Course Syllabus: MGMT 6301 Management of Information Systems

Course Description/Overview

Management of Information Systems addresses the management of the information resources from a senior management viewpoint. The course provides instruction so managers can:

- use information technology to create collaborative environments for employees, customers, and suppliers;
- securely manage information assets including data, wireless, and Internet-based technologies;
- manage system applications and data to best support business decisions operational excellence; and
- understand the fundamentals of how to build and manage local and global information systems.

This course includes multiple elements. Reading, tests, exercises, simulations, video responses, and quizzes are all online. Students are expected to complete these on their own, and the online assessments are all “open book, open note.”

Class room time will use focus on:

- learning how to outline and document business processes;
- how to write an MIS business requirements document and an MIS-related request for proposal (RFP), and
- how to search for possible vendors or suppliers that can reply to the RFP.

Prerequisites

Students should have completed an undergraduate business degree or completed appropriate leveling courses as outlined in the graduate business program requirements. A rudimentary understanding of management information systems is recommended.

Technology

Access to course materials and online assignments and tests will Blackboard and My MIS Lab. You will need to purchase an access code either from the ASU bookstore or directly from Pearson to access the online textbook, quizzes, videos, and simulation exercises. You are encouraged to check out prices at the bookstore and online before you buy your access code. You are not required to buy a hard copy book, but print copies are available should you prefer a physical copy. Information on the required code is found below in this syllabus, and more detailed instructions can be found on the Blackboard course home page by clicking on the “My MIS Lab” link.

Classroom Philosophy and Class Meeting Times

This is a hybrid class that includes both online and in-class activities. If you have difficulties with online assignments you are encouraged to reach out to the instructor via e-mail, phone at any time - or in person by appointment. Please note that the instructor will not be available to meet face-to-face until June 18. You are free to study with classmates as your see fit or schedule an appointment with the
instructor if you need some face-to-face answers or discussion. You may not collaborate on taking tests; you are expected to take your tests by yourself.

**The first face-to-face class will meet on Tuesday, June 19 in RAS 111 at 6:00 pm - 8:50 pm.**

Subsequent classes will meet Tuesdays and Thursday evenings from 6 to 8 PM until July 27.

**Technical Support**

The ASU Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu. If you have trouble accessing Blackboard or My MIS Lab, please try the helpdesk by phone or on campus (located in the library and in the Math / Science computer lab.) If you get stuck while taking an online test, call or email the TSC and they will either help you with access or open a trouble ticket and the instructor can re-open or re-start the test for you.

My MIS Lab resources and help are available from Pearson online at:

[https://support.pearson.com/getsupport/s/](https://support.pearson.com/getsupport/s/) or you may call the 24/7 toll-free phone number for Pearson tech support at 1 (800) 677-6337.

**Faculty/Instructor Information**

Larry Hettick, MBA  
Instructor of Management and Marketing  
Office: Rassman 243  
Phone: (559) 942-0062 (mobile)  
E-mail: lhettick@angelo.edu  
Office Hours: by appointment

**Course Learning Objectives**

Upon completion of this course, students will be able to:

1. Answer questions about contemporary MIS theory and how information systems support business strategy, business processes, and practical applications in an organization.

2. Outline contemporary collaboration technologies and how they can be effective with improving customer, employee, and supply chain business processes

3. Explain in writing how various support systems can be used for business decisions and to sustain competitive advantage.

4. Explain why emerging infrastructure technologies such as cloud computing, database management, best practice IT security measures, and wireless technologies are essential to organizational success.

5. Apply their understanding of CRM, ERP, SCM, CMS, E-Commerce, and Business Intelligence systems to solve simulated and real-world business challenges in written RFP collaboration process.

6. Demonstrate high-level knowledge of systems development and project management methodologies.

7. Demonstrate acceptable ethical awareness and moral reasoning applied to a MIS problem, issue or case study.
Course Textbook and Required Readings

Management Information Systems (MyMISLab with Pearson EText Access)
Author: Laudon
ISBN: 9780134639994
Publisher: Pearson Education

IMPORTANT: This is an online version of the text book and it is bundled with the Pearson MY MIS LAB Learning Management System. You must have access to the online version to complete your reading assignments, chapter quizzes, videos and simulations, and writing exercises using the MY MIS LAB link on Blackboard. (Tests will be administered through a separate link on Blackboard.)

This access code is available from the ASU bookstore, or you can buy it online from Pearson directly by following the “MY MIS LAB” link found on the class Blackboard page. You will not be able to share access codes or buy a used textbook and still complete your assignments.

Grading Policies

Grades are based on your total points.

A= 1000-900 points
B = 899 - 800 points
C = 799 - 700 points
F = 699 - 0 points

The table below shows how assignment points are allocated.

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<thead>
<tr>
<th>Assignment</th>
<th>Each Worth</th>
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<tr>
<td>15 Quizzes*</td>
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<td>4 Online Exams*</td>
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<td>Business Process Document**</td>
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<td>Request for Proposal**</td>
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* Individual Work ** In-Class Collaboration

Response Times

MY MIS LAB assignments graded automatically, and you should see you score for quizzes, videos, and simulations posted on the Pearson “My MISLab Results” link immediately on completion. Note: If your score on quizzes, simulations, or video assignments does not post immediately, or it is incorrect, notify the instructor by email. Response to emails will normally be within 24 hours Monday through Friday, and on weekends when I am available. You may talk to me in my office by scheduling an appointment.
Assignment Deadlines and Missed/ Late Work

The online portion of this course is a self-paced. You are free to complete your assignments in advance, but you need to meet the deadlines outlined on the course found on the last page of this syllabus. Late work assignments are not accepted, and completing assignments early is encouraged.

Exams

You will have four online tests. Each exam is worth 100 points. You will have 70 minutes to answer 50 multiple choice questions, but the questions will not be easy so please prepare well for each test—you will not have time to look up all the answers when you take the test. Your test questions will come from a test pool and will be ordered randomly. Once you start the exam, you must complete it— you cannot pause it and then return later. The final exam is not cumulative.

I strongly recommend you take the exam in a location with a solid Internet connection such as the ASU library or a campus-based computer lab. If your Internet session is interrupted while taking the exam, you will need to contact the ASU technology services center and get a trouble ticket assigned so I can re-open or re-start your exam.

I also recommend that you have your notes, a printed glossary from the text, and a printed book index from the test next to you when you take the exam. Backtracking is allowed on the tests, so complete what you can quickly and then go back to answers later that you may need to look up.

You may use your online book, your notes, or other online resources to take your test; however, you must take the test by yourself. If you are found to be collaborating with other students on a test, you will receive an F in the class and might be dismissed from ASU.

Course and University Policies

Academic Honesty and Other Important Issues

Academic Integrity Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism,
unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

**A special note on plagiarism**

Your research papers and will be submitted using “Turn it In” to check for plagiarism and originality, so please cite your sources when quoting from others. The proper way to cite your source is to put quotation marks (“…”) when quoting directly, and in all cases to use either MLA format or APA format to credit the original source. Failure to do so is considered plagiarism and it will earn you a failing grade on the assignment and may result in a failing grade for the course. Please contact the ASU writing center if you need assistance with proper citations or formatting.

**College of Business Code of Ethics**

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one’s ethnicity, lifestyle, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting: Dallas Swafford, Director of Student Disability Services, Office of Student Affairs, 325-942-2047, dallas.swafford@angelo.edu, University Center, Room 112
Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrar_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all incomplete grades.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor.

For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

Course Outline

There are two assignments for each of 15 chapters: a quiz, and a simulation or video. You are welcome to take the quizzes as many times as you like until you are satisfied with the score. The quizzes are intended to help you review the material and prepare for the exam. Each chapter also has a video case study or a simulation exercise that is intended to demonstrate you understand what you learned from the chapter. In addition to each chapter assignment, there are four online tests.

We will also work in two separate groups in class on the written assignments. These will use a real-life business situation, helping document business requirements for local accounting firm as they move their accounting systems “to the cloud,” and also creating a business requirement for a paperless office. These assignments include group work on documenting business processes and creating a business requirements document, then writing a request for proposal (RFP) that can be issued to vendors to meet the firm’s needs. Each group will also create a potential vendor / solution list that should be considered for issuing the RFP.
Online Due Dates

NOTE: PAY CLOSE ATTENTION TO THE DATE AND TIME DUE. IF THE TIME HAS PASSED, YOU MAY NOTE CONTINUE PAST THE DEADLINE TO FINISH THE ASSIGNMENT OR TEST.

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