TRINE
U N I V E R S I T Y

COURSE SYLLABUS

COURSE TITLE: Managing Business Information Systems   **TERM & YEAR:**

COURSE & SECTION NUMBER: BA6953   **TIME & PLACE:**

NUMBER OF CREDIT HOURS: 3.0

INSTRUCTOR: **OFFICE LOCATION/HOURS:**

OFFICE PHONE: **EMAIL:**

COURSE DESCRIPTION: This course examines methodologies to assist in analyzing and designing computer-based information systems for business applications. This course addresses policy and management issues surrounding information systems in today's enterprises: strategic use, organizational impact, project management, human resource issues and other topics germane to understanding management information systems.

PREREQUISITES: None

REQUIRED TEXT:
Open Education Resources (OER) embedded in the course

Bourgeois, David T.; Smith, James L.; Wang, Shouhong; and Mortati, Joseph, "Information Systems for Business and Beyond" (2019). Open Textbooks. 1.
https://digitalcommons.biola.edu/open-textbooks/1

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OTHER MATERIALS:

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:
1. Differentiate between the core concepts of information systems as they pertain to industry today.
2. Evaluate the roles of information systems in industry.
3. Contrast the methods of identifying security threats to information systems.
4. Investigate how components of information systems impact strategic planning.
5. Synthesize the steps for the development of software application in information systems.
6. Evaluate the reliability, validity, and quality data to ensure proper functionality of the database management system.
7. Assess how confidential, ethical, legal, and social issues and responsibilities relate to Information Systems.

COURSE REQUIREMENTS:

This is an online course; therefore, students are expected to have basic computer skills and sufficient

experience with computer applications to use the Moodle course management/learning system for accessing and submitting assignments.   The Instructor's contact with you is your official email on Moodle. It is up to you to ensure you receive any messages or announcements the Instructor sends to you. Moodle is a course management system used for online courses. Access to Moodle teaching system - Moodle™ is MANDATORY. The system allows the Instructor to post materials, deliver tests and surveys, hold online discussions and many other course-related functions. All currently enrolled students and teaching faculty have access to the Moodle system. To become familiar with using Moodle, review the various resources available throughout this site and other resource material at: Student Training Resources at https://trineonline.trine.edu/

Students are expected to:

- Demonstrate the skills necessary to produce work using MS Word, Excel, and PowerPoint.
- Ability to product research via scholarly resources.
- Ability to send and receive e-mail, and to send files and/or images as attachments.
- Ability to upload/download PDF files. Students will need to have **Adobe Acrobat Reader** installed on their computer.
- Students are also expected to:
    - (a)   Read all Learning Modules and Textbook assignments.
    - (b)   Complete any/all Training Box Assignments.
    - (c)   Complete any/all Interactive Exercises.
    - (d)   Participate in Discussion Forums.
    - (e)   Complete Chapter Quizzes, Unit Tests, and Papers

- Assignments and due dates are listed on the *course schedule* which is located in *Moodle* under *Course Information*. Students are required to submit assignments by the date due as listed on the Schedule, unless approved for late submission, in advance, by the instructor. The assignments are to be submitted through *Trine University Moodle* using the designated *Assignment Manager*. All written assignments will be graded and returned to the student in Moodle under *Grades.*

- Late assignments will be accepted (if approved by your instructor in advance) until the last Sunday of the term (Week 7 - review the Schedule). If the student has not obtained approval in advance, there will be a penalty of one letter grade drop for every week that an assignment is late. Acceptance of late assignments without penalty will be considered only for documented medical reasons and/or or emergency circumstances only. Approval of the instructor is required.

ATTENDANCE/PARTICIPATION:

Weekly class participation/attendance is required; the Instructor is obligated by the college to take and record student attendance each week. Students must substantively participate in the online classroom for at least 2 out of 7 days each week. Attendance is recorded from the dates of assignment submission, substantive participation and interaction in Discussion Board forums, and the completion of quizzes/exams.

GRADING/EVALUATION:

All reading, substantive participation, and other assignments and tests must be completed by the end of the course. The evaluation process described below is subject to change at the discretion of the Instructor. Students will be notified of any changes in the grading/evaluation process. Letter grades will be based on the percentage of total points received:

Grade	Percentage	Quality Points	Meaning of Grade
A	93-100	4.0	Excellent
B+	87-92	3.5	Very Good
B	81-86	3.0	Good
C+	75-80	2.5	Above Average
C	70-74	2.0	Average (lowest passing grade)
F	00-69	0.0	Failure
S	Satisfactory	Not figured into GPA	
U	Unsatisfactory	Not figured into GPA	
I	Incomplete	Not figured into GPA	
IP	In Progress (grade deferred)	Not figured into GPA	
W	Withdrawal	Withdrawal before completion of 80% of semester	
WP	Withdrawal	Withdrawal after completion of 80% of semester issued only under special circumstances and with approval of the department chair/director	

OTHER POLICIES:

ACADEMIC MISCONDUCT
The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM
You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course

skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

ELECTRONIC DEVICES:
Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

NETIQUETTE POLICY:

"Netiquette" or "network etiquette" defines appropriate communication in the online environment. In short, it governs the way that we interact with each other via this online platform. The TVC encourages students, faculty and staff to use common courtesy and respect in all forms of electronic communication to promote effective and positive interactions.
Please adhere to the following guidelines when interacting with other students and instructors as part of TVC's online courses:
1. Do not use sexual, offensive, prejudicial or overly critical language.
2. Do not use threatening language or personal attacks. You may politely disagree with an idea, but never make it personal.
3. Do not post the personal information of another student or faculty member in any manner without their express permission.
4. Understand that it is hard to interpret the "tone" of online communication. Humor and sarcasm are easily misunderstood. Use an emoticon (☺) to let your reader know when you are being less serious. Choose your words carefully so your true meaning is understood.
5. Be tolerant of mistakes. Everyone is not proficient with computers so mistakes, misspellings, delays, and misdirected communications will always happen. Don't automatically read the worst into something that is probably nothing more than an innocent mistake.
6. If you feel it is necessary to correct someone for a mistake or inaccurate information, be polite and professional. Consider sending a private email rather than a group email or discussion post.
7. Avoid "flaming," which is the expression of extreme emotion or opinion in an email or online discussion forum. Misinterpretation of an email or post followed by an impulsive response will only make the situation worse.
8. Do not forward an email message; file attachment or photo without the author's permission. Asking for permission demonstrates your integrity and respect for their communication.
9. When composing electronic communications, remember the following:
    - DON'T TYPE IN ALL UPPER-CASE LETTERS. Not only is upper care harder to read, it is the electronic form of shouting.
    - Be careful in using **bold fonts**. It is often used to convey a tone of anger.
    - Avoid changing the font to lighter colors like red or light green as it often cannot be seen by people with color blindness.
    - Keep paragraphs short and easy to read. Use blank lines in between paragraphs.
    - Avoid acronyms or abbreviations unless the entire class is familiar with them.
    - Avoid shorthand like "u" for you and "b4" for before. Keep in mind others may not be familiar with these shortcuts and may not understand your meaning.
    - Use spell check and take time to proofread your message. Make sure you aren't conveying an unintended context or tone.

If you are concerned that someone is being harassing, demeaning, or abusive, please contact your course instructor.

STUDENTS WITH DISABILITIES:

A student with a disability who plans to request academic adjustments needs to provide Trine University with documentation of his or her disability. This documentation goes to **<u>Kathie L. Wentworth</u>**, M.Ed., Director, Academic Support Services.

Documentation needs to be current and from a professional source such as a school psychologist, educational diagnostician, a licensed private psychologist, or a medical doctor. If the condition being documented is not stable, the documentation should be less than three years old.

The provision of documentation does not guarantee that the requested academic adjustments will be provided. Trine University reserves the right to select among equally effective and appropriate adjustments that will provide the student with a disability equal access to its programs.

Documentation typically includes a diagnosis of the disability—including the instruments and scores used to determine the disability and the credentials of the person providing the diagnosis, an explanation of how the condition affects the student's ability to function in an academic setting, examples of academic adjustments that are recommended, and an explanation of how the disability relates to these adjustments. In addition to providing documentation of a disability, the student needs to request academic adjustments.

Academic adjustments implemented depend on the disability of the student. Each circumstance is considered on an individual basis. It is important for the student with a disability to understand that academic adjustments will in no way lower or waive essential requirements of an academic program.

Seven Steps to Complete to Receive Academic Adjustments for a Disability

- *Indicate the need for academic adjustments by notifying Academic Support Services.*

- *Complete the Trine University Disability Support Services Application form.**

- *Sign Authorization for Release of Information on the back of the application form.**

- *Provide adequate documentation from a professional source.*

- *Qualify for academic adjustments.*

- *Complete a conference with Academic Support Services.*

- *Schedule appointments with all professors during the first two weeks of the semester.*

∗All forms are available in Academic Support Services in 2 Taylor Hall.

The goal of Academic Support Services is to assist all students to become efficient, self-confident, and independent learners. Please call **(260) 665-4853** or email wentworthk@trine.edu for more information.

Technology Tools:

• Web Access: this course is taught in asynchronous mode, using Moodle. Students will need daily access to a web-accessible computer. Weekly participation, via Discussion Board postings, is

required.

- Software: Microsoft Word, PowerPoint and Adobe Reader.

COURSE CALENDAR/SCHEDULE:

ADDITIONAL INFORMATION:

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TRINEONLINE

Course Mapping

Managing Business Information Systems

Course Description:

This course examines methodologies to assist in analyzing and designing computer-based information systems for business applications. This course addresses policy and management issues surrounding information systems in today's enterprises: strategic use, organizational impact, project management, human resource issues and other topics germane to understanding management information systems.

Learning Outcomes:

8. Differentiate between the core concepts of information systems as they pertain to industry today.
9. Evaluate the roles of information systems in industry.
10. Contrast the methods of identifying security threats to information systems.
11. Investigate how components of information systems impact strategic planning.
12. Synthesize the steps for the development of software application in information systems.
13. Evaluate the reliability, validity, and quality data to ensure proper functionality of the database management system.
14. Assess how confidential, ethical, legal, and social issues and responsibilities relate to Information Systems.

Week and Title	Weekly Learning Outcome Alignment	Learning Activities and Materials (LO alignment)	Assessments (LO alignment)
Week One:	Differentiate between the core concepts of information systems as they pertain to industry today. (LO1)	Read: • Chapter 1: What is an Information System (LO1) • Chapter 7: Does IT Matter? (LO2)	Participate: • Discussion Board Post (LO1) • Peer Responses (LO1) Assignments:

	Evaluate the roles of information systems in industry (LO2)	Watch: • What is an Information System? (LO2) • Components of an Information System (LO2) • The Purpose of an Information System (LO2) • What is MIS (LO2)	• Case Study Information System (LO1) • Case Study IT Matters (LO2)
Week Two:	Differentiate between the core concepts of information systems as they pertain to industry today. (LO1) Evaluate the roles of information systems in industry. (LO2) Investigate how components of information systems impact strategic planning. (LO4)	Read: • Chapter 2: Hardware (LO4) • Chapter 3: Software (LO4) Watch: • Types of Computer Hardware 1 (LO2) • Types of Computer Hardware 2 (LO2) • Computer Software (LO2) • What is an Operating System (LO2)	Participate: • Discussion Board Post (LO1) • Peer Responses (LO1) Assignments: • Hardware Evaluation Exercise (LO1) • Software Evaluation Exercise (LO1)
Week Three:	Differentiate between the core concepts of information systems as they pertain to industry today. (LO1) Evaluate the roles of information systems in industry. (LO2) Evaluate the reliability, validity, and quality data to ensure proper functionality of the database management system. (LO6)	Read: • Chapter 4: Data and Databases (LO6) • Chapter 8: Business Processes (LO1) Watch: • What is a Database (LO2) • Database Management System (LO2) • What is a Business Process 1 (LO1) • What is a Business Process 2 (LO1) • How IT and Business Process Work Together (LO1)	Participate: • Discussion Board Post (LO1) • Peer Responses (LO1) Assignments: • Database Exercise (LO6) • Case Study Business Process (LO2)

| Week Four: | Differentiate between the core concepts of information systems as they pertain to industry today. (LO1)

Evaluate the roles of information systems in industry. (LO2)

Investigate how components of information systems impact strategic planning. (LO4) | Read:
• Chapter 5: Networking and Communications (LO1)
• Chapter 11: Globalization and the Digital Divide (LO2 & LO4)
Watch:
• Basics of Networking (LO2)
• Network Communication (LO2)
• Digital Divide (LO4)
• Digital Globalization (LO4) | Participate:
• Discussion Board Post (LO1)
• Peer Responses (LO1)
Assignments:
• Network Exercise (LO2)
• Case Study Digital Divide (LO4)
• Case Study Globalization (LO4) |
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| Week Five: | Differentiate between the core concepts of information systems as they pertain to industry today. (LO1)

Contrast the methods of identifying security threats to information systems. (LO3)

Assess how confidential, ethical, legal, and social issues and responsibilities relate to Information Systems. (LO7) | Read:
• Chapter 6: Information Systems Security (LO3)
• Chapter 9: The People in Information Systems (LO7)
Watch:
• Information Security Management (LO5)
• The People in IT (LO6) | Participate:
• Discussion Board Post (LO1)
• Peer Responses (LO1)
Assignments:
• Info Security Exercise (LO3)
• Case Study Info Security (LO3)
• People in IT research paper (LO7) |
| Week Six: | Differentiate between the core concepts of information systems as they pertain to industry today. (LO1)

Synthesize the steps for the development of software | Read:
• Chapter 10: Information Systems Development (LO5)

Watch:
• Information System Development 1 (LO5)
• Information System Development 2 | Participate:
• Discussion Board Post (LO1)
• Peer Responses (LO1)
Assignments:
• Information System Development Research Paper (LO5) |

	application in information systems. (LO5)	(LO5)	
Week Seven:	Differentiate between the core concepts of information systems as they pertain to industry today. (LO1) Assess how confidential, ethical, legal, and social issues and responsibilities relate to Information Systems. (LO7)	Read: • Chapter 12: The Ethical and Legal Implications of Information Systems (LO7) Watch: • Ethical Issues of IT (LO7) • Ethical Issues in IT (LO7)	Participate: • Discussion Board Post (LO1) • Peer Responses (LO1) Assignments: • Case Study Ethics (LO7) • Case Study Legal Implications (LO7)
Week Eight:	Differentiate between the core concepts of information systems as they pertain to industry today. (LO1) Evaluate the roles of information systems in industry. (LO2) Investigate how components of information systems impact strategic planning. (LO4)	Read: • Chapter 13: Future Trends in Information Systems (LO2) Watch: • Future Trends in IT (LO1) • Did You Know (LO4) • Digital Transformation (LO4)	Participate: • Discussion Board Post (LO1) • Peer Responses (LO1) Assignments: • Future Trends Research Paper (LO1)