MISSION STATEMENT: The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

COURSE NO AND TITLE: IS213 A – Management Information Systems Concepts
MEETING TIMES: Tuesdays & Thursdays, 11:00am – 12:20pm
LOCATION: Cremer Hall 418
PREREQUISITES: IS113
INSTRUCTOR: Dr. Terence Saldanha
OFFICE: Cremer Hall 110
TELEPHONE: (620) 341-5693
EMAIL: tsaldanh@emporia.edu
OFFICE HOURS: Mondays: 9:30 am - 1:00pm, 2:00pm – 5:00pm
Wednesdays: 3:30 pm - 5:00pm, and by appointment

Please put “IS213” at the start of the subject line in any e-mail to me concerning this course.

REQUIRED TEXT:
- You are also required to purchase access to the Connect online learning environment. An access code is packaged with the textbook at the bookstore. Access codes may also be purchased separately at the website listed below.

COURSE WEBSITE:
- Blackboard: http://elearning.emporia.edu/
- Connect: http://connect.mcgraw-hill.com/class/t_saldanha_is213_spring_2013

OFFICIAL COURSE DESCRIPTION:
This course provides an understanding of information systems utilized to manage an enterprise. Topics include the importance of computer and information literacy, an overview of system development methodologies, types of information systems, telecommunications, social and ethical issues, relational databases and other personal productivity tools.
DETAILED COURSE DESCRIPTION:

New applications of information technology (IT) can dramatically impact our personal lives. In 2004, Mark Zuckerberg, a sophomore at Harvard, launched Facebook. Today, it has over 900 million users and has changed the way we communicate with our friends. In the process, it has made Zuckerberg a billionaire.

Apple introduced the iPhone in 2007. Today it has millions of users in the United States. More importantly, it has set the standard for a whole new product category – the smart phone. A combination of mobile phone, web-surfing computer, e-mail device, portable music player, digital camera, video camera, GPS navigator, video game platform, PDA, and more, it is defining how we will work and play on the go.

Similarly, new applications of IT can disrupt, restructure, and redefine major aspects of business. For example, many newspapers around the country are in trouble because much of their advertising and content and many of their readers have moved to the Internet. Many companies have become winners in their industries because they have mastered the use of IT. Some use IT to improve their internal operating processes; others use IT to improve the coordination of activities across their network of affiliates and trading partners. Still others use information and IT-based analytical tools to gain deep insights into their customers or internal operations, allowing them to make better management decisions.

This course will focus on what differentiates winners from losers, and on what you need to know to be successful in a business world that is being reshaped constantly by advances in IT. The course addresses the following central question:

*What types of benefits can information technology bring to business activity, how can these benefits be successfully delivered, and what role do general business leaders play in this success?*

We will consider the types of IT that change how work is accomplished – software applications that support various business functions and processes, hardware and software used by people to perform their jobs, and the various communication services that provide people access to each other and to information. We will examine how IT creates new business opportunities. We will also examine how IT can change a company’s performance, impacting factors such as productivity, quality, and service. The course provides an understanding of information systems utilized to manage an enterprise. Topics include the importance of computer and information literacy, an overview of system development methodologies, types of information systems, telecommunications, social and ethical issues.

Throughout the course, even though we will discuss technical aspects to an extent, our focus will be on the responsibilities, functions, and actions of the general (i.e., non-IT) manager. Our audience is those who use IT in their work and manage business activities that depend on IT applications.

COURSE OBJECTIVES:

Upon successfully completing this course, the student will be able to:

1. Understand the importance of computer literacy and information systems
2. Appreciate the importance of information in problem solving and decision-making.
3. Understand the roles of information systems professionals and those of users in the systems development effort.
4. Understand the purpose of the various categories of computer based information systems:
   a. Transaction Processing Systems
   b. Management Information Systems
   c. Decision Support Systems
   e. Enterprise Resource Planning Systems
5. Gain familiarity with current business technology in making and communicating business decisions.

COURSE EVALUATION PROCESS/ASSIGNMENT OF GRADES
A student’s final grade for the course will be based on the following tasks:

<table>
<thead>
<tr>
<th>Instructional Task</th>
<th>Percentage of Final Grade</th>
<th>Team/Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Assignments</td>
<td>15%</td>
<td>Individual</td>
</tr>
<tr>
<td>Two Labs Assignments</td>
<td>10%</td>
<td>Individual</td>
</tr>
<tr>
<td>Exam 1</td>
<td>10%</td>
<td>Individual</td>
</tr>
<tr>
<td>Exam 2</td>
<td>10%</td>
<td>Individual</td>
</tr>
<tr>
<td>Exam 3</td>
<td>10%</td>
<td>Individual</td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>25%</td>
<td>Individual</td>
</tr>
<tr>
<td>Current Issues in IT Project (Report and Presentation)</td>
<td>10%</td>
<td>Team</td>
</tr>
<tr>
<td>Class Participation and Attendance</td>
<td>10%</td>
<td>Individual</td>
</tr>
</tbody>
</table>

The final grade will depend on the class distribution. Each student’s score will be computed at the end of the semester and rank-ordered. The class will then be divided into appropriate clusters, and letter grades of A, B, C, D, and F assigned. However, a general grading scale might be as follows:

- 90% and higher: A
- 80.0% - 89.9%: B
- 70.0% - 79.9%: C
- 60.0% - 69.9%: D
- below 60.0%: F

HOMEWORK ASSIGNMENTS (15%): There will be a total of six homework assignments throughout the semester. The nature of the assignments will vary from quizzes to chapter case questions to various exercises. The scores for all six homework assignments combined will represent 15% of the overall course grade. All assignments must be submitted prior to the stated deadlines for each assignment. Submissions should contain the student’s last name both in the name of the file(s) submitted and in the content of the documents. You will be able to submit your assignments after the submission deadline has passed – for one week – but the assignments will be marked as late. Late assignments will be penalized up to 20% and must be completed within one week of the original due date or a score of 0 will be recorded for the assignment. Please note that the homeworks are individual assignments meant to be completed by the student alone. Group work and collaboration with other students or individuals are not permitted during homework assignments.

TWO LAB ASSIGNMENTS (10%): There will be two lab assignments focused on understanding important classes of business software. Further details will be provided as the semester progresses.

Lab assignments must be submitted prior to the stated deadlines for each assignment. Submissions should contain the student’s last name both in the name of the file(s) submitted and in the content of the documents. You will be able to submit your lab assignments after the submission deadline has passed – for one week – but the assignments will be marked as late. Late lab assignments will be penalized up to 20% and must be completed within one week of the original due date or a score of 0 will be recorded for the lab assignment.
EXAMS (55%): Four exams will be administered (three exams plus a comprehensive final exam). The content of the exams will be derived from the assigned readings, chapter prep material, lectures, homework assignments, and lab work. The first three exams will be administered in-class during three of the regular class sessions.

The final exam will be cumulative in content. The final exam will be administered in class during the scheduled final exam period. It will comprise multiple-choice objective type questions as well as potentially mini-caselet analyses to test understanding of course concepts.

No materials will be allowed during the exams. As a general rule, no make-up exams will be given. However, if absolutely necessary, make-ups for excused absences (notice of which must be received in advance of the missed exam) may be scheduled at the instructor’s discretion. Makeup of regular scheduled exams will be allowed (time set by your instructor) only if the instructor is notified in advance of a student's absence and then only if the absence is considered excused.

CURRENT ISSUES IN IT PROJECT (10%): This is a group project activity in which each group will be assigned a topic to research on and prepare a report and in-class presentation. The topics will relate to contemporary issues in IT and will be assigned by the instructor. Groups will also be randomly created and assigned topics by the instructor.

There are two components to the project – a report and an in-class presentation. The report will represent 5% of the overall course grade and the in-class group presentation will represent 5% of the overall course grade. Further instructions will be provided later in the semester.

The report will be due two days after the in-class presentation. The presentation file and the report should be submitted by email to the instructor. When submitting the report and presentation file, please put your project title and the group members’ names on the first page.

To discourage free-riding, grading of each student for the group project will incorporate peer-assessment of each student’s contribution to the project, as evaluated by the other students in the group. As a result, it is possible that students in the same group may not obtain the same grade for the group project.

CLASS PARTICIPATION AND ATTENDANCE (10%): You are expected to prepare for each class, participate actively in the class activities, discussion of readings, and contribute to the learning experience of the group. As a business professional, active participation in team activities will be an important part of your professional life. The class participation component will incorporate class attendance as well. Attendance will be recorded in each session.

Class participation will be graded using the following scheme:

- No or Low participation
- Average participation
- Good participation
- Outstanding participation

LEARNING STYLE:

This is a survey course. That is, it is a course intended to present an overview of an entire discipline – in this case: the IS discipline. A variety of topics related to the discipline will be discussed during the course. Students will learn through reading the chapters, analyzing short cases depicting the topics “in action” in industry, in-class discussions, and through the hands on application of various technologies to business
situations. Attendance, participation and preparation for each class will be key enablers of student learning.

MAJOR FIELD TEST IN BUSINESS:
All students pursuing a Bachelor of Science in Business are required to earn a score of 135 (or higher) of a possible 200 on the Major Field Test in Business (MFT). The MFT is administered to students enrolled in MG 473 – Business Policy. Some of the content of this course (IS 213) is a portion of the material that is examined on the MFT. More information about the MFT is available at http://www.ets.org/mft. You are encouraged to learn this material in depth and remember it. Also, you are encouraged to keep your course materials to assist you in doing a quick review prior to taking the MFT. From this course, IS 213 – Management Information Systems Concepts - the following topics are included in the MFT:

A. Information Systems in Business and Society
   1. Information management in a global society
   2. Security, privacy, and ethical issues
B. Information Technology Concepts
   1. Hardware technology
   2. Software technology
   3. Database management systems
   4. Network and internet technology
C. Business Information Systems
   1. Automation and support systems
   2. Transaction processing systems
   3. Management information systems
   4. Decision support and expert systems
   5. Enterprise systems (ERP)
D. Systems Development
   1. Systems investigation and analysis
   2. Systems planning development and implementation

ATTENDANCE AND LATENESS POLICY:
Attending class regularly and arriving on time is important. Please schedule other activities outside of class time. Arriving on time is important because late arrival can distract the entire class and can reduce what you learn in that session. Besides, attendance also affects the grade component (See “Class Participation and Attendance” above). Attendance will be recorded during each session. The instructor reserves the right to initiate student withdrawal from the course due to excessive absences.

COMPUTER-RELATED CAUTION
Since a part of this course is dependent on computers (and their ability to be up and running), some adjustments may be made to the course syllabus and contents throughout the term. This may affect the timing of the assignments and other course activities. At various points in the term, the course schedule and/or syllabus might be re-issued. Even though we are using sophisticated computers, activities that involve computers often do not go as smoothly as planned. Please understand that this may result in certain inconveniences to you. Your responsibility in these matters is to report serious disturbances to me as soon as possible.

ACADEMIC DISHONESTY:
Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams, homework assignments, and lab assignments are meant to be individual efforts; and those that are not may be punished by failure (score of zero) on that assignment and referral to the appropriate University offices.

CLASSROOM PROTOCOL:
Professional conduct in all course activities is an absolute requirement. Students are expected to show consideration for classmates and the instructor. Students are also expected to listen when the instructor is talking and participate in class discussions when appropriate.

All electronic devices such as cell phones, pagers, PDAs, IPODs, etc. must be turned off or set to silent mode during class meetings.

When in the lab, the computers are to be used for relevant academic purposes. This means students should not be checking personal email, chatting with friends, be checking social networking sites, or doing other potentially distracting activities during the lecture time. **Snacks and drinks are not allowed in the computer lab**, and should be stowed in your backpack or else left at the front of the room.

COURSE COMMUNICATIONS:
This is a course being offered by the business school. You are expected, therefore, to behave professionally (as noted above) and to communicate professionally. Emails to the instructor should be written clearly and in a professional manner. Please include IS213 in the subject line of any emails sent to the instructor.

DISabled STUDENT POLICY:
Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, Disability Services, and the professor will be strictly confidential.

Disability Office Contact Information:
Office of Disability Services and Non-Traditional Student Programs
Plumb Hall 106
620/341-6637 Voice, 620/341-6646 TTY
disabser@emporia.edu.

WITHDRAWAL POLICY:
Students who decide to withdraw and receive an automatic “W” must complete the formal withdrawal procedure by Wednesday, April 3rd 2012.
GROUP COLLABORATION POLICY:
Group work is required for the “Current Issues in IT” project. Group work and collaboration is encouraged for preparation for cases and preparation for exams. However, group work is not permitted for homework assignments, lab assignments, and during exams.

COURSE OUTLINE:
Subject to change, the following is an outline of the chapters to be covered in the course.

Chapter (Book: Business-Driven Information Systems – Baltzan):
- Chapter 1: Management Information Systems: Business Driven MIS
- Chapter 2: Decisions and Processes: Value Driven Business
- Chapter 3: eBusiness: Electronic Business Value

Exam One – Chapters 1, 2, and 3.
- Chapter 5: Infrastructures: Sustainable Technologies
- Chapter 8: Enterprise Applications: Business Communications
- Chapter 7: Networks: Mobile Business

Exam Two – Chapters 5, 8, and 7.
- Chapter 6: Data: Business Intelligence
- Chapter 9: Systems Development and Project Management: Corporate Responsibility
- Chapter 4: Ethics and Information Security: MIS Business Concerns

Exam Three – Chapters 6, 9, and 4.

Comprehensive Final

Note: The information in this document is intended to be accurate but is always subject to change based on the events occurring during the semester.