



School of Business

**1. UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

**2. COURSE NUMBER & NAME:**

MISM 3303-VC02, Information Systems Theory and Practice

**3. TERM:**

Winter 2019

**4. INSTRUCTOR:**

Dr. Carolyn French

**5. CONTACT INFORMATION:**

Office phone: 806-291-1024 and Cell phone: 318-918-8278 (Please do not call this cell phone number between 9:00 P.M. and 9:00 A. M. unless it is an emergency)

WBU Email: frenchc@wbu.edu (Email addresses are not case sensitive)

**6. OFFICE HOURS, BUILDING & LOCATION:**

NBB –Room 109, Office Hours are 9:00 AM to 3:00 PM Monday-Thursday; My online office hours are 5:00 - 8:00 PM cst. Monday through Saturday. By email only on Sunday. You may reach me via email at frenchc@wbu.edu, by text message at 318-918-8278 by calling my office daily at 806-291-1024. I prefer email message record that outlines the problem afterhours. If you have an emergency, please call me then follow up with an email when you have a chance.

**7. COURSE MEETING TIME & LOCATION:**

Online Assignments, quizzes, exams, etc. will have due dates of midnight Saturday (11:59 P.M., Central Standard Time zone. Assignments, etc. will be considered late post after Sundays'.

**8. CATALOG DESCRIPTION:**

Objectives and techniques of planning, organizing, and managing complex information systems development projects, including studies of resources and tools available for scheduling, tracking, and measuring system development productivity. Cases employed to integrate technical and managerial considerations.

**9. PREREQUISITE:**

COSC 2311

**10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Introduction to Information Systems, ebook</u>	Rainer/Prince	7th	2018	Wiley	9781-11936-2968	4/24/19

**11. OPTIONAL MATERIALS****12. COURSE OUTCOMES AND COMPETENCIES:**

- Demonstrate and understanding of the role of the information systems function in general and the role of its individual members
- Demonstrate an understanding of enterprise systems, functional systems, TPS, MIS, DSS, and ESS systems
- Demonstrate understanding of the use of information systems by organizations to assist with achieving competitive advantage
- Illustrate how data collected by organizations and knowledge gathered by its members can be organized and stored efficiently so that useful information can be extracted in a timely manner.
- Discuss methodologies used by organizations to procure new information systems.
- Explain why the integrity of the data and the reliability of their information systems are so critical to an organization's success.

**13. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

**14. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**15. DISABILITY STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning

accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**16. COURSE REQUIREMENTS and GRADING CRITERIA:**

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

In this class, students will be evaluated according to performance in the following categories:

- Two exams (Mid-term and Final)
- Weekly quizzes
- Assignments
- Research Paper
- Course Participation

The breakout for grades is as follows:

- |                        |     |
|------------------------|-----|
| • Exams                | 30% |
| • Assignments          | 30% |
| • Quizzes              | 10% |
| • Research Paper       | 20% |
| • Course Participation | 10% |

Grade achievement levels are as follows:

<u>Grade</u>	<u>Range</u>
A	90%+
B	80-89%
C	70-79%
D	60-69%
F	0-59%

**17. Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

## 18. TENTATIVE SCHEDULE

Week	Topics	Chapter Readings	Notes	Assignments
<b>1</b> <b>Nov 11, 2019</b>	Introduction to Information Systems Organizational Strategy	Chapter 1 Quiz 1		Check in Blackboard
<b>2</b> <b>Nov 18, 2019</b>	Competitive Advantage, and Information Systems	Chapter 2 Quiz 2		Check in Blackboard
<b>3</b> <b>Nov 24, 2019</b>	Ethics and Privacy	Chapter 3 Quiz 3		Check in Blackboard
<b>4</b> <b>Dec 1, 2019</b>	Information Security  Data and Knowledge Management	Chapter 4 Quiz 4 Chapter 5 Quiz 5	Dec 2: Last day to drop or withdraw with a W	Check in Blackboard
<b>5</b> <b>Dec 8, 2019</b>	Networks  E-Business and E-Commerce	Chapter 6 Quiz 6 Chapter 7 Quiz 7	Mid-Term Exam Due by Midnight (11:59 P.M.) Dec 14, 2019	Check in Blackboard
<b>6</b> <b>Dec 16, 2019</b>	Wireless, Mobile Computing, and Mobile Commerce Hardware	Chapter 8 Quiz 8 Technology Guide 1 Quiz TG1		Check in Blackboard
<b>7</b> <b>Dec 22, 2019</b>	Web 2.0 and Social Networks  Software	Chapter 9 Quiz 9 Technology Guide 2 Quiz TG2		Check in Blackboard
<b>8</b> <b>Dec 29, 2019</b>	Information Systems within the Organization  Emerging Types of Enterprise Computing	Chapter 10 Quiz 10 Technology Guide 3 Quiz TG 3	Research Paper Draft due by Midnight (11:59 P.M.) 1-4-2020	Check in Blackboard
<b>9</b> <b>Jan 5, 2020</b>	Customer Relationship Management and Supply Chain Management  Intelligent Systems	Chapter 11 Quiz 11 Technology Guide 4 Quiz TG 4	TBA: last day to drop or withdraw with a WP/WF	Check in Blackboard
<b>10</b> <b>Jan 12</b>	Business Analytics	Chapter 12 Quiz 12	Research Paper due by Midnight (11:59 P.M.) TBA	Check in Blackboard
<b>11</b> <b>Jan 19, 2020</b>	Acquiring Information Systems and Applications Case study: Building Your Own Electronic Commerce Web Site	Chapter 13 Quiz 13	Final Exam Due by Midnight (11:59 P.M.) 1-24 2020	Check in Blackboard

## 19. ADDITIONAL INFORMATION

### General Information:

This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this web site.

**The subject of ALL your email shall be MISM 3303 VC02 Winter2019 and include your first and last names in the email body. Email without this information as the Subject line will not be read or responded to.**

*Once you have read and understood everything contained in the syllabus, you are required to submit an email containing all of the following:*

1. Your Full Name
2. Term: Winter 2019
3. Course Number and Section (MISM3303VC02)
4. Date
5. A Statement of Understanding as follows:

**"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (This statement must be verbatim.)**

### Additional Statements:

"This class will adhere to zero tolerance for using someone else's work as your own."

You may **NOT** submit a paper you submitted in another course for grade.

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

**Posting of Grades:** Final grades will be posted in IQ Web and Blackboard.

### Teaching Methods:

1. Assignments: Also look at **Guidelines for Homework Assignments** listed below.

Subjects are chosen so that they will not be able to be answered adequately in not less than 300 words and will be consistent with the APA style of writing. Failure to provide References and Citations will result in a grade of "0" for the Assignment. Decision on the adequacy of an answer is the instructor's. It is not subject to debate.

Assignments are graded on a 100-point scale. Assignments and Quizzes are due by midnight (11:59 P.M. Central Time) the first Saturday after the assignment is posted. They will be considered late, after midnight of date due, and a deduction of 10 points per week will be taken.

**Assignments will be submitted through Course Content in Blackboard. The file name WILL be your Last Name and Assignment number. The way to do this is to create the file and save it. Then attach the file to the appropriate place in Blackboard. Assignments copied and pasted or created in Blackboard will be graded as such and no consideration will be made for format changes to your documents.**

**Assignments not submitted through Blackboard, as indicated above will not be accepted.**

If you have not done so I suggest you make sure your Wayland email account is working correctly. If I send you an email it will be to your email account. If you send me an email from your private email account, I will respond to your private email account. Be advised that your Wayland email account is the preferred email account to use for this course.

If wish to communicate with me please do so by email at [frenchc@wbu.edu](mailto:frenchc@wbu.edu) (I do NOT return phone calls). If you absolutely must talk to me on the phone call me during the office hours listed above or call 806-291-1024 (please do not call this number between the hours of 9:00 P.M. and 9:00 A.M. or on Sunday unless it is an emergency).

## 2. Exams:

Exams will be presented on Blackboard. There will be a Mid-Term and a Final Examination. Each will cover the material listed on the schedule. The final is NOT comprehensive. Exams are administered online in Blackboard and do not require proctors. You will receive an immediate feedback on your score on the objective portion of the exam, but the essays will have to be graded by me on an individual basis whereupon you will receive the total exam score.

**Keep a copy of your work until the end of the course; recording errors may occur.**

## Guidelines for Homework Assignments

### Goals:

Success in your career will depend greatly on your written and oral communication skills. Our school recognizes the need for students to develop proficiency in these skills, and requires all students to submit a research paper and/or provide an oral presentation in each class in this department.

### Format:

The homework assignments will consist of *not less than 1 page* (standard double-spaced with 1 inch margins all around) of **TEXT** in length (*Title Pages, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents is not required; an Abstract is not required.*) At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. Use only 12 point Times New Roman font on your papers. This will keep paper length consistent for everyone. Since a word processor is likely to be used in preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. Accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and will be cited within the paper as well as in a *References page*. There will be at least two (2) outside references used (the text book does not count as one). In other words, you will have to do some research to back up your conclusions.

**Note:** The APA style of writing has a References page. It does not have a Works Cited page or Bibliography.

Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.)

In the Main Menu section of Blackboard is a rubric that will be used to grade Research Paper. The rubric will also be used for homework assignments.

There is also a link to the Wayland Library (LRC) and one to the Wayland Writing Center if you need help. I am also available via email.

### Topics:

As listed in Assignments in Blackboard.

#### Attribution:

All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism, and will be penalized by a zero for the project. ALL statements of fact MUST be supported by references and citations.

NOTE: An author must be a person and the date is the year of publication.

Citations should be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Reference is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 10% will be deducted.

References – This is the source material you used to support your research project. Sources without an author and/or date should not be used. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct a minimum of 10% will be deducted.

If neither references nor citations are given for your research for Homework Assignments your score will be 0 for the Assignment.

NOTE 1: References without an author (person) and a date (year of publication) will not be accepted (This means references must have both).

NOTE 2: ALL weeks end on Saturday. I will not assign work to be completed on Sunday. All assignments and quizzes for each week are due by 11:59 P.M., midnight, on the Saturday ending the week. Exams are due on the dates scheduled.

#### Guidelines for Research Papers

##### Goals:

Success in your career will depend greatly on your written and oral communication skills. Our school recognizes the need for students to develop proficiency in these skills, and requires all students to submit a research paper and provide an oral presentation in each class in this department.

##### Format:

The Research Paper will consist of *not less than 10 pages* (standard double-spaced with 1 inch margins all around) of TEXT in length (*Title Pages, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents is not required; an Abstract is required.*) At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. Use only 12 point Times New Roman font on your papers. This will keep paper length consistent for everyone. Since a word processor is likely to be used in preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. This is not an English class. However, accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and will be cited within the paper as well as in a References page. There will be at least eight (8) outside references used (the text book does not count as one). In other words, you will have to do some research to back up your conclusions.

Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.)

**In the Main Menu section of Blackboard is a rubric that will be used to grade Research Paper.**

**There is also a link to the Wayland Library (LRC) and one to the Wayland Writing Center if you need help. I am also available via email.**

**Topics:**

**Any topic relevant to the course subject matter is acceptable.**

**Drafts:**

**Drafts of your paper may be submitted in Safe Assign (Draft) in the Course Content of Blackboard. I will comment on the paper and return it to you for corrections.**

**Attribution:**

**All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism, and will be penalized by a zero for the project. This includes any paper that you may have written and submitted in any other class for grade. ALL statements of fact MUST be supported by references and citations.**

**NOTE: An author must be a person and the date is the year of publication.**

**Citations should be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Reference is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 10% will be deducted.**

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