

# BUS 370

## Managing Information Systems

Semester: Winter, 2015

Days: N/A

Room: N/A

Lab – day: N/A

Lab–Room: N/A

Number of credits: 3

Prerequisite:

BUS 100 or BUS 305

Instructor: Steve Morris

Email: smorris@ambrose.edu

Phone: 403-410-2935

Office: IT Department

Office hours: By appointment

### 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: TBA

Registration revision period: N/A

Last day to request revised examination: N/A

Last day to withdraw from course:

Last day to apply for time extension for coursework: N/A

Last day of classes: N/A

**Final Exam:** TBA

**Time:** TBA

**Room:** TBA

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## Outline:

Students will be required to read the assigned text throughout the time period and complete all work by the agreed upon time.

## Requirements:

In addition to items listed above, students will be required to do the following:

- Complete four assignments that will address key issues for each of the four sections of the textbok, 5 pages in length as posted in Moodle
- Complete a 15 page final paper in the field of management information systems (topic must first be approved by instructor)
- Complete a final examination
- Attend 4 group meetings with instructor throughout the term

## Submission of Assignments:

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

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.

## Evaluation:

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

4 section assignments (worth 10% each)	40%
Final Paper	30%
Final Exam	30%

## 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.

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## Textbooks:

Management Information Systems – 7<sup>th</sup> Edition (Laudon & Laudon)

## 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.

### 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](mailto: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.

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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.