



BUS 370 - 1

Managing Information Systems

Number of credits: 3

Prerequisite:
BUS 100 or BUS 305

Semester: Fall, 2014
Days: Wednesday/Friday
Room: L2084
Lab – day: N/A
Lab–Room: N/A

Instructor: Steve Morris
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Phone: 403-410-2935
Office: IT Department
Office hours: Friday 3:45 – 4:30

Course Description:

This course provides an introduction and understanding of the value and uses of information systems for business operation and management decision-making. It concentrates on providing an understanding of the tools and basic terminology needed to understand information systems and their role in the business environment. Topics include information systems concepts, a review of information technology concepts, the fundamentals of e-business, planning and development of information systems, and the implementation and management of these systems.

Expected Learning Outcomes:

It is the aim of the course that students acquire the following skills:

1. Understand the role of Information Systems in an organization
2. See Information Systems as a competitive tool that should be harnessed to increase business success.
3. Understand how Information Systems are changing the management processes and culture of organizations.
4. Be able to have understanding of the design and implementation of Information Systems in an organization.

Important Dates:

First day of classes: September 3, 2014

Registration revision period: September 14, 2014

Last day to request revised examination: October 27, 2014

Last day to withdraw from course: November 12, 2014

Last day to apply for time extension for coursework: November 24, 2014

Last day of classes: December 9, 2014

Final Exam:	December 12, 2014
Time:	9:00 AM – 12:00 PM
Room:	A2131

Outline:

Date	Topic
<i>September</i>	
3 rd	Introduction to the course
5 th	IT: sharp tool or blunt instrument
10 th	It's information stupid
12 th	IT for the win, or at least the profit
17 th	System design and other less fun topics – Assignment 1 due
19 th	How IT affects organizational culture – Video lecture (Lecture video posted to Moodle)
26 th	How to use IT and still have a soul
<i>October</i>	
1 st	Why your generation is evil you little pirates (ethics)
3 rd	Servers and network switches as Lego
8 th	Iteration is the magic behind IT innovation – Assignment 2 due
10 th	The Internet of things (IoT) – Video lecture (Lecture video posted to Moodle)
15 th	It's all data, nice searchable data...
17 th	"Watson come here!" or a discussion about Telecoms – Video lecture (Lecture video posted to Moodle)
22 nd	Mid-term
24 th	Spiritual emphasis days – class cancelled
29 th	How a military project got out of hand (The Internet)
31 st	Hackers, crackers, and system security – Assignment 3 due
<i>November</i>	
5 th	I think he has ERP
7 th	Why businesses rise and fall on their systems

12 th	E-Commerce
14 th	Selling something that isn't even real
19 th	What is knowledge? – Video lecture (Lecture video posted to Moodle)
21 st	Planning rather than reacting
26 th	Forecasting with an IT mindset
28 th	Project management – Video lecture (Lecture video posted to Moodle)
<i>December</i>	
3 rd	Global systems
5 th	Final Exam Review

Requirements:

In addition to in class participation, students will be required to do the following:

- Submit four in semester written assignments
- Complete a mid-term examination
- Complete a 12 to 15 page final paper
- Complete a final examination

Submission of Assignments:

All written work will be submitted through Moodle as indicated within the course located at the following address:

<https://moodle.ambrose.edu/course/view.php?id=3204>

Only the final paper will be subject to the Turnitin assignment submission type. The Turnitin tool is a contracted anti-plagiarism service that will programmatically check the final paper submissions for plagiarism. While it is understood that mistakes happen, students should be mindful of each source used in their final paper and use the proper APA based attribution styles. The APA attribution guide is located with our course on Moodle at the address listed above.

Attendance:

Students are expected to attend classes when held. Given that 10% of the grade is class participation, it is the student's responsibility to manage their attendance in class to gain marks in this component of the class.

Evaluation:

Course grading and evaluation will be conducted according to the following:

Class and online participation	10%
4 in term assignments	20%
Midterm	20%

Paper	25%
Final	25%

Grade Summary:

The available letters for course grades are as follows:

<u>Letter Grade</u>	<u>Description</u>
A+	Excellent
A	
A-	
B+	Good
B	
B-	
C+	Satisfactory
C	
C-	
D+	Minimal Pass
D	
F	Failure

If you will be using percentages, please provide a scale which indicates how percentages in your class will be translated to letter grades. These equivalencies are at the discretion of the instructor, but **MUST** be stated in the syllabus.

Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are no longer mailed out.

Textbooks:

Management Information Systems – 7th Edition (Laudon & Laudon)

In addition to readings, audio-visual presentations and guest speakers may also be used occasionally to supplement lectures and course materials.

Policies:

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (Cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty. These courses will not appear on the student's transcript. Courses should be added or dropped on the student portal by the deadline date, please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a Request to Withdraw from a Course by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. A grade of "W" will appear on the student's transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a **Revised Examination** Request form to the Registrar's Office by the deadline date, please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to engage in electronically-enabled activities unrelated to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "**Course Extension**" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date, please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control".

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Students are strongly advised to retain this syllabus for their records.