



Virtual Campus

School of Business

## **2. UNIVERSITY MISSION STATEMENT**

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

## **3. COURSE NUMBER & NAME:**

MISM 5306-VC02, Management of Information Systems

## **4. TERM:**

Winter 2019-2020

## **5. INSTRUCTOR:**

Dr. Richard A. Warren

## **6. CONTACT INFORMATION:**

Cell phone: Provided on the Blackboard Announcements.

WBU Email: [richard.warren@wayland.wbu.edu](mailto:richard.warren@wayland.wbu.edu)

## **7. OFFICE HOURS, BUILDING & LOCATION:**

Office Hours are 4:30 P.M. to 9:30 P. M. Monday through Friday. You may reach me by text message at the number provided on Blackboard. I prefer email or as a secondary means text message. If you have an emergency, please call me then follow up with an email when you have a chance.

## **8. COURSE MEETING TIME & LOCATION:**

**Online Assignments, quizzes, exams, etc., have due dates of midnight (11:59 P.M., Central, -6, time zone, on the Saturday after the date of posting the assignment. No assignment due dates occur on Sundays.**

#### **9. CATALOG DESCRIPTION:**

Information systems types, components, technology, and development within an organizational framework including human resource information systems (HRIS), financial information systems (FIS), accounting information systems (AIS) management information systems (MIS), and security information systems (SIS), with emphasis on business problem-solving. Principles, vocabulary, and concepts; what a manager needs to know to make effective use of information technology.

#### **10. PREREQUISITE:**

BUAD 5300

#### **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<u>MIS 9: With Access Card</u>	Bidgoli	9th	2018	Cengage Learning	9781-33762-5982	12/13/18

"Wayland Baptist University has partnered with Vital Source to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. The price of the textbook will be billed to your student account. To check the price of the textbook, please locate your required course material at <https://bookstore.wbu.edu>. Once you access the textbook, it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST opt-out, or you will be charged, and refunds are not available."

#### **12. OPTIONAL MATERIALS**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. (ISBN: 978-1-4338-0561-5)

#### **13. COURSE OUTCOMES AND COMPETENCIES:**

- Identify and describe the use of Information Systems in business today and be able to communicate in terms associated with IS.
- Explore and debate critical issues related to managing and administering the IS function.
- Examine alternative ways to match information systems function to the structure and behavior of the organization.
- Identify and debate societal and ethical issues impacting IS managers.

#### **14. 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.

#### **15. 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.

#### **16. 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.

#### **17. 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       | 40% |
| • Assignments | 20% |

- Quizzes 10%
- Research Paper 15%
- Course Participation 5%

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%

**17.1. 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:**

<b>Week And Due Date</b>	<b>Topics</b>	<b>Chapter Readings</b>	<b>Notes</b>	<b>Assignments</b>
<b>1 November 16</b>	Information Systems: An Overview Introduction Forum	Chapter 1		Check in Blackboard
<b>2 November 23</b>	Computers: The Machines Behind Computing Database Systems, Data Warehouses, and Data Marts	Chapters 2 Chapters 3		
<b>November 25 - 29</b>	<b>THANKSGIVING BREAK</b>			
<b>3 December 7</b>	Personal, Legal, Ethical, and Organizational Issues of Information Systems	Chapter 4		Check in Blackboard
<b>4 December 14</b>	Protecting Information Resources Data Communication: Delivering Information Anywhere and Anytime	Chapters 5 Chapter 6		Check in Blackboard
<b>5 December 21</b>	The Internet, Intranets, and Extranets	Chapter 7	Mid-Term Due by Midnight (11:59 P.M.) <b>December 21</b>	Check in Blackboard
<b>December 23 January 3 -</b>	<b>CHRISTMAS AND NEW YEAR BREAK</b>			
<b>6 January 11</b>	E-Commerce	Chapter 8		Check in Blackboard
<b>7 January 18</b>	Global Information Systems	Chapter 9		Check in Blackboard
<b>8 January 25</b>	Building Successful Information Systems Enterprise Systems	Chapters 10 Chapters 11	Research Paper Draft due by Midnight (11:59 P.M.) <b>January 25</b>	Check in Blackboard
<b>9 February 1</b>	Management Support Systems	Chapter 12		Check in Blackboard
<b>10 February 8</b>	Intelligent Information Systems	Chapter 13	Research Paper due by Midnight (11:59 P.M.) <b>February 8</b>	Check in Blackboard
<b>11 February 15</b>	Emerging Trends, Technologies, and Applications	Chapter 14	Final Exam - Due by Midnight (11:59 P.M.)	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 course.*

**The subject of ALL your email shall be MISM 5306 VC02 WINTER 2019 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 including the Additional Statements:**

1. **Your Full Name**
2. **Term: Winter 2019**
3. **Course Number and Section (MISM5306VC02)**
4. **Date**
5. **A Statement of Understanding as follows:**
6. **"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.*)**
7. **"This class will adhere to zero tolerance for using someone else's work as your own."**
8. **"I may NOT submit a paper I have submitted in another course for a grade."**
9. **"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with the added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and 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. A 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 made. They will be

considered late, after midnight of date due, and a deduction of 20 points per week will be taken.

Assignments will be submitted through Course Content in Blackboard. The file name WILL be **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.

## **2. Exams:**

Exams will be presented on Blackboard. There is 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 after that 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 Discussion Posts**

### **Goals:**

Success in your career will depend greatly on critical thinking, 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 papers and/or provide an oral presentation in each class in this department.

### **Format:**

**Initial Responses:** Initial responses should fully explore the questions or topics posed in the discussion and must include in-text citations and list the reference(s) at the bottom of the post. Generally speaking, initial posts should be at least 150 to 350 words in length (per topic), but longer if necessary, to fully explore the topic(s).

**Responses to Classmates:** At a minimum, you should respond substantively to at least 2 of your classmates' initial posts (see definition of a substantive post below).

**Substantive Responses:** A substantive response is one that adds substance to the initial post by sharing a personal experience, asking for clarification, posing a question, or

otherwise furthering the ideas of the initial post. Substantive responses, at a minimum should be expressed in 150 to 250 words in 3-5 sentence paragraphs.

## Guidelines for Case Study Assignments

### Goals:

Success in your career will depend greatly on critical thinking, 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 papers and/or provide an oral presentation in each class in this department.

### Format:

Your Case Study should have the following 5 sections: Summary, Problem Identification, Recommendations, Response to Questions, and Reflections. The first 3 sections are based on information within the study. The case study questions are included at the bottom of the case and the Reflections are your own thoughts on the case. Your case study should be 3-5 pages in length (minimum of 3 Full Pages of Narrative) following APA Style and should fully address each of the 5 sections. Your case must include at least 2 Scholarly References (one may be the course text).

The homework Case Study assignments will consist of ***not less than 3 pages*** (standard double-spaced no extra line spacing, 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, I remind you that if you use Microsoft Word to produce your paper, the default setting for the left margin is 1.25 inches. You must adjust it to one inch. Use only 12 point Times New Roman font on your papers. The line spacing for the body text and References page must be set to double with no extra line spacing. 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.

Earning credit for references requires proper APA formatting. A minimum of **two (2)** references must be **peer reviewed journal articles**. Blogs and many other sources on the Internet are not peer reviewed and may be questionable as being authentic sources. Use of the DOI identifier is **required**. If a DOI is not available, use the Home Page URL of the journal. Do not use the EBSCO URL in the reference page. The Reference page will be formatted as a separate page, Title centered at the top of the page, line spacing for all references is to be Double line spacing and no extra line spacing. **All hyperlink text must be removed from URLs.**



**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 Papers. The rubric will also be used for homework assignment essays.

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.

**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. If used, they will not count towards the minimum required number of references. Refer to 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 for each reference.

**NOTE 1:** References without an author (person) or 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.

**NOTE 3:** Use the DOI reference identifier for all your references. If there is no DOI listed for the reference, provide the URL for the Journal Home Page. APA formatting of references is mandatory. Remember to remove the hyperlink from the URL.

## Guidelines for Research Papers

### Goals:

Success in your career will depend greatly on your critical thinking, 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 peer reviewed 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. The WBU Library is available to all students.

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 Course Info/Syllabus section of Blackboard is a rubric that will be used to grade the 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 and into Week 8 assignments page. 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 source 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 for the error.

**References** – This is the source material you used to support your research project. Sources without an author and/or date must not be used and will not count towards the required number of references. Refer to the APA manual or in the Wayland Writing Center/Research and Writing Guides. Remember to remove the hyperlink of the URL. See my Guidance and Guides on Blackboard. If a Reference is not correct a minimum of 10% will be deducted for that error. The Reference page makes up 30% of the project grade.

If neither references nor citations are given for your Homework Assignments or Research Project, your score will be 0 for the Assignment.

Use the DOI reference identifier for all your references. If there is no DOI listed for the reference, provide the URL for the Journal Home Page. APA formatting of references is mandatory. Do not use the Ebsco URL for any of your references, use the DOI or the URL of the journal homepage.