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

INSTRUCTOR: Amy Rutledge, MBA

CONTACT   rutledge@oakland.edu
INFO: Please contact me using your Oakland University email account. I may not
respond to you if you use a non-OU account – especially if it is regards to
grades.

OFFICE HOURS: Mondays 12:30pm-1:30pm in 343 Elliott Hall
                          or
By Appointment
Let me know if you need to discuss something; I am here to help.

CLASS TIME/PLACE: This class meets online with most assignments due Thursday evening. We do
not have weekly meeting times when you are required to be present online.
However, your exams will take place in person in Elliott Hall Room 202 on the
following dates*:
- Friday, February 2nd, 3:00PM
- Friday, March 9th, 3:00PM
- Friday, April 6th, 3:00PM

*Online exams conducted via proctoring service are offered during the same
week as each of these exams. The proctoring service has a fee of approximately
$30/per exam and has some basic hardware and software requirements. There
is no charge for the in-person exams. More information about the service will be
discussed on Moodle.*

TEXT/Online Access: **Book:** Using MIS 10th Edition
David Kroenke Randall Boyle
Access Code: MyMIS Lab
ISBN: 9780134658933
(can be purchased online directly from the publisher– see Moodle for link and instructions)

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.

METHODS:	The course involves lecture-discussion, hands-on exercises, small-group teamwork, electronic communication, individual exams, and task assignments.
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.
PROFESSIONAL CONDUCT:	Student communications to and with the instructor and classmates shall at all times be conducted in a professional and courteous manner.
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. There is no make-up for a missed exam unless arrangements have been discussed beforehand. In all other instances, the student must produce a valid doctor's note for the day of the exam.

GRADING:	Homework Assignments		35 %
	Group Project		10 %
	Weekly Quizzes/Course Videos with Quizzes		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	2.0
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

The last day to drop is January 17, 2018.
The last day to withdraw from class is March 14, 2018.
This Syllabus is tentative and subject to change.

REQUIRED TECHNOLOGY
SOFTWARE
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.

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).

<mark>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.</mark>

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, please contact the instructor.

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

STUDENT AND TEACHER EXPECTATIONS

Students are expected to:
- Complete all assigned readings and videos
- Ensure that their computer is compatible with Moodle and MyMISLab.
- Login to Moodle at the beginning of the week to review the checklist and understand the work expected that week
- Follow the calendar of events and complete all assignments by their deadline
- Respond to emails within 2 business days
- I'm hiding this in here to see if you're reading this syllabus. For 5 pts extra credit, send me an email with an image of Porter's Five Forces Model. Be sure to tell me you're in my MIS 3000 course in the subject line.

The teacher is expected to:
- Respond to forum postings and email within 2 business days
- Grade assignments within one week of the assignment deadline
- Be your coach, mentor, and someone who is available to help!

<div align="center">**COURSE POLICIES**</div>

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

MIS 3000 – COURSE SCHEDULE AND READINGS

Week #	Week Beginning	Topics	Reading/Video Preparation
0	Jan 3-4	*Course Introduction* • Course Requirements • Tools Used in the Course • Student Expectations • Instructor Expectations	Syllabus Other Posted Readings and Videos (Moodle)
1	Jan 5-11	*Chapter 1* *The Importance of MIS*	Using MIS, Chapter 1 Other Posted Readings and Videos (Moodle)
2	Jan 12-18	*Chapter 2* *Collaboration and Information Systems*	Using MIS, Chapter 2 Other Posted Readings and Videos (Moodle)
3	Jan 19-25	*Chapter 3* *Strategy and Information Systems*	Using MIS, Chapter 3 Other Posted Readings and Videos (Moodle)
4	Jan 26 – Feb 1	*Chapter 4* *Hardware, Software, and Mobile Systems*	Using MIS, Chapter 4 Other Posted Readings and Videos (Moodle)
	Feb 2	*Exam 1 –Chapters 1-4 Friday, February 2nd 3PM*	
5	Feb 2 - 8	*Chapter 5* *Database Processing*	Using MIS, Chapter 5 Other Posted Readings and Videos (Moodle)
6	Feb 9-15	*Chapter 6* *The Cloud*	Using MIS, Chapter 6 Other Posted Readings and Videos (Moodle)
		Feb 17-25 Spring Break	
7	Feb 26 – March 1	Chapter 7 *Processes, Organizations and Information Systems*	Using MIS, Chapter 7 Other Posted Readings and Videos (Moodle)
8	March 2-8	Chapter 8 Social Media Information Systems	Using MIS, Chapter 8 Other Posted Readings and Videos (Moodle) Exam 2 Study Guide
	March 9	*Exam 2 – Chapters 5-8 Friday, March 9th 3PM*	
9	March 9-15	Chapter 9 Business Intelligence Systems	Using MIS, Chapter 9 Other Posted Readings and Videos (Moodle)

Week #	Week Beginning	Topics	Reading/Video Preparation
10	March 16 - 22	*Chapter 10* Information Systems Security	<u>Using MIS,</u> Chapter 10 Other Posted Readings and Videos (Moodle)
11	March 23 – 29	*Chapter 11* Information Systems Management	<u>Using MIS,</u> Chapter 11 Other Posted Readings and Videos (Moodle)
12	March 30 – April 5	Chapter 12 Information Systems Development	<u>Using MIS,</u> Chapter 12 Other Posted Readings and Videos (Moodle) <u>Exam 3 Study Guide</u>
13	April 6	<mark>*Exam 3 – Chapters 9-11 Friday, April 6th*</mark>	Other Posted Readings and Videos (Moodle)
14-15	April 19	<mark>*Final projects due*</mark>	