

OAKLAND UNIVERSITY
MIS 3000 – MANAGEMENT INFORMATION SYSTEMS
DEPARTMENT OF DECISION AND INFORMATION SCIENCES
SCHOOL OF BUSINESS ADMINISTRATION
Winter 2018 SYLLABUS

Professor : Jerry Roek
e-mail : roek@oakland.edu
Office Hours : By Appointment

Class Time/Place: Tuesday and Thursday 5:00 pm to 6:15 pm (Section 13777)
Elliott Hall Room 202

Tuesday 6:30 pm to 9:00 pm (Section 15345)
O'Dowd Hall Room 202C

Required Text: **Book:** Using MIS 10th Edition (10e 2017)
David Kroenke Randall Boyle
Access Code: MyMIS Lab
ISBN: 978013460699-6
(can be purchased online directly from the publisher– see Moodle for link and instructions)

Course Website: All detailed course information, files, schedule, announcements, will be available at Moodle: <http://moodle.oakland.edu>. Homework, exams, quizzes, etc. will be located on our MyMISLab site. A link to the site will be provided on Moodle.

Academic Conduct: All work submitted for grading (e.g. assignments, quizzes, and exams) must be the STUDENT'S OWN WORK and is to be COMPLETED INDIVIDUALLY. Any violation of this policy will be treated as an incident of academic misconduct and will be dealt with accordingly.
Please refer to the Oakland University Web Site regarding Academic Policies and Procedures at <http://catalog.oakland.edu/content.php?catoid=11&navoid=483>

Professional Conduct: Student communications to and with the instructor and classmates shall at all times be conducted in a professional and courteous manner.

Important Dates: Please Refer to : <https://wwwp.oakland.edu/registrar/important-dates/>
January 17th - Last day 100% tuition refund – full semester
February 19th to February 25th – Winter Break
March 14th - Last day official withdrawal – full semester classes
April 19th-25th – Final Exams

Course Description: MIS 3000 is the second introductory MIS course for business students. This course offers a survey of the information system (IS) discipline and focuses on how information technology (IT) can help improve business processes and help managers be more effective decision makers. It is important for all business students to have an understanding of how they may interact with information systems as a manager, user, business/system analyst, or developer. Key topics in this class include business-driven MIS, technical foundations of MIS, and enterprise MIS. This course will involve hands-on exercises, problem-solving cases, and individual projects that will give students an opportunity for learning by doing. The course will be challenging and demanding of your time and efforts. Prerequisites: MIS 1000 (formerly MIS 100) or MIS 200 or CSE 125 with a minimum grade of 2.0 and Sophomore Standing.

- Course Objectives:**
- Identify alignment/misalignment of identified information (IS Strategy) with organizational goals/objectives (Organizational Strategy).
 - Identify types of systems appropriate to the decision-making level within the organization.
 - Organize information properly for efficient storage and retrieval.
 - Identify the issues involved in creating information for decision making from data sources.
 - Identify the use of IS to support decision making in functional areas.



Assignments (Tool Usage)

- Use of Microsoft Excel, Qlik Sense and Wordpress
- Hands-on training "Learning by doing" – in class and homework.
- Readings via MyITLab
- **NOTE: The Grader Project assignments in MyITLab will require you to download a file that you will work on. The file you download is encoded and is unique to you. You must upload that same file, as MyITLab will be looking for your uniquely coded file. Uploading any other file or parts of another file that is not yours is considered cheating. The system will notify me as such.**



Group Project – Problem solving with information technology

Group Presentation on researching the use of today's technology and on it can be applied to solve a business problem.



Class Attendance / Participation

Class Attendance / Participation includes:

- Participation in class group exercises and class reviews
- Readings/surveys assigned via Moodle



Exams

There will be three exams covering the material reviewed in class. The exams will focus on the important concepts, as discussed in the class lectures and the textbook, and the applications of these concepts to business problems. The final exam will not be cumulative.

Makeup examinations will be given only under special circumstances (e.g. illness, medical emergency, or death of an immediate family member). Written evidence of extenuating conditions will be required to support applications for a makeup examination.

It is the student's responsibility to coordinate a makeup examination. Missed examinations will receive a grade of zero (0), until the situation is corrected or the end of the term, whichever comes first. Makeup examinations may be different than the original examination.

Required Technology: Microsoft Office 2016 - Office 2016 can be obtained for FREE. See Moodle for more details.
Some assignments may require the Windows version of Excel. The MAC version of Excel has limited capabilities when it comes to data analysis. Microsoft Access is not available for the MAC Operating System.
Qlik Sense and Wordpress uses cloud technology so no applications are required.

Software availability:

On Campus: If you don't have the required software on a home computer, it is available in Elliott Hall 215, 202, and some Oakland University computer labs, as well as computers in Kresge Library. NOTE: MS Access is not available everywhere else on campus, but it is available in Elliott Hall and some computers in the Kresge Library.

At Home: If you choose to work on your own computer, you will need access to:

- An Internet-connected computer with the Chrome Web browser installed. Use of smartphones and tablets is not recommended for certain assignments including homework assignments and discussions.
- Microsoft Office 2016 running on Windows (for some specific assignments) (You may use the on campus computer labs if you do not have Windows).

In the event that your computer crashes or Internet goes down, it is recommended to have a backup plan to be able to log in from another computer or another location as needed.

Technical Assistance: If you have general questions about the course (such as due dates, content, etc.), please contact the instructor using any of the contact methods described in the instructor section at the beginning of this document.

If you have any trouble accessing any of the content in this course:

MyMISLab – For technical issues related to MyMISLab that you cannot resolve on your own, please contact MyMISLab Support via live chat or phone (Do not use email.)

Moodle - For technical issues related to Moodle that you cannot resolve on your own, please contact the E-Learning and Instructional Support office:

- Phone : (248) 805-1625
- Submit a help ticket : <http://www2.oakland.edu/elis/help.cfm?lms=2>

Attendance Policy: Students will be responsible for all material covered in each class session, whether or not they were in attendance. It is **important** to attend class lecture sessions on a **regular basis** in order to receive the full benefit from this course. . **Attendance is part of the overall course grade.**

COURSE POLICIES

Accommodations: Students with disabilities who may require reasonable accommodations should make an appointment with OU's Disability Support Services office by calling (248) 370-3266 or TTY: (248) 370-3268; faxing (248) 370-4989; or e-mailing dss@oakland.edu. The DSS provides Faculty Notification Letters detailing approved services. Students are responsible for delivering these letters to their professors and are encouraged to discuss specific arrangements for reasonable accommodations with their professors. Please see the DSS website at www.oakland.edu/dss for more information. You are responsible for all required assignments until you have done so.

File Security: You are responsible for the reasonable security of your individual files. This can affect you in two ways: First, you should keep backup copies of your work. Google Drive is provided for free as part of your OU Email and is a great place to store files. If technical problems make a submitted copy unreadable, you will be required to submit a backup to have the project graded. Additionally, penalties in grading may also be taken depending on the nature of the problem. If you have no backup copy or your backup copy is unusable, you earn a grade of zero (0) for that assignment. Second, with regard to Academic Conduct, you must take reasonable precautions to ensure that others cannot copy your files and submit them as their own. This means that, among other things: you should not allow other students to borrow your project files or USB drives, and you should not leave copies of your files on the hard drives or desktops of shared computers.

Submitting Assignments: Assignments must be submitted electronically via Moodle or via MyMISLab. I will NOT accept any files sent via email.

Late submission of assignments: All assignments will be posted to Moodle or MyMISLab. Any late submission beyond the deadline will result in deduction of 20% per day past the due date. For example, if you earned 100% on an assignment, but you turned it in two days late, your score would be a 40%. Except in case of emergencies, with a doctor's note, any questions about late submission will not be entertained.

ACADEMIC CONDUCT

Ethics is a fundamental business concept. The standards of conduct by which one's actions are judged right or wrong, honest or dishonest, fair or unfair, are called ethics. All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. The following are some examples of academic dishonesty:

- i. Cheating on examinations. This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, "Googling" answers, or other forms of misconduct on exams.
- ii. Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit; by doing this students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism. Online resources to help you avoid plagiarism:

<http://library.oakland.edu/tutorials/plagiarism/index.htm>

- iii. Unauthorized collaboration. Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own. Unless they specifically indicated otherwise, it is expected that students will submit individual, unaided work on homework assignments, exams, and exercises, as well as documentation of sources when used. Any academic misconduct will automatically result in a failing grade for the class and the student will be reported to the University committee on academic misconduct for further disciplinary action.

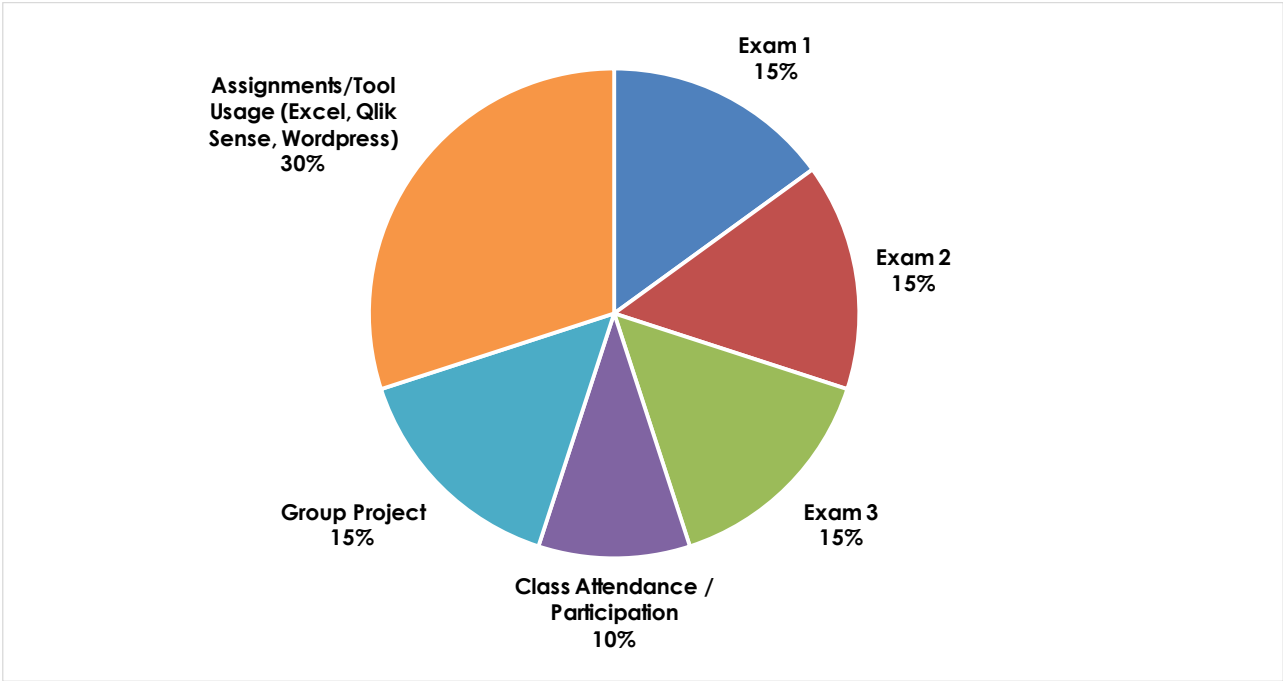
Please read and comply with the University's policy on academic conduct (i.e., ethical behavior). It is printed in the undergraduate catalogue as well as the student handbook.

Please visit the Dean of Students website for more information:

<http://www4.oakland.edu/?id=67&sid=74>

Grading:

- Assignments (Tool usage): 25%
- Group Project: 20%
- Class Attendance / Participation: 10%
- Exam 1: 15%
- Exam 2: 15%
- Exam 3: 15%



GRADE CONVERSION:	Score	Grade	Score	Grade	Score	Grade
		0.986	4.0	0.796	3.0	0.696
	0.966	3.9	0.786	2.9	0.686	1.9
	0.946	3.8	0.776	2.8	0.676	1.8
	0.926	3.7	0.766	2.7	0.666	1.7
	0.906	3.6	0.756	2.6	0.656	1.6
	0.886	3.5	0.746	2.5	0.646	1.5
	0.866	3.4	0.736	2.4	0.636	1.4
	0.846	3.3	0.726	2.3	0.626	1.3
	0.826	3.2	0.716	2.2	0.616	1.2
	0.806	3.1	0.706	2.1	0.606	1.1
					0.596	1.0