



**ISM 3011 001
12061
Management Information Systems
Fall 2018
Online (Canvas access), or
Live (Wednesdays and Fridays, 2:00 – 3:20 pm, BU 302)**

1.1 Professor Information

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1.2 TA Information

TBD

Email:

Office: Fleming Hall 403, Boca Raton Campus

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1.3 Office Hours

Instructor:

Monday, 1:00 pm – 3:00 pm

Wednesday, 12:45 pm – 1:45 pm; 3:30 pm – 5:30 pm

TA:

See Canvas

1.4 Required Text and Materials

Two (2) Mindtap courses are required for participating and completion of this course, which include the following eBooks:

- **[Principles]** Stair and Reynolds, *Principles of Information Systems*, 13th ed., Cengage.
- **[Excel 2016]** Parson et al., *New Perspectives Microsoft Office 365 & Excel 2016 (Comprehensive)*, Cengage
- **[Access 2016]** Shellman et al., *New Perspectives Microsoft Office 365 & Access 2016 (Introductory)*, Cengage

Do not purchase the books only; you need the complete Mindtap courses. When you access the Mindtap assignments via the links on Canvas for the first time, you will be prompted to

purchase the courses. The most economic option to acquire both required Mindtap courses is Cengage Unlimited (ISBN 978-03577-00006).

1.5 Course Description

Course examines essentials and management of information systems resources, information systems in the organization, social implications, and use and evaluation common microcomputer software packages.

1.6 Course Prerequisites, Credit Hours, and Class Time Commitments

This course is 3-credit and serves as a core/required course for the BBA programs. The prerequisite is ISM 2000, Information System Fundamentals, or accepted equivalence. Students are expected to be familiar with the following:

- Using Windows—to create and navigate through directories; copy files with drives, directories, and file names specified; understand the purpose of directories; and understand the distinction between drives, directories, and files.
- Working knowledge of a Word processing program.
- Using spreadsheet—to navigate the spreadsheet and menus; create formulae and simple functions; copy ranges; format ranges; create graphs; and print spreadsheets.

1.7 Important Dates

- Last day at 5 p.m. to drop/add courses without consequences; courses are fee liable after this date 8/24/2018
- Last day to drop a course or withdraw without receiving an "F" in each course, with full fee liability 11/16/2018
- Grades due 12/17/2018

1.8 Course Learning Objectives

- Content Knowledge (Declarative): Students will be introduced to the use of information technology in organizations, business impacts of information technology, and its ethical issues. Students will demonstrate the proficiency of their knowledge in these topics by taking exams.
- Content Knowledge (Technical): Students will be introduced to the use of productivity computer software programs (spreadsheet and databases) and their applications to business practices. Students will take exams and complete assignments in which they will use spreadsheets and databases to demonstrate their proficiency in using those programs.
- Critical Thinking (Apply/Analyze/Evaluate): Students will be introduced to the concept and analysis of information requirements of organizations. They will learn the various types of

information systems and evaluate the proper use of each in different business environments.

- **Critical Thinking (Solve Problems/Design/Create):** Students will be introduced to problem-solving skills using spreadsheets and databases. Students will go through the process of developing solutions for business based on data requirements.

1.9 Course Resources

This is an ONLINE video-streaming class. You can complete everything online without ever coming to campus. For the lectures, you can watch them live online or any time after their taping, or you can come to the live taping sessions on Wednesdays and Fridays, 2:00 – 3:20 pm, in BU 302. Please note that seating for live lectures is not guaranteed as there are only 40 seats available in the studio classroom.

This course is Canvas-based. All required materials are accessible from Canvas, including links to Mindtap assignments. In addition, all course communications and announcements will be posted on Canvas; make sure to correctly set up the Canvas notification profile properly to receive class emails and announcements.

Students are expected to have use the latest version of Microsoft Office (for the IT Skills portion of the course) throughout the course. All FAU students are entitled to free Microsoft Office 365 (see <http://www.fau.edu/oit/getoffice365/> for details).

Although most content on Canvas and Mindtap can be accessed using smartphones or tablets, you need to use a computer (with functioning web cam and microphone) to complete all the assignments. A Windows-based PC is preferred; Macs are fine for the most part, but the commands of Excel on a Mac can be slightly different, and Access is not available. Chromebooks do not support Microsoft Office and therefore are not compatible with this course. If you do not have your own, computers are available to all FAU students in the FAU Open Labs (<http://www.ecs.fau.edu/labs/open/>).

In deciding to take an online course such as this one, students take responsibility ensure that their equipment, software, and networks are fully functional. No adjustments will be made due to issues caused by systems owned and/or used by the students to complete assignments or tests.

1.10 Supplemental Course Description

This course consists of two (2) subject matters:

- **Management Concepts** component surveys key management information systems (MIS) topics, focusing on the technologies and systems in business and their managerial and strategic implications. This part of the course follows the eBook [Principles] chapters, and ten (10) lessons are set up on Mindtap to assist study. There are three (3) quizzes for this part of the course, all hosted and accessible on Canvas. See **Appendix** for detailed lesson and quiz coverage and dates. (The classes on Management Concepts have a **yellow background**.)
- **IT Skills** component teaches key information technology (IT) tools that students need in business, with an emphasis on business applications of these computing tools. The main focus is the comprehensive knowledge of Microsoft Excel, with a minor focus on introductory understanding of database (using Microsoft Access as an example). In addition to the two eBooks ([Excel 2016] and [Access 2016]), the main learning media are the ten (10) lessons on Mindtap. There are also five (5) graded projects; only the four best scores out of the five projects will be recorded as your grade). Lastly, there are one (1) midterm and one (1) final exam for this part of the course, both hosted and accessible on Canvas. See **Appendix** for detailed lesson, project, and exam dates. (The classes on IT Skills have a **blue background**.)

1.11 Grading Scale

This course uses a point system for grading. The total available points are **800**. The grades are completely transparent on Canvas. (Canvas may show a different total due to possible extra credit or other adjustments, but your final grades are *always* out of 800.) To be fair to all students, do not expect the use of exam curves or the offering of any individual extra credit work—grades are assigned based on actual performance only.

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Cutoff	744	720	696	664	640	616	584	560	536	504	480	0

1.12 Course Evaluation Method

Management Concepts

Concepts Lessons (10 @ 10 points each)	100 points
Quiz 1	100 points
Quiz 2	100 points
Quiz 3	150 points

IT Skills

Skills Lessons (10 @ 10 points each)	100 points
Projects (Best 4 out of 5 @ 25 points each)	100 points
Midterm Exam	100 points
Final Exam	150 points

Total: 800 points

All graded components are explained in the **Supplemental Course Description** section above.

Additional Course Policies

2.1 Missing Quizzes or Exams

If you are unable to take an exam or quiz due to an excusable absence (such as religious holiday, university-approved events, true emergency, or illness), you must inform the instructor of that fact *on or before the day of the test with proper formal documentation by a verifiable source of an official capacity* (e.g., a letter from a physician written on the physician's letterhead). *All make-up exams must be completed within one week of the original exam date.* Any missing exams due to unexcused or non-documented absences (including, but not limited to, oversleeping, inability to leave work, minor illnesses, travel, lack of transportation, fatigue, computer or network trouble, and so on) will result a zero (0) as the exam score.

If your exams or quizzes are disrupted by system failure, accommodations can only be made if the issue is caused by the school systems (such as Canvas or Honorlock) or Internet connections (when you are using FAU networks) *and officially confirmed by appropriate technical support office.* No adjustments will be made if the problem is due to your own equipment, software, or network, or optional test resources such as Mindtap or eBooks.

2.2 Project Assignments

All assignments should be submitted before the specified deadlines. Since you will have at least two weeks to work on each project assignment, you are responsible for getting it done in time no matter what happens on the due date: *You, and you alone, are making an explicit decision to*

accept the risk of last-minute incidents if you leave the assignment to the end. Late project assignment will NOT be accepted—no exception!

The project assignments are located on Mindtap. Please follow the instructions carefully in downloading, completing, and uploading your files; *no email or hand submission is accepted*. The submission will be auto-graded by Mindtap; it is your responsibility to make sure that the file you submit is correct and readable. No assignments will be regraded because of one's failure to follow instructions, including, but not limited to, not having everything required or submitting the wrong file.

Although working and learning together is allowed and encouraged, assignments are all individual work; any inclusion of other people's work (such as from classmates, previously submitted files, or answers found online) will be treated as academic integrity violation, resulting a zero (0) for that project (not just one submission). Mindtap will examine every submission, and those that are found to have such violations will either be rejected while submitting and/or dealt with based on university procedures.

2.3 Attendance Policy

Since this course is completely online, no specific attendance policy is enforced. Students are expected to follow the schedule themselves and complete all assignments in time.

2.4 Anti-Cheating Software

Anti-cheating software or systems, such as Honorlock and Respondus (Lockdown Browser), may be required for all quizzes and exams. When such systems are required and announced, students need to have the necessary equipment, software, and other setup before those remote proctored tests are taken. The specific systems used and their requirements will be detailed on Canvas for each test, but in general you should have the following for taking tests in this course:

- A well-functioning computer with webcam and microphone.
- A stable Internet connection. A hard-wired connection is usually better than Wi-Fi.
- Your FAU Owl Card (or other government-issued photo ID).

2.5 Course Outline

See **Appendix**.

Selected University and College Policies

3.1 Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

3.2 Disability Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585)—and follow all SAS procedures. The web site is <https://fau.edu/sas>.

3.3 Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at [FAU Regulation 2.007](#).

3.4 University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment. For further information, please see [Academic Policies and Regulations](#).

3.5 College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C." This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a "C." Course syllabi give individualized information about grading as it pertains to the individual classes.

3.6 Incomplete Grade Policy Statement

A student who is passing a course but has not completed all work due to exceptional circumstances may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

3.7 Withdrawals

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

3.8 Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions applies:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [Chapter 4 of the University Regulations](#).

3.9 Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

3.10 Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise.

To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class

To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

Appendix. Course Schedule Outline

Last Update: 7/28/2018

WEDNESDAY CLASS				FRIDAY CLASS				Project Assignment
Date	Topic	(e)Book	Lesson	Date	Topic	(e)Book	Lesson	
8/22	Course Overview			8/24	EXCEL Primer	[Excel 2016] Modules 1, 2		Project 1 (Due 10/11)
8/29	Introduction to Information Systems	[Principles of IS] Chapter 1	Concepts Lesson A	8/31	EXCEL Functions and Formulas	[Excel 2016] Module 3	Skills Lesson A	
9/5	Information Systems in Organizations	[Principles of IS] Chapter 2	Concepts Lesson B	9/7	EXCEL Charting Data	[Excel 2016] Module 4	Skills Lesson B	
9/12	Strategic Planning and Project Management	[Principles of IS] Chapter 11	Concepts Lesson C	9/14	EXCEL Workbook and 3D Reference	[Excel 2016] Module 6	Skills Lesson C	Project 2 (Due 10/11)
9/19	Concepts Quiz 1			9/21	EXCEL Advanced Functions	[Excel 2016] Module 8, Appendix B	Skills Lesson D	
9/26	Electronic and Mobile Commerce	[Principles of IS] Chapter 7	Concepts Lesson D	9/28				
10/3	Enterprise Systems	[Principles of IS] Chapter 8	Concepts Lesson E	10/5	EXCEL Developing Applications	[Excel 2016] Module 7	Skills Lesson E	Project 3 (Due 12/6)
10/10	Business Intelligence	[Principles of IS] Chapter 9	Concepts Lesson F	10/12	Excel Midterm Exam			
10/17	Knowledge Management	[Principles of IS] Chapter 10	Concepts Lesson G	10/19	ACCESS Building Database	[Access 2016] Modules 1, 2	Skills Lesson I	
10/24	Concepts Quiz 2			10/26	ACCESS Queries	[Access 2016] Module 3	Skills Lesson J	Project 4 (Due 12/6)
10/31	Systems Acquisition and Development	[Principles of IS] Chapter 12	Concepts Lesson H	11/2	EXCEL Tables	[Excel 2016] Module 5	Skills Lesson F	
11/7	Cybercrime and Information Security	[Principles of IS] Chapter 13	Concepts Lesson I	11/9	EXCEL What-If Analysis	[Excel 2016] Module 10	Skills Lesson G	
11/14	Ethical, Legal, and Social Issues	[Principles of IS] Chapter 14	Concepts Lesson J	11/16				
11/21	Concepts Quiz 3			11/23	Thanksgiving Break			Project 5 (Due 12/6)
11/28	EXCEL Text Functions	[Excel 2016] Appendix A	Skills Lesson H	11/30	EXCEL Final Exam Review			
12/5	Reading Day			12/7	Excel Final Exam			

Topics:

IT Skills (Excel and Access)
MIS Concepts

eBook on Mindtap:

[Principles]: Stair and Reynolds
[EXCEL], [ACCESS]: New Perspectives