Course Description
This course examines the use of computer information systems in the business organization with emphasis on how information technology supports business functions and aids managerial decision-making. The course also explores current trends and emerging technologies, with an eye toward their applicability to the enterprise.
This is a fully online, eight-week course. We will not meet face-to-face at any time.

Management of Information Systems (MIS) is directed toward the learning how to utilize data and technology to effectively contribute to the overall objectives of an organization. The course is NOT intended to address detailed computer programming or operations.

This is a fully online, eight-week course. We will not meet face-to-face at any time.

Course Prerequisites
No prerequisites for this course.

Course Objectives
Upon successful completion of this course, students will be able to:
1. Identify the primary business applications of information systems.
2. Understand the strategic importance of information systems and communications technologies in business development and operation.
3. Conceptualize information needs.
4. Locate, retrieve and interpret data from different information sources.
5. Apply information from different sources to managerial decision making, problem solving and organizational change processes.

Required Text

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Course Assignment Descriptions
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty
completing any of the assignments for this course, please contact your instructor immediately. Please refer to the Weekly Materials section of the cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

**Discussion contributions (160 points)**
(three postings per week @ 20 points per week)

**Initial Substantive Posts**: Submit an initial response to each of the prompts provided each week by your instructor. Your initial post should be substantive (approximately ½ of a page in length) and must be posted by midnight, Central Time by Wednesday of each week. In your substantive post you are encouraged to use references (you may use your textbook); show evidence of critical thinking as it applies to the concepts or prompt and/or use examples of the application of the concepts to work and life. Proper punctuation, grammar and correct spelling are expected. Please use the spell-check function.

**Required Replies**: You must reply to at least two different peers per prompt. Your replies should build on the concept discussed, offer a question to consider, or add a differing perspective, etc. Rather than responding with, "Good post," explain why the post is "good" (why it is important, useful, insightful, etc.). Or, if you disagree, respectfully share your alternative perspective. Just saying "I agree" or "Good idea" is not sufficient for the posts you would like graded.

**Posting Guidelines**: Overall, postings must be submitted on at least two separate days of the week. It is strongly recommended you visit the discussion forum throughout the week to read and respond to your peers’ postings. You are encouraged to post more than the required number of replies.

(Please review the Policies section of Blackboard for further details.)

**White Papers (3 @ 50 points each = 150 points)**
Review some background information regarding the definition and purpose of a white paper, found at [http://owl.english.purdue.edu/owl/resource/546/01/](http://owl.english.purdue.edu/owl/resource/546/01/). Write a 2-3 page white paper discussing an issue you have read in the text in a given week. Explore the topic in further detail or from a different perspective than that which was provided in the text. Provide possible solutions for the issue you are discussing, and include specifics as to why a certain solution would be most effective. Utilize at least two current (not more than 4 years old) scholarly sources in your paper. Include references and citations in APA format.

**Research Paper Project (200 points total)**
Develop a 10-15 page research paper on a topic of your choosing. Development of the paper will take place in these steps:

- Topic Proposal/Instructor Approval – Week 3 (10 pts.)
- Reference List & Outline Draft - Week 5 (40 pts)
- Optional Draft of Paper – Week 6 (0 pts)
- Paper – Week 8 (150 pts)
Examine the dimensions of an information system: the organization, management, and information technology. Evaluate the effectiveness of the system and offer suggestions for improvements to enhance efficiency of organization's data resource management, reporting capabilities, and processes.

1. Identify an organization and information system that you would like to investigate further. (Note: If you choose your own organization, in terms of employment, please be advised that this instructor is not suggesting you provide confidential, proprietary, or sensitive information concerning the organization.)

2. Conduct research primarily by using Ottawa library databases, books, and reference materials. Although you may use a WWW search engine such as Google, be sure to evaluate website material for accuracy and reliability prior to including the source as a reference.

3. Develop a paper that is double-spaced, 12-point Times New Roman font, 10-15 pages in length, consists of five to seven current (not more than 4 years old) sources, and follows APA style.

Organization/Information System Examples:
- Transportation Safety Administration’s (TSA) system for securing domestic air travel and safeguarding national security.
- Amber Alert (the Broadcast Emergency Response System) and the Dept. of Public Safety, State of Arizona.
- UPS’s Package Tracking System – United Parcel Service.
- BioSense and the Center for Disease Control (CDC).

The final research project is due on the final day of class at midnight CT.

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**Course Schedule At-A-Glance**

Please refer to the Term Calendar in our cyberclassroom for specifics regarding dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings &amp; Activities</th>
<th>Assignments Due</th>
<th>Date/Time Due**</th>
</tr>
</thead>
</table>
| Week 1 | • Chapter 1: Information Systems in Global Business Today  
• Chapter 2: Global E-Business: How Businesses Use Information Systems | • Course Discussion      | • Midnight CT Weds/Sun. |
| Week 2 | • Chapter 3: Information Systems, Organizations, and Strategy  
• White Paper 1: Topic from Chapters 1, 2, or 3 | • Course Discussion      | • Midnight CT Weds/Sun. |
|        |                                                   | • White Paper 1: Topic from Chapters 1, 2, or 3 | • Sunday at Midnight CT |
Week 3 • Chapter 4: Ethical and Social Issues in Information Systems
• Course Discussion
• Research Paper Topic Proposal
• Midnight CT Weds/Sun.
• Sunday at Midnight CT

Week 4 • Chapter 5: IT Infrastructure and Emerging Technologies
• Chapter 6: Foundations of Business Intelligence: Databases and Information Management
• Course Discussion
• White Paper 2: Topic from Chapters 4, 5, or 6
• Midnight CT Weds/Sun.
• Sunday at Midnight CT

Week 5 • Chapter 7: Telecommunications, the Internet, and Wireless Technology
• Course Discussion
• Research Paper Outline and Reference List
• Midnight CT Weds/Sun.
• Sunday at Midnight CT

Week 6 • Chapter 8: Securing Information Systems
• Course Discussion
• White Paper 3: Topic from Chapters 7 or 8
• Optional Research Paper Draft
• Midnight CT Weds/Sun.
• Sunday at Midnight CT

Week 7 • Chapter 9: Achieving Operations Excellence and Customer Intimacy
• Chapter 10: E-Commerce: Digital Markets, Digital Goods
• Course Discussion
• Midnight CT Weds/Sun.

Week 8 • Chapter 11: Managing Knowledge and Collaboration
• Chapter 12: Enhancing Decision Making
• Chapter 13: Building Information Systems
• Course Discussion
• Research Paper
• Midnight CT Weds/Sun.
• Sunday at Midnight CT

* All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.
** All assignments are due at midnight Central Time. (All submissions to the Blackboard system are date/time stamped in Central Time).

Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Weeks 1-8: Discussion</td>
<td>-</td>
<td>20 per week</td>
<td>160</td>
</tr>
<tr>
<td>Weeks 2, 4, &amp; 6: White Papers</td>
<td>3</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>Week 3: Research Paper Topic Proposal</td>
<td>1</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Week 5: Research Paper Outline &amp; Reference List</td>
<td>1</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Week 8: Research Paper</td>
<td>1</td>
<td>150</td>
<td>150</td>
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<tr>
<td>TOTAL POINTS</td>
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<td></td>
<td>510</td>
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*Please refer to the Policies menu for more information about our Course Discussions.

Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>459-510</td>
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<tr>
<td>Grade</td>
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<tr>
<td>-------</td>
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</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
<td>408-458</td>
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<tr>
<td>C</td>
<td>70 to 79%</td>
<td>357-407</td>
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<tr>
<td>D</td>
<td>60 to 69%</td>
<td>306-356</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 306</td>
</tr>
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</table>

To access your scores, click on Grades in the Student Tools area in Blackboard.

**Important Policies**

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

**Editorial Format for Written Papers**

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

**Ottawa Online Late Policy**

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and “approved” by the instructor at least one week in advance.

**Saving Work**

It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

**Academic Integrity**

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred.
Students who commit academic dishonesty can be dismissed from the university by the provost/director.

Please refer to Academic Honesty in the Policies section of the online course menu for important information about Ottawa University’s policies regarding plagiarism and cheating, including examples and explanations of these issues.

Student Handbook
Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

Blackboard Technical Support
The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

Ottawa University Mission Statement
The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.