Bachelor of Applied Science
in Supervision and Management

ISM4011 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS
FALL B 2019 SYLLABUS AND COURSE OUTLINE

Instructor: Dr. Erick Aguilar
Office hours & Contact Info: 7:00 a.m. to 9:00 p.m. Monday – Sunday. Emails, phone calls, or texts are acceptable.
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   Email: erick_aguilar@daytonastate.edu

Course Number: ISM4011
Course Name: Introduction to Management Information Systems
Credit Hours: 4
Course Description: This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures, and processes involved in the management of information systems will be discussed. The course will have an applications component where software will be used to support managerial decision making.

Pre-Requisite: CGS 2100 or equivalent.
Class Meetings: Online Spring B (3/18-5/10, 2019)

Titles: Business Driven Information Systems
Edition/Rev: 5th
Author: Baltzan/Logical Choice
Publisher: McGraw-Hill Irwin/Logical Choice
INTRODUCTION
This course is designed to teach the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, decision making, and electronic commerce. While some of the effort will be devoted to hands-on work with business software, the major emphasis will be on the managerial and strategic aspects of information technology.

MAJOR LEARNING OUTCOMES
Upon completion of the Introduction to Management Information Systems course, BAS students should be prepared to:

1. Demonstrate a basic understanding of management information system terminology.
2. Explain the components and the operations, managerial, and strategic roles of information systems within an organization.
3. Describe the major concepts, developments, and managerial implications involved in computer hardware, software, database management, and telecommunications technologies.
4. Describe how information technology is used in modern information systems to support end user applications, enterprise operations, e-commerce, and managerial decision making.
5. Explain the development of information system solutions for business problems and how to implement change.
6. Describe the managerial challenges and methods of managing information systems technologies, including information resource management, global IT management, and security and ethical challenges.
7. Demonstrate ability to communicate a professional (affective) presentation and project paper by integrating concepts (cognitive) from the course.
8. Integrate concepts from other Bachelor of Applied Science courses.
LEARNING METHODOLOGY
The instructor will guide students in an active learning environment and each student is expected to follow this guidance to influence other classmates in a positive manner. Individually and through teamwork, students will utilize all six levels of learning:

2. Comprehension - ability to paraphrase and interpret information in one’s own words.
3. Application - use knowledge in a new situation.
4. Analysis - break down knowledge into parts and show interrelationships.
5. Synthesis - bring together parts of knowledge to form a whole.
6. Evaluation - make judgments based on given criteria.

These six learning methods will create a framework for a learning environment that integrates real-world experiences, current events, and instructional material.

COURSE EVALUATION
The Instructor reserves the right to alter the grade structure and modify assignments, including, but not limited to, adding assignments, and unannounced quizzes. Evaluation will take into account a student's participation and class etiquette.

Assignments must be prepared in a professional manner and must include the student's name and student number, the course and which section, the Instructor’s name, and the date submitted. The Assignment Cover Sheet (Appendix) will be used throughout the program of study. This means that all assignments must be typewritten using APA writing style, unless otherwise specified by the instructor. The due dates for assignments will be clearly publicized by the instructor. If you have any questions about the assignment or due date, it is your responsibility to seek resolution at the earliest possible time.

The grade you receive will reflect not only the content, but also the presentation of the assignment.

Grading Criteria
Overall grades will be determined based on the following criteria:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade</th>
<th>Point Value</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>900 – 1,000</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
<td>870 - 899</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>800 - 869</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>High Average</td>
<td>2.5</td>
<td>770 - 799</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>700 - 769</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>1.5</td>
<td>670-699</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>600 - 669</td>
<td></td>
</tr>
</tbody>
</table>
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Students must receive a grade of “C” or better in all BAS courses to meet program completion requirements.

**COURSE GRADING**

<table>
<thead>
<tr>
<th>Chapter Briefing (Team of Two/Three)</th>
<th>115</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (9 at 20 points each)</td>
<td>180</td>
</tr>
<tr>
<td>IT Interview</td>
<td>115</td>
</tr>
<tr>
<td>Team Assignment (PowerPoint &amp; Paper)</td>
<td>275</td>
</tr>
<tr>
<td>CyberSAFE Exercise/Credential</td>
<td>115</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
</tbody>
</table>

To accomplish the course objectives, the course material will be presented, and assessment done through online discussions, individual and group assignment, quizzes and exams and a final team project. It is the student’s responsibility to do the required readings, discussions, exams and assignments **prior to established deadlines**.

**Course Introduction/One Word Description** – Please post your introduction and one word description for the course in the appropriate discussion forum by Day 3, 11:59pm. This will be used for the official course attendance and team assignments. Please note that you will not receive the team of two or final team project assignments until your introduction is made including your one word description.

**Active participation** is part of your grade. It includes (1) asking questions, (2) answering questions with supportive evidence, claims and inference (3) responding to other student’s comments, etc through discussions.

**Assignments** - All late assignment will be reduced by a letter grade for each week late.

Assignments must be prepared in a professional manner and must include the student’s name and student number, the course and which section, the instructor’s name, and the date submitted. An assignment cover sheet will be use throughout the program of study. This means that all assignments must be typewritten using APA writing style, unless otherwise specified by the instructor. The due dates for these assignments will be clearly publicized by the instructor. If you have any questions about the assignment or due date, it is your responsibility to get them answered at the earliest possible time.

The grade you receive will reflect not only the content, the presentation of the assignment and average of the peer evaluations. Use the assignment cover sheet provided in this syllabus.

**Quizzes/Final**

Chapter Quizzes and Final are open at the beginning of the course for those that desire to work ahead and must be completed by the scheduled due dates.
Projects/Team Assignments

Details on individual and team assignments will be provided in the weekly news item area. Students are expected to apply their knowledge of chapter concepts to organizational and management problems. In order to successfully achieve this, students must work together to analyze the problem, synthesize their knowledge, and evaluate their work and the work of other teams.

Students should utilize the available resources (instructors, team members, co-workers, library resource center’s BAS collection, case studies, vignettes, self-assessments, electronic media and BAS computer classroom) throughout the BAS curriculum to successfully meet student learning outcomes and program outcomes.

BAS COMPUTER AND LECTURE/LAB

BAS students use a state of the art computer classroom/lab. Throughout the semester students will actively be learning (hands-on) using advanced computer systems dedicated for BAS students. Excel, Word, PowerPoint and Access and other specified management tools will be used to implement some of the methods explained throughout the BAS course of study. Students are expected to work with other students in simulations and activities.

CLASS COMMUNICATIONS

All students must have a current email address and be able to access email at least every 48 hours during the semester. Everyone should be using the DSC Falcon email address. If you prefer to use another active email account then please setup Falcon email to be forwarded to you other email account (i.e., Yahoo!, MSN, AOL, Bellsouth, etc.)
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Drop Policy: Please discuss your situation with the instructor before going through any formal drop procedures. See withdrawing from an online course under Content, Course Information.

WEBSITE AND CD ACCESS
Daytona State Virtual College websites to accompany instructors material:
The DSC virtual College and publishers websites will be used to provide student access to classroom information. http://online.daytonastate.edu/

NETWORK ACCEPTABLE USE POLICY: BE CERTAIN TO FAMILIARIZE YOURSELF WITH THE COLLEGE'S POLICIES GOVERNING THE USAGE OF YOUR ONLINE ACCOUNT. YOU MAY VIEW THIS DOCUMENT AT HTTP://ONLINE.DAYTONASTATE.EDU/DOCS/ACCEPTABLE_USE.PDF

ONLINE PROTOCOLS
A protocol is the correct procedure for doing something. We need protocols for this class so that everyone knows what is expected, and so that everyone plays by the same rules.

Virtual Classroom Expectations
The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined in the DSC Student Handbook. Keep up with the reading. You have quite a few chapters, quizzes, discussion postings, and homework assignments for this class. Students who keep up with the reading tend to do much better in this kind of class than those who do not. CyberSAFE textbook is required. You will purchase 2 books for this course.

2. Work with others. You are encouraged to form study groups (online and/or in person), and participate in the Graded Discussion Forum. Feel free to work together on the homework.

3. Familiarize yourself with the College's policies governing usage of your online account. You may view this document at http://vc.dbcc.edu/cnt/acceptable_use.pdf.

E-mail
When you sign into the classroom, check the class news on the front page. Important announcements will appear there. Also, check your e-mail for messages from your instructor.

1. Check your e-mail at least twice per week (more often is better).

2. Be patient. Do not expect an immediate response when you send a message. Generally, two days is considered a reasonable amount of time to receive a reply.

3. Always include the course name in the subject line and refer to a particular assignment or topic. Always include or attach the Assignment Cover Sheet found in the Appendix.

4. Be courteous and considerate. Being honest and expressing your position thoroughly is very important, but being considerate of others online is just as important as in the classroom.
5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.

6. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read. Check spelling, grammar, and punctuation (you may want to compose in word processing software then cut and paste the message into the discussion or e-mail).

7. Break up large blocks of text into paragraphs and use a blank line between paragraphs.

8. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate chapter/topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Learning by teaching is a powerful tool. Please do not send your instructor e-mail related to the course content. That is the purpose of the Discussion Forum. It takes the place of classroom discussion.

9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your e-mail. Never send or keep anything that you would not mind seeing on the evening news.

10. Please keep all postings professional. Correct grammar and spelling are an important part of the business environment. Review your comments before you post them. Write as though you were sending the correspondence to an officer of your company.

ASSIGNMENT PROTOCOLS
1. Completion dates for assignments can be found on this syllabus under Course Schedule.

   All late assignments are reduced by a letter grade immediately then an additional letter grade for each week late, unless the instructor is made aware of extenuating circumstances.

   Assignments are graded as if produced for the business world, using the grading rubric and APA standards, with acceptable citations. No Wikipedia or blogs. Make sure every assignment (report, graph, spreadsheet etc.) can be understood by the user, customer, employee etc.

   Individual assignments are to be the work of each individual student, whereas group assignments are to be done as a group.

   If you do not have access to Word and/or Excel, the course home page includes links to a reader version of these programs. You also may buy the programs, find a computer with these programs, or go to any Daytona State campus to use the computer lab.
Netiquette

“Netiquette” has evolved to aid us in infusing our electronic communications with some missing behavioral pieces. “Emoticons” and other tools have become popular and I encourage their use **only** when it will add to the clarity of your communication.

:-) = happy, pleased  :-( = sad, displeased  :-O = surprised  >:-| = angry

Abbreviate when possible. Examples:

LOL = laugh out loud  ROFL = rolling on floor laughing  IMHO = in my humble opinion

*grin* = smiling  FYI: for your info  Flame = antagonistic criticism  BTW = by the way

Netiquette continues to evolve and I am sure that we will have constant additions to this growing language. The important thing to remember is that all of the "cute" symbols in the world cannot replace your careful choice of words and "tone" in your communication.

Viruses

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee and Norton). Also, back up your files. Excuses such as “My hard drive crashed” “My modem doesn't work” “My printer is out of ink” are today’s equivalents of “My dog ate my homework.” While these events do occur and are inconvenient when they do, they are not valid reasons for failing to submit your work on time.

STUDENT PERFORMANCE

Personal behavior that promotes an atmosphere favorable to instruction and learning is always appropriate. Concern and respect for others contribute to such an environment. Students should cooperate by willingly demonstrating interest and responsibility. Respect for the individual is expected. Instead of attempting to itemize a comprehensive list of unacceptable behaviors, two general criteria to follow are:

1. A bachelor’s degree graduate is expected to be a professional, well-rounded, and motivated job candidate. Toward that end, a professional attitude is necessary. The ideal individual would complete course work **on time** as listed in the Course Schedule. When meeting in person, appropriate attire is also expected. It is important to address other individuals with respect and avoid the use of profanity or inflammatory remarks, and project an attentive and concerned demeanor.

2. The campus environment must be maintained in a manner conducive to learning. Distractions such as cell phones, pagers, digital assistants, video games, music players, and/or extraneous talking will not be permitted to interfere with student learning.

ACADEMIC INTEGRITY POLICY

DSC is committed to providing you with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and
integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing. In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

Each case of suspected violation of the Student Code of Conduct, including academic dishonesty, is reported to the Judicial Affairs Office for resolution.

**Forms of Academic Dishonesty**

**Cheating** Cheating can be defined as receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project, or unauthorized use of materials to complete such; collaborating with another person(s) without instructor authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

**Plagiarism** Plagiarism can be defined as submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed, whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with the instructor, academic department, or a recognized writing manual, such as the APA or APA.

**Fabrication** Fabrication can be defined as listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

**Other Academic Misconduct** might include, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate’s test, talking to a classmate, or leaving the classroom without the instructor’s or proctor’s permission.
- Obtaining by the theft/purchase or selling/giving part or all of a test.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

Please note that instructors in the Bachelor of Applied Science in Supervision and Management program use TurnItIn.com to assist in determining the originality of the student’s work. For more information, see the Turnitin website at http://www.turnitin.com/static/index.html

An academic policy acknowledgement will accompany all major assignments as noted in the weekly news item check lists (See final page of syllabus).
SUPPLEMENTAL RESOURCES
Reference books and videos are available in the DSC Library. The BAS collection is available in the DSC Library. http://go.dbcc.edu/library/reference1.html

Virtual College will be used to supplement course work and access material throughout the course. http://vc.dbcc.edu/

Proquest or Ebscohost databases are available in the DSC Library for full-text periodical articles (i.e. Wall Street Journal). Students may contact Rachel Owens, the BAS librarian via e-mail at owensr@dbcc.edu or by phone at (386) 785-2018 for assistance with any online library issue.

AMERICANS WITH DISABILITIES (ADA) STATEMENT
Students With Disabilities: http://www.daytonastate.edu/sds/
If you need academic accommodations, such as private testing, interpreters, note takers, etc. you must give me a current letter from Student Disability Services (SDS) that verifies that you need specific accommodations. Please make an appointment to meet with me to as soon as possible to discuss the accommodations. We cannot give accommodations until you provide a letter from SDS. Please do not give me a copy of any medical information.

For information about accommodations or services that may be available for students with a disability, please contact the Student Disability Services office in building 100, rooms 111-113, or at (386) 254-3056 or you may call (386) 255-8131, ext. 3892 or 3807. West Campus students can call (386) 255-8131, ext. 2012.

Counseling

A full range of Counseling Services are available at all campuses for students and staff. Call 386/506-3038 or email Counseling@daytonastate.edu.

Assignments and activities should be completed in order as they appear below. For example, you should have introduced yourself in the Discussion Forum first (I need this for attendance) and then follow the schedule of reading, completing quizzes, completing assignments (both individual and group) and posting discussions for each section. Team assignments will be based on class introductions. This is a four (4) credit course and time management is key for optimal success.
<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>READINGS, ASSIGNMENTS/ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>10/17-10/23</strong>&lt;br&gt;Review Syllabus and all assignments&lt;br&gt;Read Chapters 1 &amp; 2 from book and review PowerPoints&lt;br&gt;<strong>Take Quizzes 1 &amp; 2</strong> on Falcon Online by due dates noted.&lt;br&gt;Begin teams of 2 (or 3 at most) Closing Cases as assigned in the discussion forum area. (Due week 2 with a 3-5 slide PowerPoint and a 5-7 page paper).&lt;br&gt;<strong>Consider</strong> Selection for <strong>Individual IT Interview</strong> (Due Week 4) – (3 pages max)&lt;br&gt;   - Schedule an interview with an IT contact of your choice (possibly at your current, or other, place of employment but not at Daytona State College.&lt;br&gt;   - Discuss 3 things that work...&lt;br&gt;   - Discuss 3 things that could be improved...&lt;br&gt;   - Discuss and share the strategic IT plan</td>
</tr>
</tbody>
</table>
| **Week 2**    | **10/24-10/29**<br>Read Chapters 3 & 4 from book and review PowerPoints<br>**Take Quizzes 3 & 4** on Falcon Online by due dates noted.<br><br>Submit Team of Two Closing Case PowerPoint & Paper.<br>Continue to work on IT interview (Due Week 4).  
Review Final Team Project. Students meet every week (physical or virtual) and assign a Facilitator and a Scribe. Rotate Facilitator and scribe roles for each week. 
A Meeting Agenda/ Minutes document should be handed in (starting next week) at the beginning of each class detailing what happened in the last meeting and used as the basis for the next meeting. |
| **Week 3**    | **10/30-11/5**<br>Read Chapters 5 & 6 from book and review PowerPoints<br>**Take Quizzes 5 & 6** on Falcon Online by due dates noted.                                                                                                      |
|               | Submit Weekly Final Team Project Agenda/Meeting Minutes.                                                                                                                                                                     |
|               | Weekly Final Project Group Team Assignment collaboration time.                                                                                                                                                                   |
| Week 4  | 11/6-11/12 | Read Chapters 7 & 8 from book and review PowerPoints  
**Take Quizzes 7 & 8** on Falcon Online by due dates noted.  
Submit Individual IT Interview.  
Submit Weekly Final Team Project Meeting Agenda/Minutes.  
Weekly Final Project Group Team Assignment collaboration time. |
|---|---|---|
| Week 5  | 11/13-11/19 | Read Chapter 9 from book and review PowerPoint  
**Take Quiz 9** on Falcon Online by due dates noted.  
Submit Weekly Final Team Project Agenda/Meeting Minutes.  
Weekly Final Project Group Team Assignment collaboration time. |
| Week 6  | 11/20 - 11/26 | Submit Weekly Final Team Project Agenda/Meeting Minutes.  
Weekly Final Project Group Team Assignment collaboration time.  
**Complete CyberSAFE Exercise/Credential** |
| Week 7  | 11/27-12/3 | Hand in Meeting Minutes document for Final Project  
Submit Final Team Project (PowerPoint & Presentation)  
  - Submit final PowerPoint & Paper.  
  - Submit peer evaluation  
    - Please rate yourself and your teammates on a scale from 0 to 10 with 10 being the highest score along with a brief description of your rating. Create a simple Word document with your team's name along with all team members including yourself. Candid feedback will ensure everyone's individual grade on the team project is commensurate with individual contributions. For class/team privacy, you can email to me using the class email. Please note that the peer evaluation is required and final individual grading will not be completed until all team members have submitted. |
| Week 8  | 12/4-12/11 | Take Final Exam. **Plan ahead, the course ends on Wednesday, December 11, 2019.** |
HOW TO SUCCEED IN THIS COURSE

**Time Management** - Set a schedule for reading, studying, participating in the discussion forum, and preparing for quizzes and exams. Allow sufficient time for homework. Stick to your schedule. Stay on task.

**Work Through the Course Content** - Make use of the resources that the publisher provides. They will reinforce the major learning outcomes of the course.

**Get Involved in Your Class** - Form a study group, ask questions in our discussion forum, and help other students.

**Seek Assistance when Needed** - We have live tutors and other resources to help you succeed. If you need academic accommodations, such as private testing, interpreters, note takers, etc. you must give me a current letter from Student Disability Services (SDS) that verifies you need specific accommodations. Please make an appointment to meet with me, as soon as possible to discuss the accommodations. I cannot give accommodations until you provide a letter from SDS. Please do not give me a copy of any medical information.

ONLINE COURSE MAP
Please take a few minutes to read about the many features of our online classroom. Using all these features will help you succeed in the course! Access to each feature is easy. **Just click on the link.**

**Syllabus** - Print a copy of your syllabus. This is your outline and guide to the requirements of the course. Review it weekly. **Enter important dates on your course calendar.**

**Content** - This is where you will find the following interactive learning tools for each chapter.

**Discussion** - This is where we meet to exchange ideas, report research findings, and add value to the course beyond the scope of the text. There are several discussion forums. Only posting for the sections is GRADED. This syllabus provides a thorough explanation of how the discussion forum works and grading. Check the discussion forum several times a week and read all new posts. Remember, discussion forum takes the place of our in-class time.

**Quizzes** - This link contains the graded quizzes and your two exams. Just click on the link and scroll down until you find the quiz/exam you want to take. Then click on that quiz/exam. Please review the Course Schedule for the final day to take each quiz/exam. You only have one attempt at each quiz/exam so make sure you are prepared, have your book, notes, and calculator ready, and have the time and environment necessary to do your best.

**E-mail** - Send messages to your instructor or other students. Remember to put your course number in the subject line.

**Chat** - Meet with other students or your instructor. Chat rooms are open 24/7.

**Grades** - Check your progress in the course. Grades for assignments are usually posted within 24 to 48 hours of the assignment due date. I try to grade when I have received the bulk of the same assignment to be consistent with the grading.
ASSIGNMENT COVER SHEET

Program: Bachelor of Applied Science in Supervision and Management

Course Title: 

Instructor: 

Date: 

Chapter: 

Type of Assignment: 

Student Name: 

Student Address: 

Student Phone: 

Student E-Mail: 

ACADEMIC INTEGRITY POLICY:

By inserting my name on this page and/or my assignment, I hereby certify that I have read and understand the ACADEMIC INTEGRITY POLICY in the 2008-2009DSC Student Handbook, and that I submit this assignment in full compliance with that policy.

Student Signature ___________________________ Date __________

Assignment Grade: _____

Instructor Comments: ___________________________

INSTRUCTOR USE ONLY