

**UPPER IOWA UNIVERSITY  
INDEPENDENT STUDY PROGRAM**

**BA 222-09 MANAGEMENT INFORMATION SYSTEMS**

**COURSE DESCRIPTION:**

A study of the procedures involved in the accumulation, processing, and dissemination of various types of information within an organization. Prerequisites: BA 210 and MIS 101. Three semester credits.

The course is intended to assist students in learning the fundamental concepts of Management Information Systems (MIS) as they pertain to supporting the operation and management of business activities. In addition, the course discusses information technologies to support business processes, e-business and e-commerce, and making business decisions.

**COURSE OBJECTIVES:**

At the conclusion of this course, the student should be able to:

1. Explain the concepts of management information systems (MIS) as it pertains to supporting and facilitating management activity.
2. Understand fundamental information system concepts utilizing the five-area information systems framework (Foundation Concepts, Information Technologies, Business Applications, Development Processes, and Management Challenges).
3. Apply information system strategies in solving business problems.
4. Explain why knowledge of information systems is important for managerial end users.
5. Identify how businesses can use IT for strategic competitive advantage.
6. Identify major types of operations systems, and discuss how each supports the operations of a business.
7. Use the systems approach, the systems development cycle, and a model of information system components as a problem-solving framework to propose information systems solutions to business problems.

## **REQUIRED COURSE MATERIALS:**

1. **TEXTBOOK:** *Management Information Systems - 9<sup>th</sup> Edition*, O'Brien, James A. & Marakas, George M. (2009). N.Y, N.Y; McGraw-Hill Publishers.
2. **SYLLABUS:** Provided by Upper Iowa University

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: [www.uiu.edu](http://www.uiu.edu). Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

## **COURSE OVERVIEW:**

This course is designed to introduce the student to what MIS is about and how it can be applied to the world of business. The text addresses many MIS topics that can help future managers in creating business strategies and business solutions using this evolving technology. The course consists of three unit assignments and three proctored unit examinations. Each unit assignment will include a reading assignment, 80 multiple-choice questions and 4 short essay questions. The unit examinations will consist of 80 multiple choice questions and 4 short essay questions.

One approach to completing the unit assignments successfully is to read the assigned text thoroughly, then answer the multiple choice questions (to reinforce your understanding of the material presented in the text), and finally respond to the short essay questions. The short essay questions should be typewritten unless you have no access to a word process (non-legible answers will be marked wrong). Emphasis should be place on quality not quantity. Be concise, but complete in your response. One or two paragraphs should be sufficient.

The course is organized into the following three units with an exam after each:

### **UNIT ONE:**

Chapter 1: Foundations of Information Systems in Business	pp 3 – 42
Chapter 2: Competing with Information Technology	pp 43 – 72
Chapter 3: Computer Hardware	pp 74 -124
Chapter 4: Computer Software	pp 125 -168
Chapter 5: Data Resource Management	pp 169 – 207

### **EXAM ONE:**

Chapters 1 through 5

### **UNIT TWO:**

Chapter 6: Telecommunications and Networks	pp 209 – 259
Chapter 7: e-Business Systems	pp 260 – 295

Chapter 8: Enterprise Business Systems	pp 297 – 336
Chapter 9: Electronic Commerce Systems	pp 337 – 375
Chapter 10: Decision Support Systems	pp 377 – 432

**EXAM TWO:**

Chapters 6 through 10

**UNIT THREE:**

Chapter 11: Developing Business/IT Strategies	pp 434 – 469
Chapter 12: Developing Business/IT Solutions	pp 471 – 512
Chapter 13: Security and Ethical Challenges	pp 514 – 565
Chapter 14: Enterprise and Global Management	pp 567 – 608

**EXAM THREE (FINAL):**

Chapters 11 through 14

**EXAMINATION INFORMATION:**

You should start studying for your examinations as you proceed through each unit assignment. As you near completion of a unit assignment, you should request that the unit exam be mailed to your proctor (be sure to request it three weeks in advance). The examinations will be similar to the unit assignments consisting of 80 multiple choice questions and 4 short essay questions. You can study from the corrected unit assignments but remember the examination questions may **not** necessarily be identical to the questions that appeared in the assignments. Also, answer Review and Discussion Questions found at the end of each chapter to get ready for the examinations.

**No notes, books or other materials are allowed when taking the proctored examination.** Each unit covers a great deal of material, but if the unit assignments are completed in a timely and efficient manner and the student allows enough time to study properly, the student should not suffer undue pressure in completing this course.

**NOTE:** In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

**COMPOSITION OF GRADE:**

Each unit assignment consists of:

80 multiple choice questions at 1 point each	80 points
4 short essay questions at 5 points each	<u>20</u>
<b>TOTAL POINTS PER UNIT</b>	<b>100 points</b>

Each unit examination consists of:

80 multiple choice questions at 1 point each	80 points
4 short essay questions at 5 points each	<u>20</u>
<b>TOTAL POINTS PER UNIT</b>	100 points

Total possible points student can receive to determine final grade:

Unit Assignment 1	100 points
Unit Examination 1	100
Unit Assignment 2	100
Unit Examination 2	100
Unit Assignment 3	100
Unit Examination 3	<u>100</u>
<b>TOTAL POINTS FOR COURSE</b>	600 points

**GRADING:**

The letter grade can be determined by adding student’s total points and applying the result to the following table:

Letter Grade	Percentage	Points Needed	Letter Grade	Percentage	Points Needed
A	100 - 93%	558 - 600	C	77 - 72%	432 - 467
A-	92 - 90%	540 - 557	C-	71 - 70%	420 - 431
B+	89 - 88%	528 - 539	D+	69 - 68%	408 - 419
B	87 - 82%	492 - 527	D	67 - 62%	372 - 407
B-	81 - 80%	480 - 491	D-	61 - 60%	366 - 371
C+	79 - 78%	468 - 479	F	59 - 0%	0 - 365

**GRADING DEFINITIONS AND CRITERIA**

**A= Clearly stands out as an excellent performer.**

Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:

“A” work should be of such a nature that it could be put on reserve for all students to review and emulate. The “A” student is, in fact, an example for others to follow.

**A - = Stands out as an excellent performer.**

Has sharp insight into material and initiates thoughtful questions. Sees many sides of an issue.

Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:

“A-” work should be of such a nature that it might be put on reserve for other students but with reservations; an “A-” should be considered a very high grade.

**B+ = Grasps subject matter at a level considered to be very good.**

Participates consistently in class discussion. Writes very well. In on-ground environments, speaks very well. Accomplishes much more than the minimum requirements. Produces consistently high quality work.

Example: “B+” work indicates a very high quality of performance and is given in recognition for solid work; a “B+” should be considered a high grade.

**B = Grasps subject matter at a level considered to be good.**

Participates actively in class discussion. Writes well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Produces high quality work. This is the minimum passing grade for graduate work.

Example: “B” work indicates a high quality of performance and is given in recognition for solid work; a “B” should be considered a very good grade.

**B - = Often grasps subject matter at a level considered to be good.**

Often participates in class discussion. Often well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Usually, but not always, produces high quality work.

Example: “B-” work indicates very good performance and is given in recognition for usually solid work; a “B-” should be considered a good grade.

**C+ = Demonstrates a just more than satisfactory comprehension of the subject matter.**

Accomplishes all of the minimum requirements, and displays above average initiative. Communicates orally and in writing at an above average level for a college student. Has an understanding of all basic concepts.

Example: “C+” work represents above average work. A student receiving a “C+” has more than met the requirements, including deadlines, of the course.

**C= Demonstrates a satisfactory comprehension of the subject matter.**

Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally (on-ground environments) and in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

Example: “C” work represents average work. A student receiving a “C” has met the requirements, including deadlines, of the course.

**C - = Demonstrates a barely satisfactory comprehension of the subject matter.**

Accomplishes only the minimum requirements, and displays less than average initiative. Communicates orally and in writing at a barely acceptable level for a college student. Has a marginal understanding of all basic concepts.

Example: “C-” work represents below average work. A student receiving a “C-” has barely met the requirements, including deadlines, of the course.

**D+=Quality and quantity of work is below average, but verging on acceptable.**

Accomplishes the most basic requirements of the course with skill that approaches the acceptable level.

Example: “D+” work is passing and approaches, but does not meet the average expectations.

**D= Quality and quantity of work is below average and barely acceptable.**

Accomplishes the most basic requirements of the course with below average skill.

Example: “D” work is passing by a slim margin and questions the student’s ability to succeed in more advanced coursework.

**D - =Quality and quantity of work is well below average and marginally acceptable.**

Accomplishes the most basic requirements of the course and executes them poorly.

Example: “D-“ work is passing, but strongly questions the student's ability to continue on with more advanced level of coursework.

**F= Quality and quantity of work is unacceptable.**

Academic credit is not earned for an F.

Example: “F” work does not qualify the student to progress to a more advanced level of course work.

**SKILLS:**

1. **Communications** – BA 222 Management Information Systems will show your ability to critically read the material and effectively discuss business and MIS issues in class. Presentations and the essay portions of the exams will display your ability to speak and write clearly.
2. **Critical Thinking and Problem Solving** – As with any class focused on MIS, there are many business problems and issues that can be relieved with technology. As a student of MIS you should become empowered to define problems and determine solutions based on factual data that meets the need of your business partners. Your ability to think critically and solve problems will be demonstrated through in class discussions and your presentation.

3. **Social Responsibility** – The later chapters of the course focus on ethical and social issues in the digital firm. Concepts include data integrity and security. You will be tested on these concepts in the last exam.

### **MAJOR GOAL:**

**Information Technology** – The major goal of this course is to explain the use of information technology systems in business. We will discuss how to utilize technology and information to aid problem solving. The concepts of the course will provide a framework which you will demonstrate your level of understanding through in class discussion, presentations and exams.

### **WRITING PROFICIENCY:**

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

### **CITATION:**

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

### **LIBRARY RESOURCES:**

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: [www.uiu.edu/library](http://www.uiu.edu/library). **To request usernames/passwords for remote library access contact the UIU Library either by phone (563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email [library@uiu.edu](mailto:library@uiu.edu)** by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

### **OTHER HELPFUL WEBSITES:**

**Research and Writing:** <http://owl.english.purdue.edu/> . Contains tips on how to write a research paper.

**Bartleby.com:** [www.bartleby.com/reference](http://www.bartleby.com/reference). This site has excellent references, such as *American Heritage Dictionary*, *Roget's Thesaurus*, *Elements of Style* and *Bartlett's Quotations*.

**Britannica.com:** [www.britannica.com](http://www.britannica.com). Plug in any subject, get articles and related Web sites.  
**Google:** [www.google.com](http://www.google.com). This site is a great all-purpose search engine on the Web.

**The Internet Public Library:** [www.ipl.org](http://www.ipl.org). A great site to start research and has reference, newspaper, and magazine links. Also contains archives of academic papers and tutorials on how to improve writing.

### **CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:**

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

[http://www.uiu.edu/catalogs/eu/policies\\_1.html#conduct](http://www.uiu.edu/catalogs/eu/policies_1.html#conduct)

### **ATTENDANCE:**

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

### **WITHDRAWAL:**

If you wish to withdraw prior to the last day of the enrollment period you must contact the Independent Study office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

### **SPECIAL NEEDS:**

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

**This syllabus is tentative and subject to change.**