Overview

Course Prefix, Course Number, Title: BIT220-06657 Management Information Systems
Credits: 3
Meeting Days, Times, and Location: Online/Blackboard
Semester/Year: 2023 Fall
Campus Connection Course Dates: 08/21/2023 - 12/15/2023
Mode of Delivery: Online Asynchronous
Class Notes: This is a completely online course that requires a significant time commitment. You will need excellent time management and self-motivation to meet deadlines. You are required to use your MSU email account, have access to your own personal computer, and regular access to the Internet. It is your responsibility to ensure that throughout the semester your computer meets the minimum technology requirements along with the additional course requirements which are available online at www.minotstateu.edu/online. Some courses have additional requirements such as software, proctors, or live sessions. This course may also require online recorded proctored exams where you and your environment will be visible to instructor. Your instructor will make your course available on the first day of class. It will NOT be available before the first day of class. Distance education courses are not eligible for some Minot State tuition waivers.

Instructor Information

Dr Lynn Strezeski, DSc
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Office Hours: by appointment
Phone: 412.398.0318

Course Details

Catalog Description: Designed to provide an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. Also introduces students to contemporary information

systems and demonstrates how these systems are used throughout global organizations. The focus of this course is on the key components of information systems - people, software, hardware, data, and communication technology, and how these components can be integrated and managed to create competitive advantage.

General Education Category (or categories): [CCS1](#) Problem Solving

Placement Policies: none

Required Course Materials

Using MIS
2021
ISBN: 9780136921653
Kroenke, D. M., and Boyle, R. J.
Pearson
2022
12th edition

Student Learning Outcomes

- Students will be able to use the major concepts in the functional areas of accounting, marketing, finance, management, and information managements systems.

- Students will be able to identify emerging technology innovation opportunities.

Course Objectives

- Recognize contemporary MIS theory and how information systems support business strategy, business processes, and practical applications in an organization.

- Interrelate how various support systems can be used for business decisions and to sustain competitive advantage.

- Describe how the Internet provides a global platform for e-business, business mobility and communications, collaboration, and cloud computing.

- Express the proven value of, and relationship between business data, data management, and business intelligence.

- Analyze systems development and project management methodologies.

- Combine analytical thinking, creativity and business-problem-solving as applied to ongoing MIS challenges, future trends, and relevant case studies.

- Express ethical awareness and moral reasoning applied to a MIS problem, issue or case study.

Assignments and Grading

Assignments, Descriptions, and Due Dates

You will have the opportunity to demonstrate your understanding of material covered through various exercises in conjunction with each chapter. In Blackboard within each module, you will find more comprehensive instructions for each assignment as needed. **Please take the time to read the guidelines for submitting assignments and posting discussions before you start your assignments.** You will also find due dates on Blackboard both within the modules and on the calendar.

Note: Each of your assignments will have numbers and page numbers listed. None of your assignments will *ever* be in the Active Review section (the numbers that start with Q). For example, when an assignment says 1-1, do not turn in Q1-1. Always use the numbering system from the book on your assignments. That makes it easier for me to grade and ensures that I don't miss anything. Do not paste the question itself into your assignment. Do not hand write your assignments and submit them as photos. Do not submit by typing/pasting into the text box. I will not grade them. Attach a word, pdf, or pages document only.

I am always available for feedback before the due dates; if you want to make sure that you're on the right track or have other questions or issues, please reach out to me at least 24 hours before the assignments are due to allow ample time for feedback.

Exams

At the end of each of the modules**,** your learning will be assessed through an exam. Exams are multiple choice and test your knowledge of key terms and concepts. Each exam contains 45 questions and has a time limit of 60 minutes. There is no cumulative final exam.

Your exam is open book; however, due to the time constraint, it is recommended that you go through the Active Review questions at the end of each chapter in order to prepare for the exam.

Schedule of Deliverables

Please see the course in Blackboard for the due dates and details for all assignments, discussions, and exams.

Grading Policy and Scale

The instructor reserves the right to revise assignments and point values if necessary. Point values are cumulative and are not weighted or curved. Feedback will be provided for all writing/discussion assignments, exams, and projects. The following BIT Department common grading scale will be used for all assignments, exams, projects, and the overall course grade:

A = 100-92% B = 91-84% C = 83-76% D = 75-68% F = 67% and below.

Important Dates

16 October -- Midterm grades due

22-24 November -- Thanksgiving Break

18 December -- Final grades due

Assessment Day: October 5, 2023

Late and Missed Work

Regular participation in this course and presence in the course learning tool, Blackboard, is expected by both the student and the instructor. The due dates for your assignments and exams are located above in this syllabus so that you can plan when to do your assignments. If you make a plan from the beginning, you will find greater success throughout your class! Students will receive and achieve the most benefit by being present! Please be responsible for yourself and plan accordingly.

Policies

Exams

Exams will be open for several weeks prior to the due date, allowing significant time to complete it before the due date. Do not wait until the last minute. Please make sure that you complete the exam before the due date. If there is some extenuating circumstance, please let me know before the due date.

Assignments

Assignment deadlines are above and provided in the Modules area of Blackboard and in the Course Plan. All assignments must be turned by the due date and time listed. If you know that you will be unable to meet the deadline for an assignment, send me an email **prior to the deadline** to let me know that it will be arriving late. **I will accept late assignments, but you need reach out to make arrangements with me first.** I know that things may come up that might prevent you from turning in an assignment on time; the purpose of letting me know in advance is for accountability.

Discussions

There is no late policy for class discussions. Due to the nature of the interactions, all initial posts and replies must be completed on time.

Attendance Policy

University Attendance Policy
Minot State's attendance policy is posted here: http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml

Class Preparation

The course will primarily be based around readings from the textbook that illustrate key issues in management information systems. Students will be expected to actively participate in the discussions, assignments and all associated class activities through significant and insightful comments, and a demonstration of good problem-solving and analytical skills.

You will be required to work **individually**. To be successful in this class, you are strongly encouraged to complete the assigned readings and watch the videos before the attempting assignments. **Discussions must be completed by the deadline; make up policies do not apply.** In all cases, quality, thoughtful responses are expected; reciting the materials presented will result in zero points. One word answers and outlines are not acceptable; justify your responses using complete sentences. Appropriate and correct grammar, punctuation, and spelling are expected, and points may be deducted for continuous errors. Participation by students in class is an important part of this course. Complete all reading and homework assignments as scheduled. An attitude of accountability to yourself and others will enable a great learning experience for all of us!

Late Class Add Policy

If you add this course after the first day, you are expected to catch up with assignments within one week. You will be given only a one-week grace period, regardless of your late add date. After one week from your add date, you will be expected to meet deadlines as scheduled. The late/missed work policy will kick in after one week.

Electronic Communications

All learners will engage in communications **within BlackBoard** with the instructor and classmates during this course. BlackBoard tools will be used by the instructor to provide course updates, documents, and assignment feedback. Students will use BlackBoard tools such as Discussions and Assignments to ask questions and submit course assignments and projects. Please keep the following in mind when communicating:

1. **Please don't email me in Blackboard. It doesn't work well on mobile devices. I would rather get back to you sooner than later when I'm back at my computer, so please just use Outlook.**
2. Subject line should contain a brief nature of the message, e.g., "late chapter 2 assignment" rather than "hi."
3. Practice your professional writing skills. Keep the tone positive and professional.
4. Expect a response from me, and I expect one from you as well. I will respond within 24 hours, usually much sooner. I may answer the entire class in response to your question if I feel that that others would benefit at well.

University Sanctioned Events Policy

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence.

Since this is an online course, a traditional attendance policy does not apply. However, please see above regarding late and missed work.

Academic Honesty Policy

College of Business Academic Honesty Policy
MSU's Academic Honesty Policy from Page 3 of Students Rights and Responsibilities
(https://www.minotstateu.edu/student_rights_responsibilities.pdf). Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may

result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet.

2. Copying from another student during an exam.

3. Altering one's exam after grading for the purpose of enhancing one's grade.

4. Submitting the same paper to more than one class.

5. Use of any material or device not approved by the instructor during an exam.

6. Turning in reports intended to be based on field collection data but which are, in fact, not.

7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

To the above list, the College of Business adds the following: "Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online."

Process:
Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.
Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

Penalty for Violating the Policy
College of Business process:

First violation in this course: The student's first violation of academic honesty within this course shall result in a zero (0) for that specific assignment and the instructor will raise a permanent **Academic Honesty** flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramification, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in this course: The student's second violation of academic honesty within this course shall result in failure of the course, and the instructor will raise another permanent **Academic Honesty** flag

in Starfish.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the **Students Rights and Responsibilities (**https://www.minotstateu.edu/student_rights_responsibilities.pdf) and repeated above.

Academic Honesty Policy with Penalty for Violating the Policy: (see the information in the Undergraduate Catalog and in the Graduate Catalog; also see the Student Handbook).

Tutoring

The Minot State University Academic Support Center would like to help you reach your academic goals by offering free peer tutoring beginning the second week of classes in the lower level of the Gordon B. Olson Library and virtually. No appointment is necessary and there is no limit to how many times you may meet with a tutor. For a current tutoring schedule, visit https://www.minotstateu.edu/asc/peer_tutoring.shtml. Times and subjects offered may change during the semester so check the schedule often. Visiting the Academic Support Center early in the semester with continued regular attendance produces the best results.

ADA Accommodation Statement

In coordination with Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through Access Services, in person, by phone 701-858-3372 or by e-mail at access.services@MinotStateU.edu.

Non-discrimination Statement

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: https://form.jotform.com/72996849416981.

For the complete non-discrimination statement, visit here.

Title IX Statement

Minot State University (MSU) faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sexual harassment including sexual assault, dating violence, domestic violence, and stalking know that help and support are available. MSU has staff members trained to support parties in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all MSU employees (other than those designated as confidential resources such as counselors, clergy, and healthcare providers) are required to report information about such harassment to the University. This means that if you inform a faculty member about a situation of sexual harassment or other related sexual misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit the Title IX website: https://www.minotstateu.edu/title9/.

Important Note Regarding Mobile Devices

You cannot successfully complete an online or remote course using only an iPad, iPhone, Android device, or tablet even if you are using the Blackboard mobile app. For example, certain courses contain assignments requiring the recording of presentations that can only be successfully completed with the use of a Windows or Mac OS desktop or laptop. The mobile app is designed for the convenience of receiving course announcements, sending and receiving course messages, and viewing grades. **Students will NOT be able to complete an entire course using only the Blackboard mobile app.**

MSU Online Help Desk

Direct your inquiries about course operations to the instructor. For issues involving your computer or software issues contact the MSU Help Desk by selecting the Help Desk link under the Student Help and Resources link in the Course Menu.

MSU online students have access to help with their online technology-related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact.

MSU Help Desk (https://www.minotstateu.edu/itcentral/) hours of operation: (All times are CST.)

- Monday - Friday: 7:30 am to 4:30 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444 or E-mail us your questions at helpdesk@minotstateu.edu the university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an e-mail for assistance.

- For additional help desk coverage call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

Software Downloads

Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under the Student Help and Resources link in the Course Menu.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/contact-us.shtml).

This course contains content that is PDF-based and will require a PDF Reader (https://get.adobe.com/reader/) which can be downloaded for free at the Adobe web site or by going to the link under the Student Help and Resources link in the Course Menu.

PowerPoint Accessibility Statement

The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Access Services (https://www.minotstateu.edu/access_services/) by calling 701-858-3371 or by e-mail at: access.services@MinotStateU.edu.

PDF Accessibility Statement

Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Closed Captioning

This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Communication Requirements

I will respond to course communications within 48 hours. Students are expected to meet the same standard.

Word-processing Requirements

Students must submit all assignments using instructor approved files (e.g. Word, PDF, Pages, etc.) Remember, it is the student's responsibility to back-up all assignments on their personal computer.

Instructor Involvement in Discussion Projects

I will monitor all activity in Discussion projects and when necessary facilitate, intercede, or contribute feedback.

Netiquette

- Be direct: Share ideas and comments directly with classmates
- Be specific: Avoid vague discourse. If you like or disagree with a peer's posting, be clear about what aspect you are referring to
- Demonstrate and share knowledge: Use examples from your workplace and life experience that are relevant and contribute to the topic and understanding of course materials
- Share resources: Use resources that help explain your position, such as reports, web sites, blogs, professional articles
- Provide strategies: provide tools, methods, strategies, and best practices that you have used or believe may contribute to the discussion topic
- Be visionary: Try to examine and respond to issues from a different perspective.
- Inspire and Lift: Mediate differences not broaden them. Lift spirits not dampen.
- Share new information or material about the topic.
- Avoid judgment and prejudice

- When straying, bring the discussion back on topic and focus
- Actively participate but don't overdo it
- Offer assistance when appropriate