



CST312 Information Systems for Managers (3 credit hours) Course Syllabus

Course Description

Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Identify the foundations of Information Systems
2. Analyze the role of information technology as a principal tool of the Information Age
3. Discuss leading edge technologies and their application and implications in IS/IT
4. Examine organizational uses of information systems
5. Interpret challenges and design solutions within IS/IT
6. Apply IS business applications with technical systems
7. Illustrate the responsible management of socio-technical issues in IS

Required Textbook(s) and Resources

For this course you will need the following materials. These materials are included as a course fee for this course and you will have online access to the textbook through Pearson MyLabIT.

- **Essentials of MIS, 13th Edition Kenneth C. Laudon, New York University
Jane P. Laudon, Azimuth Information Systems. 2019, Pearson ISBN-13:
9780134802756**

Note: this course may contain additional resources for specific activities or modules. Be sure to read the instructions carefully for individual assignments or activities for those

requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Visit the [Tiffin University Library](#) for access to databases, research help, and writing tips. A link is also available in the Course Home area. I also suggest you register for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the [Library Events - Upcoming Events](#) web page.

If you register but cannot attend a live session, the library will email you a link to the session recording after the event.

For further assistance email a librarian, at: library@tiffin.edu.

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help you plan your time and keep you on track toward successful completion, this course maintains a distinctive rhythm for assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

Learning Activities

Each week you will be participating in and submitting work via both Moodle and My IT Lab. The major learning activities will include Discussion Posts, Workshops, Video Exercises, Simulations, Case Studies, and Quizzes for each week. Take note that we cover 2 chapters in most weeks.

This course also is a writing intensive course. Writing Intensive Courses require writing assignments in which writing skill and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process

information so that knowledge can be applied in practical and abstract areas. Please make sure that you use good time management skills for this course.

Finally, This course contains additional resources for specific activities. Be sure to read the instructions carefully for individual assignments and activities for these requirements.

Key Assessment (Taskstream Submission)

This TU course features a “Key Assessment” that provides you the opportunity to demonstrate your program’s core competencies. It also shows how the course fits within the broader curriculum. When submitting a key assessment, you will be asked to submit your course assignment in two locations: a) the course’s regular Activity assignment and b) to the Activity’s Taskstream Key Assessment Submission that is linked in the course assignment.

For this course, Activity 7.5a: Final Project Presentation is the Key Assessment for this course and is due in Week 7. Use the Activity 7.5b: Taskstream Key Assessment Submission link provided in this assignment to upload a second copy of your assignment submission.

Grading

The chart below identifies the individual contributions from each type of activity, per module.

Activity	% of Final Grade	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussion/ Workshops	14%	20	20	20	20	20	20	20	140
Video Exercise(s)	12%	20	20	20	20	20	10	10	120
Simulation(s)	9%	15	15	0	30	15	0	15	90
Case Study	25%	50	50	50	50	50	0	0	250
Weekly Quiz	21%	30	30	30	30	30	30	30	210
Writing Response	4%	0	0	20	0	0	0	20	40
Final Project	15%	0	0	0	0	0	0	150	150
Total	100%	135	135	140	150	135	60	245	1000

Grading Scale

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Please see the [Academic Bulletin](#) for grade appeal information.

CST312 Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Start Here	<ul style="list-style-type: none"> <input type="checkbox"/> MON: <Introduction (Forum)>
Week 1: Business Information Systems & IT Infrastructure	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 1.1 (Workshop): What is an Information System? (submission) <input type="checkbox"/> SAT: Activity 1.1 (Workshop): What is an Information System? (assessment) <input type="checkbox"/> SAT: Activity 1.2: Week 1 Video Exercises (in MyLab MIS) <input type="checkbox"/> SAT: Activity 1.3: Hardware, Software, and Mobile Systems Simulation (in MyLab MIS) <input type="checkbox"/> SAT: Activity 1.4: Week 1 Reading Quiz <input type="checkbox"/> SUN: Activity 1.5: UPS Global Operations with DIAD and Worldport
Week 2: Global E-business & E-Commerce	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 2.1 (Forum): A Nasty Ending for Nasty Gal <input type="checkbox"/> SAT: Activity 2.2: Week 2 Video Exercises (in MyLab MIS) <input type="checkbox"/> SAT: Activity 2.3: Collaboration Information Systems Simulation <input type="checkbox"/> SAT: Activity 2.4: Week 2 Quiz <input type="checkbox"/> SUN: Activity 2.5: Walmart Takes On Amazon: A Battle of IT and Management Systems Video Case

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
<p>Week 3: Competitive Advantage and Ethical and Social Issues</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 3.1 (Forum): Privacy Protection of Web Browsers <input type="checkbox"/> SAT: Activity 3.2: Week 3 Video Exercises (in MyLab MIS) <input type="checkbox"/> SAT: Activity 3.3: Porter's Model Writing Response (in MyLab MIS) <input type="checkbox"/> SUN: Activity 3.4: Week 3 Quiz <input type="checkbox"/> SUN: Activity 3.5: Facebook and Google Privacy Video Case
<p>Week 4: Business Intelligence and Connectivity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 4.1 (Workshop): Why information policy, data administration and quality assurance? (submission) <input type="checkbox"/> SAT: Activity 4.1 (Workshop): Why information policy, data administration and quality assurance? (assessment) <input type="checkbox"/> SAT: Activity 4.2: Week 4 Video Exercises (in MyLab MIS) <input type="checkbox"/> SAT: Activity 4.3: Week 4 Simulations (in MyLab MIS) <input type="checkbox"/> SUN: Activity 4.4: Week 4 Quiz <input type="checkbox"/> SUN: Activity 4.5: Telepresence Moves Out of the Boardroom and Into the Field Video Case
<p>Week 5: Security and Operational Excellence</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 5.1 (Workshop): How Secure Is BYOD? (submission) <input type="checkbox"/> SAT: Activity 5.1 (Workshop): How Secure Is BYOD? (assessment) <input type="checkbox"/> SAT: Activity 5.2: Week 5 Video Exercises (in MyLab MIS) <input type="checkbox"/> SAT: Activity 5.3: Information Security Management Simulation (in MyLab MIS) <input type="checkbox"/> SUN: Activity 5.4: Week 5 Quiz <input type="checkbox"/> SUN: Activity 5.5: Customer Relationship Management Helps Celcom Become Number One Case
<p>Week 6: Decision Making and Managing Knowledge</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 6.1 (Forum): What are the different types of Decisions (Initial Post) <input type="checkbox"/> SAT: Activity 6.1 (Forum): What are the different types of Decisions (Response Post) <input type="checkbox"/> SAT: Activity 6.2: Week 6 Video Exercise (in MyLab MIS) <input type="checkbox"/> SUN: Activity 6.3: Week 6 Quiz

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
<p style="text-align: center;">Week 7: Decision Making and Managing Knowledge</p>	<ul style="list-style-type: none"> <input type="checkbox"/> WED: Activity 7.1 (Workshop): Mobile Application Development: Responsive Website (submission) <input type="checkbox"/> WED: Activity 7.2: Week 7 Video Exercise (in MyLab MIS) <input type="checkbox"/> WED: Activity 7.3: Week 7 Simulation <input type="checkbox"/> SAT: Activity 7.1 (Workshop): Mobile Application Development: Responsive Website (assessment) <input type="checkbox"/> SAT: Activity 7.4: IBM Helps the City of Madrid With Real-Time BPM Software <input type="checkbox"/> SAT: Activity 7.5a: Final Project Presentation (OA) & 7.5b: Taskstream Key Assessment Submission <input type="checkbox"/> SUN: Activity 7.6: Week 7 Quiz

Tips for Success

Successful online learning requires a good deal of self-discipline and self-direction. As seekers of the truth, we should be willing to challenge and review one another's academic work in a spirit of respectful comradery and constructiveness. You should accept constructive feedback as a gift. Your course is a place for you to stretch and grow as you benefit from the expertise, knowledge, experience and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge, understanding and application.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements in any given week are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

Your Instructor Will Expect You to:

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.
- Monitor your TU email account **daily** for important updates and announcements.
- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:
 - Fully participate in all learning activities.
 - Complete assignments as described in rubrics or other instructions.
 - Submit all work on time and in the specified format (e.g. APA format for citations).
 - Utilize and incorporate instructor provided feedback to improve your work.

- Ask questions so you can better understand course material or assignments.
- Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
- Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

You Should Expect Your Instructor to:

In general, your instructor should advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes. To accomplish this, your instructors should:

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.
- Maintain an active and engaged presence in all course activities and throughout the course.
- Respond to your emailed questions within 48 hours, if not sooner.
- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."
- When grading your work, your instructor should:
 - clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),
 - thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and
 - provide constructive feedback that indicates the strengths and weaknesses of your work and provides suggestions on how you can improve your performance on future assignments.
- In general, your instructor should advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

Accommodations

The **Office for Disability Services** supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through

accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990.

If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity 419.448.3021 or via email at disabilityservices@tiffin.edu.

Additional Resources & Support

For technical support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200.

If you need to consult an academic advisor refer to our one-stop shop advising team list.

Website (Google Doc): [Online Graduate Academic Advisors](#)

Website (Google Doc): [Online Undergrad Academic Advisors](#)

For information about TU's peer tutoring program see the Murphy Center's [Tutoring Policies and Procedures](#) page. Veterans and active military can seek assistance from TU's [Veteran and Military Services Web Page](#).

Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at online@tiffin.edu.