University of Massachusetts Dartmouth

Charlton College of Business

MIS 315 Information Systems

(Online Course)

(*Syllabus is subject to change)

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Class Schedule, Office Hours and Location

This course is: 100% Online

Course Description

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Introduction to the management and use of information systems (IS) in organizations. Topics such as functional information systems, enterprise information systems, e-business, system design, implementation and evaluation, and ethical issues related to information systems will be covered.   In addition to concepts and theories, students will develop an Access database to enhance their understanding of information systems in general and get familiar with database technology in particular.

Prerequisite:

MIS 101 The Business Organization, or permission.

Course Credits: 3 credits**.**

Textbook and Course Material:

You do not need to purchase anything for this online course taught by this instructor!

(1) **Textbook:**
This online course will use an OER open access textbook. The course site will post the OER textbook website, and you can download the open access textbook instantly without any cost once you enter the course site on myCourses.

(2) S. Wang, *Data Resource Management: Introduction to Database Using Microsoft Access*, Supplemental teaching note for technical assignment. (**Free**, posted on the course site of myCourses)

(3) You need to use Microsoft Access for database assignment. If you do not have Microsoft Access on your own computer, please use VMWare VDI CCB Lab or the university's Virtual Computing Lab through the UMassD Portal. Detailed instructions are posted on the course site of myCourses. If you have technical problems, please contact CITS for help.

Course Objectives

Course Objectives:
The primary objective of this course is to introduce the student to the concept of information system and how the efficient flow of accurate, relevant, and timely information throughout an organization enhances the benefits of the total systems approach to management. Strategies and requirements for developing and implementing computer based information systems are investigated. Specific goals for the course include:

- To develop information technology and information system literacy.
- To understand the development and use of information systems in all types of business organizations.
- To know the relationship of information systems and organizational level and understand their strategic role in management.
- To understand the goals and applications of business information systems, their components, and the critical role for business professionals in their development.

Competencies and Contact Hours

The student will be introduced to:
        Information, systems, and information systems concepts (2 hr)
The student will understand:
        Information systems enabled business process (4 hr)
        Strategic use of information systems and information (4 hr)
        Data, databases, data warehouse (5 hr)
        The cloud (2 hr)
        Various types of information systems in organizations (4 hr)
        Business intelligence systems (4 hr)
        Information systems development (3 hr)
        Ethical and related (security, privacy) issues (4 hr)
The student will be able to:

Develop a simple database for information system (5 hr)
Organize and present knowledge about information systems (4 hr)
Apply the knowledge of information systems to her/his majors (4 hr)

Communication Plan

Here are my expectations for electronic communication:
- Please use email ONLY (no voice mail on the phone) when the subject is of a personal and confidential matter. If your question is not a comment directed specifically at me, please post the question in the appropriate discussion board forum.
- If the course is regular, I check my email daily Monday through Friday during my normal working hours. You can expect a reply from me via email within 24 hours during the work week. You may get an email reply during the weekend, but that would be an exception not the rule.
- If the course is regular, I will check the discussion forums daily during the work week, and make my own comments if needed.
- It is your responsibility to meet the due times for all assignments and online tests. In an exceptional case (e.g., medical excuse) when you are unable to meet the due time, please send me an email as soon as you can to explain.

Time Considerations

Please remember that in a traditional 3 credit-house face-to-face course you would be coming to class for 3 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In this 100% online course environment, you have the flexibility of self-paced learning; however, you must to commit the equivalent amount of time on your own, working on reading, thinking, and course projects in the same way as you would usually do in a face-to-face course.

Substantive Participation Should:

● Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer's comments.
● Challenge comments in class, including those of the facilitator.
● Ask insightful questions.
● Answer other people's questions.
● Exemplify the point with real-life events, when possible.
● Make comments that are relevant to the course content and objectives.

Ideas for Substantive Participation Include:

● Share an experience that is related to the discussion. Comment on other participants' experiences that are related to the course.
● Ask others questions about their ideas and experiences that are related to the

course.
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed.
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week's reading.
- Discuss a work issue that is related to the course or discussion and ask for feedback.
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life.
- Share another resource such as Web links, books, etc. that you have used to answer other participants' questions or as you explore the topics of the course, (as it is a violation of copyright law to copy the actual page).

Methods of Instruction

This is an online course. We will apply the flipping teaching approach to this course using the following methods.

(1) You read course material (including course syllabus, summaries of topics of the course, learning objectives, PPT of the textbook, and handout teaching note) online by yourself first, instead of lectures in face-to-face classes.

(2) You then participate in online class discussions. You may share learning experiences with other classmates. Also, you may discuss and interact with the instructor for any questions, assignment, and course report.

(3) Complete the following requirements to achieve the learning objectives of this course.

(a) Students are required to read the textbook and take **quiz tests** (online timed, multiple choices).
(b) Students are required to participate in online discussions using the Discussion Board.
(b) Students are required to learn database (Microsoft Access) to enhance their computer/data/information literacy, and complete **a technical assignment**.
(c) Students are also required to write a **course report** in order to clearly understand the concepts covered in course, and apply them to a practical scene.

Requirements and guidelines for discussions, tests, technical assignments, course reports, are listed in the Assessment Requirements section.

Evaluation and Grading Breakdown:

Online discussions: **15** points

Quizzes (Multiple choices. Timed. A single-attempt for each chapter): **30** points

Technical assignment (database): **20** points (see the requirements and rubrics)

Course Report: **35** points (see the requirements and rubrics)

Grading Scale:
- 97 – 100 A+   ● 92 – 96 A ● 87 - 91 A- ● 82 – 86 B+ ● 77 – 81 B ● 72 – 76 B-
- 67 - 71 C+   ● 64 – 66 C   ● 62 – 63 C- ● 60 – 61 D+ ● 58 – 59 D ● 55 – 57 D-

Policy on Late Assignments and Missing Assignments:
A late assignment is acceptable only when you have a legitimate reason. A missing assignment receives no credit.

Schedule

(Schedule is subject to change in accordance with the progress.)

The following schedule does not include specific dates. Please use updated version of the course syllabus on the myCourses course site.

Week	Topic	Home Work
Week/Day 1	Start up the course promptly Chapter 1. What Is an Information System?	1. Acquire the textbook on time. 2. Read the course syllabus thoroughly. 3. Get familiar with the course site on myCourses. 4. Read the Course Overview on the course site to understand the context of the course. 5. Quiz test for Chapter 1. 6. Discussions for Chapter 1.
Week/Day 2	Chapter 2. Hardware Chapter 3. Software	1. Quiz tests for Chapters 2-3. 2. Discussions for Chapters 2-3.
Week/Day 3	Chapter 4. Data and Databases **Technical Assignment:** **Database Fundamentals:** **Teaching Note of Technical Assignment**	1. Quiz test for Chapter 4. 2. Discussion for Chapter 4. 3. Read Teaching Note of Technical Assignment. 4. Prepare technical assignment proposal, using the assigned topic for you posted on myCourses.

Week/Day	Content	Activities
		5. Submit course report proposal (not graded, the due date is flexible, but you need to submit within a few days. You can have multiple submissions).
Week/Day 4	Chapter 5. Networking and Communication **Technical assignment:** **Database Fundamentals**	1. Quiz test for Chapter 5. 2. Discussion for Chapter 5. 3. Obtain approval for your technical assignment proposal. 4. Follow the steps described in the Technical Assignment Teaching Note to build your Access database for the assignment.
Week/Day 5	Chapter 6. Information Systems Security **Technical assignment:** Build your Access database	1. Quiz test for Chapter 6. 2. Discussions for Chapter 6. 3. Continue to work on your technical assignment.
Week/Day 6	Chapter 7. Does IT Matter? **Technical Assignment:** Complete the technical assignment	1. Quiz test for Chapter 7. 2. Discussions for Chapter 7. 3. Discussions to share your experiences with the technical assignments 4. Complete your Access database assignment and submit two files (Word document and Access artifact) on myCourses.
Week/Day 7	Chapter 8. Business Processes Chapter 9. The People in Information Systems	1. Quiz tests for Chapter 8-9. 2. Discussions for Chapters 8-9.
Week/Day 8	Chapter 10. Information Systems Development **Course Report:** Proposal	1. Quiz test for Chapter 10. 2. Discussion for Chapter 10. 3. Generate a topic for your course report proposal. 4. Write and submit your course report proposal (not graded, multiple submissions are allowed).
Week/Day 9	Chapter 11. Globalization and Digital Divide **Course Report** Course report preparation	1. Quiz test for Chapter 11. 2. Discussion for Chapter 11. 3. Obtain approval of your course report proposal. 4. Develop your course report.

Week/Day 10	Chapter 12. The Ethical and Legal Implication of Information Systems **Course Report:** Course report preparation	1. Quiz test for Chapter 12. 2. Discussion for Chapter 12. 3. Develop your course report
Week/Day 11	Chapter 13. Future Trends in Information Systems **Course Report:** Course report preparation	1. Quiz test for Chapter 13. 2. Discussion for Chapter 13. 3. Develop your course report.
Week/Day 12	Course report preparation	1. Develop your course report 2. Discussion to share your experiences with your course report
Week/Day 13	Course report preparation	1. Develop your course report 2. Discussion to share your experiences with your course report
Week/Day 14 and Week/Day 15	Complete the course report **Submit Course Report** **(and technical assignment if you have not submitted yet)**	Complete and submit your course report. All reports due (Complete all your work)

As the semester progresses, this syllabus will be adjusted to accommodate any unforeseen circumstances, at the discretion of the instructor when needed.

Assessment Requirements

1. Quiz Tests

There will be thirteen (13) online quiz tests. The tests assess your understanding of the concepts of information systems through reading the textbook and discussions. For each chapter, there is an online quiz test with 8-12 multiple choice questions. A quiz test is timed (1

minute times the number of multiple choice questions), and it is single-attempt. You may take the quiz test for a chapter when you are ready, but must complete it within 10 school days after the date when the chapter is started. The total number of quiz questions for this course is 100, 0.3 point for each question, and thus 30 points in total.

2. Discussions

Students must participate in class discussions using the Discussion Board on myCourses to share learning experiences. The instructor will post the discussion questions when the chapter is started. Again, you must post your discussions within 10 school days after the date when the chapter starts. The posts for each chapter, technical assignment, and course report will receive up to 1 point and 15 points in total.

3. Technical Assignment (Access Database)

The technical assignment is to build a small-scale Microsoft Access database to understand the concept of database for information systems.

Students are encouraged to use Virtual Computing Lab through the UMassD portal, especially for those who do not have Microsoft Access on their computer or use different versions of Microsoft Access.   Please follow the instructions for Virtual Computing Lab (Corsair Desktop) on the UMassD web portal to install VMware to access Virtual Computing Lab. If you have technical problems to install VMware, please contact CITS through myCourses.

Students must read the handout teaching note for the technical assignment carefully to understand the nature of the technical assignment as well as the steps for you to complete the assignment. Practice Microsoft Access following the teaching notes. The minimal requirements of the technical assignment are listed in the last section of the teaching notes.

3.1. Technical assignment proposal:

To maintain academic integrity, each student is assigned to a hypothetical business for the assignment after the first class. If you want to change the assigned topic, you must explain the reason before the due date of the proposal, and must receive approval from the instructor before you work on the technical assignment.

You need to submit a proposal of the design of the database and receive approval before do the computer work for the technical assignment. The design of the database could be a

diagram or details of table names, keys, and attributes for each table (e.g., using the example in the teaching note,

STUDENT: *StudentID, StudentName, ….
COURSE: *CourseID, CourseName….
GRADING: *StudentID, *CourseID, Grade

3.2. Technical assignment submission:

You need to submit your assignment in two files:
(1) File of Word document: Brief description of your assignment (diagram or tables), English descriptions of your queries, and your learning experiences.
(2) File of Microsoft Access database artifact that contains your database.

The technical assignment is worth 20 points. One can receive extra points if you do more and demonstrate active learning ability.

4. Course report

The objective of the course report is to understand the concept of computerized information systems for business, including hardware, software, data, procedures, and users, the enabled business processes, and opportunities of the applications of information technology for business.

You may choose one of the following two themes for your course report.

Theme-A: *How MIS supports a business organization which you are familiar with.*

If you are working for an organization, or you are familiar with an organization, this theme is ideal for this course. The instructor encourages every student to choose this theme if it is feasible. You may not use sensitive or confidential information of the organization, even not the real name of the organization, for this course report, but use your experiences and observations to make a business case to obtain deeper understanding of MIS for business beyond the textbook and classroom.

Theme-B: *How this introductory MIS course will make you a more valuable employee in the future.*

While Theme-A is the recommended theme for this course because it allows you to think about MIS for the really business world, you are allowed to choose Theme-B if you do not have work experience, and are not particularly familiar with any organization.

4.1. Course report proposal:

Each student must submit a typed course report proposal by the deadline. The proposal should not be longer than 1 page typed - 1.5 spaced. It describes the idea of course report so that the instructor can provide feedback. The approved proposal, along with the instructor's comments (no grading), will be returned to the student with comments a day later.

4.2. Course report:

Each student must submit a course report at the final class. The report text is typically 7-10 pages (excluding appendices and other support material), 1.5 spaced (exclusive of the title page, diagrams, and appendices). The text must be typed. All diagrams (if any) should be drawn using computer tools.

Guidelines for major contents of report are given as follows.

Theme-A:

(1) Title page
● Title of the course report
● Student name

(2) Text
● Introduction (company's background – no confidential information)
● Overview of the business processes
● Descriptions of the information system
(Follow the model in Figure 1-4: Hardware, software, data, computerized business process, and people. You may want to read the PPT slide of Chapter 4 posted on the course site if Chapter 4 is not included in your textbook version.)
● Diagram for the business process (see examples in the textbook Chapter 2 or other styles for business processes)
● Values of the MIS for strategic competitiveness of the organization (i.e., MIS alignment with the business strategies; tangible and intangible benefits of the system)
● Issues of the MIS in the organization (Usability, reliability, information quality, ethics, security, global, cultural, user training, etc.)

● Opportunities of the applications of information technology (devices and software systems) to improve the MIS and your recommendations for the organization.

(3) Appendices
● Samples of business processes, if any
● Samples of useful supporting material, if any
● Others.

Theme-B:

The contents of a course report with this theme could be diversified. Possible topics could be, but are not limited to, the following.

● The best part you learned from this course for your career.
● The most exciting part of this course that encourages you to learn more about it in the future.
● How MIS is particularly relevant to your major (e.g., Account, Marketing, Finance, etc.).
(This part is the core for your report. You may want to discuss information systems for in your field, job skills related to MIS, MIS enabled business processes in your field, and other key issues of MIS in your field. You need to demonstrate integrative and creative thinking.)
● Why MIS is critical for the next generation of business people.

A guideline for the organization of report with this theme is given as follows.

(1) Title page
● Title of the course report
● Student name

(2) Text
● Introduction (overview of your topics)
● Report body

(The structure depends on your topics of your report, but you must organize the report body in sections.)
   - First section
   . . . .
   - Last section
● Conclusion

● References if any (such as web sites, other articles…)

Rubrics

1. Rubrics for Report

	4. Exemplary	3. Good	2. Fair	1. Poor
Organization al Structure	° Important details and topics are well organized ° Clearly developed and linked introduction and conclusion. ° Very good transitions	° Generally well organized, fairly concise. ° Fairly clear introduction and conclusion ° Section headings are unclear	° Inadequate section formation ° Unclear introduction and conclusion ° Unclear transitions	° Rambling introduction and conclusion ° No flow or transitions between paragraphs. ° Did not use section headings
Writing and Presentation	° Few errors in grammar ° Appropriate use of vocabulary. ° Cited resources correctly and excellent use of reference materials ° Professional page/slides layout	° A few errors in grammar ° Moderate use of vocabulary or limited misuse of vocabulary. ° Citation of sources is inaccurate. ° Minor problems with page/slides layout	° Noticeable errors in grammar ° Limited use or moderate misuse of vocabulary. ° Limited citation of sources ° Significant problems with page/slides layout	° Many errors in grammar ° Poor vocabulary or annoying misuse of vocabulary ° No citation of sources ° Annoying page/slides layout
Content and Thinking	° Excellent understanding of the context and concepts. ° Strong arguments ° Demonstrates **integrative and creative thinking**	° Very good understanding of the context and concepts ° Good arguments ° Good thinking	° Inaccurate understanding of the context and concepts ° Weak arguments ° Limited thinking	° Substantial lack of understanding of the context and concepts ° Confusing arguments ° Lack of thinking

2. Rubrics for Technical Assignment

	4. Exemplary	3. Good	2. Fair	1. Poor
Report written presentation	° Important details and topics are well organized ° Clearly developed and linked introduction and application. ° Very good documentation	° Generally well organized, fairly concise. ° Fairly clear introduction and application ° Fairly good documentation	° Inadequate formation ° Unclear application ° Unclear documentation	° Rambling introduction and application ° Lack of information ° Poor documentation
Usage of Microsoft Access	° Few errors in the database ° Intensive use of Access ° Clear structure ° Professional development style	° A few errors in the database ° Moderate use of the Access ° Fairly clear structure ° Minor problems with development style	° Noticeable errors in the database ° Limited use Access ° Unclear structure ° Significant problems with self-documentation	° Many errors in the database ° Poor use of Access ° No structure ° Annoying development style
Demonstration	° Excellent demonstration ° Impressive output ° User friendly	° Very good demonstration ° Good input/output design ° Easy to use	° Weak demonstration ° Unclear input/output design ° Not user friendly	° Confusing demonstration ° Poor input/output design ° Difficult to use

Attendance Policy

Attendance:

This is a pure online course. The quality and frequency of class discussions are counted as the attendance.

Incomplete Policy

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion subject to approval of the Department and CCB. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.
http://www.umassd.edu/nfi/teachingandadvising/coursesyllabus/sampleincompletestatement/

Student Academic Integrity Policy

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.
A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.
A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.
Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses. Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.
Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty

members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy at the link below.
http://www.umassd.edu/studentaffairs/studenthandbookintroduction/studentconductpolicies/academicintegritypolicy/

Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the Center for Access and Success. The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Liberal Arts, Room 016; phone: 508.999.8711.
http://www.umassd.edu/dss/

Resources

Tutoring

The Academic Resource Center (ARC) offers a number of student support services including free tutoring and other academic help for math, science, nursing, business, engineering, humanities and social science, writing, study skills, college reading, and ESOL. Throughout the school year ARC tutors a wide variety of subjects and an abbreviated schedule during the summer and intersession. Tutoring appointments are made by contacting the tutoring center you wish to visit by scheduling an appointment. However, some walk-ins can be seen if there is an available tutor.

The ARC now offers e-tutoring. We will also be offering Live Chat services Sundays through Thursdays from 8 p.m. - 10 p.m.

http://www.umassd.edu/wrc/hourslocation/
http://www.etutoring.org/
http://www.umassd.edu/dss/resources/students/tutoring/

This course is an upper level business course with emphasis on IT in the business context. If you are having difficulty with specific subjects of the class please:

● Post a message on the Discussion Board – be sure to use your classmates for troubleshooting and problem solving.
● Send an email to the instructor to explain your situation for help.

Technical Help

If you are in need of technical assistance for myCourses, the IT Service Desk is available to students.

Claire T. Carney Library, lower level
508.999.8884 (x8884) or Email

Students living in the Residence Halls may also contact the Residential Technology (ResTech) Support Center:
Visit ResTech in Elmwood Hall, lower level
Call the ResTech Help Line at 508.999.8040 (x8040)