* Depending on the date of withdrawal, the student may be eligible for a partial refund (see the appropriate catalog section Refund Policy Regarding Withdrawals).

7. Acceptable Use of Computing Resources

Students must comply with the university's Policy on Acceptable Use of Computing Resources (see NSU Student Handbook).

8. Academic Progress, Grade Requirements, and Academic Standing

Students must be familiar with the school's policies which are contained in its catalog.

9. Student Research Involving Human Subjects

Students must be familiar with the university's policy (see paragraph in catalog).

10. Responsibility for Payment of Tuition and Fees

Once registered, students are personally responsible for the payment of their tuition and fees. Returned checks, cancelled credit cards, employer or agency refusal to pay, ineligibility for financial aid, and other reasons for non-payment may result in a direct bill to the student, and/or referral to a collection agency.

Payment and refund policies are based on the view that a student registering for a class is reserving a place in that class and that tuition and fees cover the opportunity to secure that place in the class. Since no other person can purchase that place, the student is responsible for the tuition and fees associated with it. Simply not attending does not constitute a reason for non-payment.