

**CIS 352, ANDERSON UNIVERSITY (SC)**  
**SYLLABUS**



“And what does the Lord require of you?  
To **Act Justly** and to **Love Mercy**  
and to **Walk Humbly** with your God.”

**Micah 6:8**



**I. Course Information**

**Course:** CIS 352, Management of Information Systems  
**Credit hours:** 3 semester hours of credit  
**Prerequisites:** CIS 120  
**Target Student Audience:** Juniors majoring or minoring in Business  
**Class Meeting Time:** Online  
**Class Meeting Place:** Online

**Online time expectations:**

In college classes, there is a general expectation that learners will need to spend two hours out of class for every hour in the classroom. Therefore, in an online 15-week class, you should expect to work on your course for a minimum of 9 hours each week. For an online 7-week class, you should expect to work on your course for a minimum of 18 hours each week.

This is a fully online course. The due dates for assignments, papers, and discussions will be posted on Canvas, so make sure to check in and participate in our course site regularly, at least every Monday, Wednesday, and Friday of every week.

**Learner Expectations:**

In your online and blended courses, you are expected to be an active participant in the course. Even though you may not see your classmates and instructor, AU online and blended courses are designed to include discussion and other forms of collaboration and communication. You should be willing and ready to regularly communicate with classmates and instructors online. You will participate in weekly activities in your courses. You will need to log into your course and check your official Anderson University email account daily. Doing so will allow you to view announcements, participate in class activities, assignments, online discussions, and complete assessments. You are expected to complete all assignments, quizzes, tests, and any other activities by the due date.

Do not hesitate to ask questions. You are strongly encouraged to contact your instructor if you have course related questions regarding course concepts, assignments, and feedback provided to you. It is recommended that you contact your instructor using the LMS well in advance of the due date. Also, your instructors have set aside specific times to be available for phone conferences or chat sessions if you need additional course-related support. When you email questions one of your instructors refer to the course syllabus to view their policy on response time.

**Getting started:**

In the Getting Started Module in your Canvas course, click on the “Getting Started” link for information regarding getting started and where to find various course components.

## II. Course Purpose, Student Learning Outcomes, and Course Learning Goals

### Course Purpose:

Introduction to the management aspects of information technology; topics include an introduction to the System Development Life Cycle; alternatives for hardware, software, data, personnel and procedures; operating systems; database management systems; and electronic commerce. Cases and current topics addressing the role and the usage of information technology are also used.

### Student Learning Outcomes (SLOs/CLOs) and course Learning Goals (LGs):

#### COB Student Learning Outcomes for Undergraduate Programs

- SLO 3: Demonstrate proficiency in basic computer skills

The goals of this course are to teach students:

- |  |   |
|--|---|
| • what an information system is                | • the role of information systems in organizations            |
| • information technology concepts              | • the concepts of business information systems                |
| • the steps of the systems development process | • security, privacy and ethical issues in information systems |
| • advanced concepts in Word                    | • advanced concepts in Excel                                  |
| • advanced concepts in PowerPoint              | • advanced concepts in Access                                 |
- SLO 4: Demonstrate integration of Biblical principles
    - Demonstrate the ability to discuss and present ethical issues in computing and relate those issues to Biblical principles.

### IDEA Course Evaluation Objectives:

#### Essential - Application of Learning

- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
- Objective's focus: developing skills, abilities, or attitudes of a beginning professional

#### Essential - Basic Cognitive Background

- Gaining factual knowledge (terminology, classifications, methods, trends)
- Objective's focus: building a knowledge base

## III. Method(s) of Instruction / General Operating Procedures

The class materials will be presented online via Canvas. Resources available via Canvas and/or MindTap include online textbooks, lecture presentations, Web links, video and video links, and handouts to stimulate thinking and learning. Emphasis is placed on interaction with a database management system.

## IV. Content Outline / Course Calendar

- Security, Privacy, and Ethical Issues in Information Systems and the Internet
- Telecommunications and Networks
- Internet, Intranets, and Extranets
- Information Systems, Decision Support Systems, Specialized Systems
- The Systems Development Process
- MS PowerPoint
- MS Word

- MS Excel
- MS Access

## V. **Assignments; Method(s) Of Assessing Achievement of Student Learning Outcomes; Student Feedback and Grading Policies and Procedures**

### **METHOD OF ASSESSING ACHIEVEMENT OF STUDENT LEARNING OUTCOMES:**

- The ability to perform advanced operations on documents, spreadsheets, presentations and databases and the ability to identify and describe information system concepts and components will be assessed through completion of projects, discussions, reports, exams, tests, and/or a final comprehensive exam.
- The ability to demonstrate the ability to discuss and present ethical issues in computing and relate those issues to Biblical principles will be assessed based on the completion of forum discussions and an analysis of an assigned topic.

### **STUDENT FEEDBACK AND GRADING POLICIES AND PROCEDURES:**

Tests, Exams, Capstone Projects	50%
MS Office Assignments	40%
Discussions, Forums, Short Answer	10%

#### Grading Scale:

A > 90   80 < B < 90   70 < C < 80   60 < D < 70   F < 60

#### Tests, Exams, and Capstone Projects

- 50% of the grade is based on tests, exams, and capstone projects.
- Formatted as T/F, short answer, multiple choice, and application of skills problems.
- Once a test is started, it must be completed within the allotted time. Each question may also be timed. Once the time limit is exceeded, unanswered questions will be given a grade of zero.
- All material covered, assigned as topics, homework assignments, discussion assignments, and entire textbooks may be included as content.
- Missed tests will be rescheduled for the same day as the final exam.

#### Microsoft Office Assignments:

- 40% of the grade is based on completing the MS Office assignments on time and accurately.
- To receive credit, you must submit your work in MindTap by the assigned time regardless of ANY excuses.
- Assignments will not be accepted late for full credit. 50% credit will be awarded for assignments up to three days late. 0% credit will be awarded for assignment over three days late.

#### Discussions/Forums/Short Answer:

- 10% of the grade is based on completing the discussions/short answers on time and accurately.
- These are designed to stimulate critical thinking in areas of interest in computing and in some instances relate that to Biblical principles.

- These will not be accepted late for full credit. 50% credit will be awarded for assignments up to three days late. 0% credit will be awarded for assignment over three days late.
- Make up exams for missed exams will not be allowed unless the student makes arrangements with the instructor AND permission is granted PRIOR to the scheduled date for an exam. Only one make up exam per student is allowed. Missed exams that are not made up will be awarded a grade of zero.

All course work:

- To receive full credit, your work must be turned in (or presented) by the assigned date in Canvas and or MindTap.
- To receive 50% credit for late course work, your work must be turned in by the new due date.
  - Student is responsible for requesting a new due date
  - Requests must be made within three days of the original due date or a grade of zero will be awarded
  - Work not received by the new due date will receive a grade of zero
  - Some assignments do not qualify for late submission
- Students can expect the instructor to respond to emails with 24 hours. Students can expect the instructor to grade an assignment, at times provide feedback comments, and update the Canvas gradebook within 10 business days after the due date. Students can access grades by logging into Canvas.

## **VI. Computer and Information Technology Use**

Technology Expectation:

Students should have a reliable computer and Internet in order to access course materials and complete assignments. Since this course is web-based, there are some expectations as to technical skills, which include uploading, downloading, and general computer skills. Instructors may require additional software or hardware. A MAC will not work for this course.

University Email:

All students are assigned and expected to maintain an e-mail address on the Anderson University e-mail system. Learners are expected to check their e-mail several times each week in an online course. Students are responsible for all material, assignments, and announcements sent by e-mail. Ignorance of course requirements, instructor statements and directions, and University announcements or policy statements sent through University e-mail is not an acceptable excuse.

Technical Support:

If you encounter technical support issues (e.g., LMS is unavailable, username and password are not working), you should immediately contact the IT Help Desk. In your communication with the IT Department, be sure to describe the nature of your problem with as much detail as possible so they can provide the best possible assistance. You are encouraged to first contact the IT Help Desk using the web-based support system listed below. If you are unable to login to the system, you can reach them via phone.

Help Desk Website: <https://helpdesk.andersonuniversity.edu>

Help Desk Phone: (864) 231-2859

For issues with SAM or MindTap, open a case within the HELP link in MindTap.

#### Course Related Support:

If you encounter problems in your online or blended course are beyond technical problems, contact the Center for Innovation and Digital Learning (CIDL). The CIDL manages online and blended learning at AU. The following issues are valid reasons to immediately contact the CIDL:

- An online exam or assignment is supposed to be open or made available and it is not (contact the instructor first)
- Instructor fails to respond to student questions more than 4 days.
- Instructor has not provided any grades or feedback 2+ weeks past the submission deadline.
- The instructor is not participating in the course at all.

CIDL Website: <http://www.aucidl.com>

CIDL Phone: (864) 231-2199

## VII. Course Policies

- **Disabilities and Academic Adjustments Policy:**

If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic adjustment to help provide you with an equal opportunity to participate in and benefit from this course. Please contact the Coordinator of Accessibility Services in the Center for Student Success, who will advise you on appropriate documentation, determine reasonable adjustments, and notify me of any adjustments for which you are eligible. Once you have been approved for an academic adjustment through the Center for Student Success, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or adjustment without your written consent. This process must be repeated for every semester you are enrolled at Anderson University and wish to receive an adjustment. Academic adjustments are intended to “level the playing field” so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an adjustment, so please attend to this early in the semester.

- **Academic Honesty:**

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. The University faculty’s expectations define the following areas that would violate Academic Honesty: plagiarism, fabrication, cheating, and academic misconduct. The policy, process, and penalties for academic dishonesty are described in the Student Handbook. (Excerpt from AU Catalog)

- **Permission for Recording Lecture/Class Meetings:**

To assist students in note taking and mastery of content, recordings of lectures is permitted in this course. However, these recordings may only be used to assist the individual student in the course. Publishing, distributing, or using classroom recordings in violation of these restrictions is a violation of the student code of conduct and may be a violation of federal copyright laws.

- **Participation Policy:**

You will be marked absent during any week where you have not logged into this course in Canvas and participated in scheduled activities. A failure to submit at least one required assignment during the week it is scheduled will result in being marked absent for the week. Absences (either excused or unexcused) in **excess of two per semester may result in an automatic grade of F for the course or administrative withdrawal** unless the student officially withdraws from the course before the deadline set by the university.

- **Late and Missed Work Policy:**

- Make up exams for missed exams will not be allowed unless the student makes arrangements with the instructor AND permission is granted PRIOR to the scheduled date for an exam. Only one make up exam per student is allowed. Missed exams that are not made up will be awarded a grade of zero.

All course work:

- To receive full credit, your work must be turned in (or presented) by the assigned date in Canvas.
- To receive 50% credit for late course work, your work must be turned in by the new due date.
  - Student is responsible for requesting a new due date
  - Requests must be made within three days of the original due date or a grade of zero will be awarded
  - Work not received by the new due date will receive a grade of zero
  - Some assignments do not qualify for late submission

- **Last Day to Withdraw with no Grade:**

- The last day to withdraw from this course with no grade is by [REDACTED]. There is financial responsibility after this date. If fees apply, you may pay the drop fee at <http://www.andersonuniversity.edu/registrar> and send the drop form to the registrar's office. You must drop the class through the registrar's office.

- **Last Day to Withdraw with a W grade on Transcript:**

- The last day to withdraw from this course with a "W" is by [REDACTED]. You may pay the drop fee at <http://www.andersonuniversity.edu/registrar> . You must drop the class through the registrar's office.

- **Other Policies:**

- If using computers in one of the campus computer labs, food and drinks are not permitted in labs.
- The copying of copyrighted or licensed material or programs and/or other student's work product is prohibited.
- You are responsible for setting up your computer, logging into CANVAS, logging into MindTap with Cengage Unlimited, connecting to the Internet, and loading all required software on your computer.

## **VIII. LEARNING FACILITIES AND RESOURCES:**

Related class materials (instructor's presentation slides, study guides, homework, class exercise, project, reading assignments, and data files etc.) are available and can be obtained from: CANVAS (<https://au.instructure.com>) and Cengage/MindTap online resources.

### Thrift Library

Hours are posted at <https://www.andersonuniversity.edu/library> (Closed on all university holidays.)

### Bunton Lab

Located in Thrift Library, 2nd floor.

### The Writing and Multi-Media Center

Located in Thrift Library, 2nd floor. For drop-in hours and appointment-based tutoring for all your writing needs, see <https://www.andersonuniversity.edu/writing-center>. Schedule an appointment by visiting <https://anderson.mywconline.com>. If you are an Online or University Center student, or unable to

make it to the physical writing center, please feel free to make an online appointment by selecting the option that reads "online appointment". Instructions for setting up an account are provided on the page.

#### The Center for Student Success

Located in in Thrift Library, 2nd floor. The Center provides support for academic assistance, tutoring services, as well as study skills seminars. Call 864-328-1420 to contact the Center or visit their website at <http://www.andersonuniversity.edu/student-success>.