



School of Business
Management Information Systems
INFO 3613 - Fall 2020

Oklahoma Christian is a higher learning community that transforms lives for Christian faith, scholarship, and service.

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Office Hours: Mon – Friday: 7:00 – 9:00 am (online)
Tuesday/Thursday: 9:30 – 11:00 pm
2:30 – 3:00 pm
*Other Hours by Appointment

*Within a framework of excellence in **contemporary business education**, the School of Business Administration will build **a community of lifelong relationships** upon a foundation of **enduring Christian values**.*

Course Description: The Management Information Systems Course (MIS) is designed to give the student a broad understanding of Information Technology (IT) *from the manager's perspective regardless of functional area.*

Prerequisites:

- None

TEXT: Kroenke and Boyle. *Using MIS*. (8th)
GO! And MyITLab

COURSE OBJECTIVES: At the conclusion of this course, students will be able to:

1. ***Define (Knowledge)*** key terms and concepts used in Information Systems/ Technology, including hardware and software.
2. ***Understand (Comprehension)*** the role of technology in creating a strategic advantage.
3. ***Choose (Application)*** IT applications for the business environment.
4. ***Develop (Synthesis)*** basic MIS applications for the business environment.
5. ***Formulate (Synthesis)*** decisions to complex IS problems such as adopting and integrating technology into the business enterprise.

Course Scripture:

Proverbs 3:13 "How blessed is the man who finds wisdom and the man who gains understanding"

STUDENT LEARNING OBJECTIVES (SLO):

1. Students must analyze, identify, and define the requirements that must be satisfied to address problems or opportunities faced by organizations or individuals applying current technical concepts and practices in the core information technologies
2. Students must design effective and usable IT-based solutions and integrate them into user environment
3. Students must demonstrate an understanding of best practices and standards and their application in order to identify and evaluate current and emerging technologies and assess their applicability to address user's needs.
4. Students must analyze the impact of technology on individuals, organizations, and society, including ethical, legal, and policy issues.
5. Students will demonstrate independent critical thinking and problem solving skills.
6. Students must communicate effectively and efficiently with clients, users, and peers both verbally and in writing, using appropriate terminology and must collaborate in teams to accomplish a common goal by integrating personal initiative and group cooperation.

Format of Class:

The course will consist of reading assignments, application exercises, quizzes (one per chapter), class discussions, exams, and a comprehensive final exam.

Hybrid: The class is a hybrid class, which combines classroom meetings with independent online work similar to what would be required in an online course. To be successful in this class, you must be *dedicated, organized, and self-motivated*. You will be expected to work outside the classroom for approximately 5-7 hours per week.

Flipped: Some of the content of the course will be covered by students outside of class to allow for class meetings to include discussion, small group work, and guest speakers.

Grading:

Points for each graded activity are listed below.

Graded Activities:

| GRADED ACTIVITY | Points |
|----------------------------------|-----------|
| Chapter Quizzes (1 per/drop 2) | 250 |
| Exams (3 chapter exams) | 300 |
| Final Exam (comprehensive) | 100 |
| Homework (MyITLab avg x2) | 200 |
| Excel Case | 50 |
| Access Case | 50 |
| Writing/Discussion/Participation | <u>50</u> |
| Total | 1000 |

Grade Point Range:

| LETTER GRADE | Point Range |
|--------------|-------------|
| A | 900-1000 |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | <600 |

Course Policies:

- **Email:** I will check email and get back to you with an answer within 24 hours, usually before. *(Except on weekends or holidays ~ it will take longer)*
- **No LATE work will be accepted**
- **No** instances of academic dishonesty will be tolerated
- **Computers/Electronic Devices** are not allowed during lectures or guest speakers.

MyITLab

The course will utilize MyITLab for chapter content, learning modules, and software training. Registration instructions will be provided on Blackboard.

COVID Attendance Policy

Students will learn best in this class when attending class in person and actively participating in all class activities. Lecture, discussion, and guest presentations will prepare future professionals to be successful in their chosen careers. If a student is required to quarantine for a period of time, he or she will have the opportunity to connect via Collaborate to hear any class lectures or discussions. The student will still be expected to participate in the class discussion either by asking questions, sharing comments, and/or answering questions directed to them by the professor.

The following etiquette should be followed:

- The student should have his or her camera on. The only exception is when Blackboard automatically closes your video because of poor network experience. It is important that you chose to locate in a place that you do not mind sharing with others.

- Keep the microphone muted until you comment or are called on. This will reduce distractions from background noise, feedback, or other interruptions.
- If the class is working in break out groups, the student will have the option of connecting with classmates via Collaborate break out room.
- Quarantined students will still be responsible for submitting any assigned work prior to the stated deadlines, unless an extension has been granted by the professor prior to the deadline.

COVID Pivot to Online

If, at any time, OC determines it is best to pivot to online instruction, this class will continue to meet via Blackboard Collaborate at the scheduled time. Students should prepare for such an event by downloading the required software or putting plans in place to have access to the required software.



Sources of Help:

| | |
|-------------------------|---|
| Tutoring | Student Success 405.425.5923 www.oc.edu/academics/student-success/ |
| Writing Lab | Writer's Block http://writersblock.oc.edu/ |
| Research Help | Library 405.425.5312 Ask a Librarian (libanswers.oc.edu/) library.oc.edu |
| Information Technology | Support Central 405.425.5555 support.oc.edu/home |
| Blackboard Help | Link in Blackboard (usually on left side) |
| Calling & Career Office | Day Six (located directly below Admissions) Career counseling, strengths analysis, resume and portfolio building, interview mastery, network building, career search/ landing, and more. 405.425.5961 www.oc.edu/daysix |

SPECIAL NOTICES

Oklahoma Christian University Policy on Academic Honesty

Cheating

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.

Plagiarism

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another's work (a friend, a parent, a website) as one's own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

Penalties for Academic Dishonesty

1. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or assignments, the Professor shall have the discretion to impose an appropriate penalty. Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
2. On the second offense in the same course, the student will receive an F in the course. Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
3. At either the first offense or second offense, the student may appeal using the process described in both the *OC Student Handbook* and the *OC Academic Policy Manual* covering Grade Appeals.
4. If the student commits offenses in two or more courses, the Academic Appeals Committee, described in the *OC Student Handbook* and in the *OC Academic Policy Manual*, may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the Chief Academic Officer and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University's Academic Affairs Committee.
5. Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.

Emergency statement: In case of an emergency, faculty, staff, and students who have signed up for OC Campus Messenger (oc.edu/notify) will be notified by text, email, or Twitter. If the emergency occurs during class, the instructor will inform the students present of the appropriate procedures.

Americans with Disabilities Act

If you have a diagnosed disability and need special accommodations, please notify Ms. Katy Roybal (425-1876) before or immediately after your first scheduled class meeting. After your disability has been verified, your instructor will work with you, with Ms. Roybal, and with the Office of the Vice President

of Academic Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this course.

Sexual Misconduct Policy (Title IX)

Oklahoma Christian University is a Christian community unequivocally committed to ensuring a working and learning environment in which the dignity of every individual is respected and providing a campus environment that is free of unlawful discrimination, which includes sexual harassment, sexual assault, or sexual misconduct. OC's Sexual Misconduct Policy (see the OC Student Handbook) is compliant with Title IX, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a breach of community, which expresses disrespect, exploits and undermines relationships based on trusts, and interferes with learning and productive work.

Students are encouraged to immediately seek available assistance and report incidents of sexual misconduct as defined by the Sexual Misconduct Policy to either the Title IX Coordinator or one of the Title IX Deputy Coordinators listed below:

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|-----------------------------|--------------------------|--------------------|---|
| Title IX Coordinator | <u>Mrs. Lisa Herndon</u> | <u>405.425.182</u> | <u>lisa.herndon@oc.edu</u> |
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Counseling Services

Students have access to confidential services through OC's Counseling Center and the Spiritual Life office.

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| OC Counseling Center | 405.425.5250 |
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Spiritual Life

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| Jeff McMillon, Dean of Spiritual Life | 405.425.5919 |
| Summer Lashley, Ethos Director | 405.425.5908 |

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| DATE | Week | Chapter | TENTATIVE SCHEDULE Topic/Course Material | Graded Activity |
|-------|------|----------|--|--|
| 8/13 | 1 | 1 | Course Introduction; Syllabus Review; Importance of MIS | Quiz Register for MyITLab |
| 8/18 | 2 | 2 3 | Collaboration Information Systems Strategy and Information Systems | Quiz (2) |
| 8/20 | | | Lab Day – Intro to MyITLab | |
| 8/25 | 3 | | Exam 1 | Chapters 1 - 3 |
| 9/1 | 4 | 4 | Hardware, Software, and Mobile Systems | Quiz Application Exercises |
| 9/3 | | | Lab Day | |
| 9/8 | 5 | 6 | Guest Speaker The Cloud | Quiz Application Exercises |
| 9/15 | 6 | 5 | Database Processing | Quiz Application Exercises |
| 9/22 | 7 | | Exam 2 | Chapters 4 – 6 Application Exercises |
| 9/27 | 8 | 7 8 | Processes, Organizations, and Information Systems Social Media Information Systems | Quiz (2) |
| 10/1 | | | Lab Day - Excel Case Intro | |
| 10/6 | 9 | 9 | Business Intelligence Systems | Quiz; Application Exercises |
| 10/13 | 10 | | Exam 3 | Excel Case (due 3/10) |
| 10/20 | 11 | | Guest Speaker | |
| 10/22 | | | Lab Day – Intro to Access and DB | |
| 10/27 | 12 | 10 11 | Information Systems Security Information Systems Management | Quiz; Application Exercises |

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|------------------|----|----|---|--------------------------------------|
| 11/3 | 13 | 12 | Information Systems Development | Quiz Application Exercises |
| 11/5 | | | Lab Day – Access Case Introduction | |
| 11/10 | 14 | | Guest Speaker | |
| 11/17 Tuesday | 15 | | Final Exam 10:10 am | Chapters 1-12 Access Case |

Note: The Instructor reserves the right to amend or revise this syllabus, should it become necessary.