

BIS 302: Introduction to Management Information Systems
Winter 2007
Mondays/Wednesdays 12:30 p.m.-1:45 p.m.

Instructor Information:

Instructor: Sidne Ward, Ph.D., Associate Professor of MIS
Office: Bloch Rm. 239
Phone: 816.235.2321
E-mail: wards@umkc.edu
Please preface the subject line of e-mail messages with "BIS302:"

My Web Site:

<http://www.bloch.umkc.edu/faculty-staff/faculty-directory/ward/index.aspx>

Office Hours: By appointment or drop-in.

I'm in my office almost every afternoon and will be happy to meet with you on a drop-in basis if my schedule permits. If you need to see me, it's best to schedule an appointment to ensure my availability.

Course Information:

Description:

BIS 302 is an introduction to the Management of Information Systems (MIS). As a Business School student, you will be surrounded by Information Technology throughout your personal and professional life. From digital television and MP3 players to global positioning systems and wireless networks, Information Technology is ubiquitous and changing rapidly. The ability to manage and employ Information Technology effectively is a necessary skill for professionals in marketing, finance, accounting, government, law, music, medicine, etc.

I'm not trying to turn you into computer programmers or technologists (though the course requirements include a tiny bit of HTML programming and digital audio recording and editing). BIS 202 or 203 (or the equivalent), the Bloch School computer "tools" course, is a prerequisite for BIS 302. Nevertheless, this course includes very little instruction on particular software applications and few "click here" exercises.

By the end of the course, you should feel more comfortable using Information Technology, thinking about the potential impacts of new technologies, and interacting with Information Technology professionals.

Class Site: <http://blackboard.umkc.edu/>

You will need your UMKC Exchange username and password for access.

Prerequisite: BIS 202, BIS 203 or equivalent.

For the purposes of this course, you should be familiar with the following: Windows XP, PowerPoint XP or 2003, a word processor such as Microsoft Word XP or 2003 or Notepad, and Microsoft Internet Explorer.

Text: *Introduction to Information Systems: Supporting and Transforming Business.*
 R. Kelly Rainer, Jr., Efraim Turban, and Richard E. Potter, John Wiley & Sons, 2007.
 ISBN: 0-471-73636-8.

Course Objectives: By the end of the course you should:

- Be able to make appropriate choices using professional and personal criteria when selecting information technologies.
- Understand the use and function of different information systems such as Enterprise Systems, Database Management Systems, and Transaction Processing Systems.
- Understand the use and function of different information technologies such as global positioning systems, digital television, wireless networks, and podcasting.
- Be able to identify potential impacts of new technologies on organizations, consumers, and society.
- Use Internet applications such as the World Wide Web and File Transfer Protocol (e.g., Filezilla).
- Develop introductory programming skills by creating web pages using HTML.
- Develop introductory digital audio recording and editing skills (e.g.s, Audacity or GarageBand).
- Be able to reason about ethical issues in the information age.
- Be able to discuss topics related to Information Technology.
- Recognize the role of information systems as a functional area within the firm and the role of end users in interacting with the IS function.

Grading:

4 Exams (Lowest Grade Dropped)	[50 Points Each]	150 Points
Group Assignments		40 Points
Group Project		50 Points
Group Participation		50 Points
Individual IT News Report		10 Points
Individual Web Page Assignment		50 Points
Individual Participation		50 Points
Total		400 Points

Course Grades will be as follows:

360-400 Points	A
320-359 Points	B
280-319 Points	C
240-279 Points	D
0-239 Points	F

+ or - designations may be added to course grades between the above increments at the professor's discretion. For example, for a final point total of 319.4 a grade of C+ **may** be awarded.

Exams:

37.5% of the course grade is based on the exams. There will be 4 exams. I understand everyone can have a bad day, therefore your lowest exam score will be dropped. The top 3 exam scores are each worth 12.5% of the course grade.

Exams will be closed-book. The exams may cover any material discussed in class (including lectures and information technology news), assigned in the text (including mini-case examples of information technology use and boxed text), and covered by assignments and projects.

You will not be allowed to take an exam after the regularly scheduled time for that exam. With a documented excuse (e.g., your participation in university-sponsored activities), you **may** be able to take an exam the day before the scheduled time. Arrangements must be made at least one week in advance. If an exam is not taken due to absence for **any** reason, that exam score will be the one dropped. The 4th exam, a comprehensive final, is scheduled during finals week on Wednesday, May 2nd from 8:00 a.m. - 10:00 a.m. If you've taken all 3 regular exams and are satisfied with those exam scores, you may skip the comprehensive final and drop that score.

Groups:

Discussing and analyzing new information with others is one successful method of learning. To that end, you will be asked to divide yourselves up into groups of 2 to 5 to prepare some assignments and a project. In total, 35% of the course grade will be devoted to group-related activities.

Time will be allotted in class on Wednesday, January 10th to choose group members. You should select your fellow group members carefully. You may wish to ask the following questions to determine group member compatibility and expectations:

- How much time do you want to spend on work outside class?
- Do you prefer to meet in person or electronically to collaborate on assignments and projects?
- When are you available to meet and/or work?
- What skills do group members have? Knowledge level regarding IT? Good at presenting, writing, organizing? Others?

Once groups have been chosen, they will be set for the remainder of the semester. Nevertheless, occasionally group members find they are mismatched.

- If a group member wishes to join a different group, he or she may do so with the permission of everyone in both groups and notice (e-mail or written) of such to the professor.
- If a group wishes to "fire" a member, every other member of the group must agree. First, the entire group must schedule a meeting with the professor to attempt to reconcile differences. One week after that meeting, if every other member of the group still wishes to "fire" the group member, they may do so with

notice (e-mail or written) of such to the professor and the former member. "Fired" group members may join another group, if they can find one, or complete the remaining assignments and project alone.

Group Assignments: In groups, you will prepare and deliver written and/or oral assignments on a variety of material during the course of the semester. You should be present in class and participate in every group assignment.

- All assignments are due at the beginning of class unless you have been told that time will be allotted in class to complete the assignment.
- If you have a documented excuse (e.g.s, statement of illness from a doctor or participation in a university-sponsored activity) and miss class on the day an assignment is worked on in class, you may make up a missed assignment with an alternative individual assignment. You are responsible for contacting me immediately upon your return to class and completing the makeup assignment by the following class period.
- Under no circumstances should the names of group members who did not contribute to a specific group assignment be put on that assignment.
- Late assignments will be accepted for ½ credit by the beginning of the next class period.

Group Project: In groups, you will be asked to complete one project on podcasting outside of class. Groups will write, record, edit, and publish their podcast.

- The project is due at the beginning of class on Wednesday, April 18th. Late assignments will be accepted for ½ credit only by the beginning of the following class period.
- Assignment requirements will be posted to the class site on Blackboard.

Group Participation: A group participation grade will be awarded based on evaluations by fellow group members as to your contribution towards the group assignments and project. If you must miss class on days assignments are completed in class, you may wish to share your excuse with fellow group members and to contribute extra effort to other group assignments. Students who end the semester without a group due to being "fired" from their group (see procedure above) will receive ½ credit for the group participation grade.

Individual IT News Report:

You will be asked to bring a current news item related to Information Technology, present it to the class, and turn in a short written report. Details are on the class site on Blackboard. You may present the item any class period except for scheduled exam days. You must reserve a topic and date on the Discussion Board on Blackboard for this purpose. The deadline for presenting the item is Wednesday, April 11th. No credit will be received for IT news items presented after this date. The report is worth a total of 2.5% of the course grade.

Individual Web Page Assignment:

The individual web page assignment is worth 12.5% of the overall course grade.

- The assignment is due at the beginning of class on Wednesday, March 7th. Late assignments will be accepted for ½ credit only by the beginning of the following class period. If you must miss class due to a documented reason (e.g., university-sponsored activity) on this date, you should submit the assignment earlier.
- Assignment requirements will be posted to the class site on Blackboard. This information includes guidelines for the assignment as well as links to information about HTML and software necessary for completing the assignment.

Individual Class Participation:

12.5% of the course grade will be based on individual participation.

- You earn 2 points credit for individual class participation on each day you contribute to the class discussion and turn in a brief summary of that contribution at the end of the related class period. You must contribute to the class discussion and turn in the written summary that day in order to receive participation credit. If you forget to turn in a summary or turn it in late, you will not receive credit.
- You may earn 2 points credit for each individual IT news report (oral + written) you turn in over and above the required 1. You may not present more than 1 report during a single class period.
- You may earn 1 point credit for each time you are the first person to post the correct answer to a potential exam question posted to the Discussion Board. Answers posted during scheduled class time will not receive credit.
- Occasionally, additional contributions to the class may also receive credit.
- You will have 1 point deducted for any unnecessary disruption of class (e.g.s, chatting, sleeping, arriving late, leaving early, entering and leaving the classroom during class, and receiving pages or cell phone calls during class). In other words, any behavior that might earn you a stern look from your boss during a meeting might negatively impact your participation grade. If you believe you have an excuse for disrupting class on a particular day, you should let me know immediately before or after class.
- A maximum of 50 points total credit may be earned for individual class participation.
- Although attendance may be taken, it will **not** count as part of the participation grade. Sitting in class is not the same as contributing.

Responsibilities:

You have responsibilities to yourselves, your fellow classmates, and the professor. I am a believer in personal responsibility.

- Be prepared for and participate in class discussions and assignments. Please ask questions when you don't understand the material and share comments with the class.
- If you master the material, but don't share your insights and experiences with others, you are not learning one of the most important lessons of the course.
- Contribute to all group projects and assignments.
- Attendance and contributions are a professional obligation. Pay attention, contribute, ask questions, arrive on time, turn your cell phone off, etc.

- You are responsible for all material presented in class whether or not you are present. This material includes the lectures, discussions, IT-related news items, assignments, and projects.
- You are also responsible for being aware of all assignments, exam dates, and other course scheduling information. This information will be regularly posted to the class site on Blackboard. You should check the web site often for all due dates and any changes or additions to the original syllabus.

Academic Honesty:

You are expected to exhibit high standards of academic honesty. Cheating, plagiarism, and taking credit for work you did not perform will not be tolerated.

- All exams are closed book, closed notes, and are to be taken without assistance. Persons observed cheating on an exam or assisting others both in or out of the classroom will receive a grade of zero for the exam.
- Similarly, plagiarism of assignments, projects, and papers is unacceptable. Answers to all assignments should be presented in your own words. A grade of zero will be assigned on any such item where plagiarism has been detected. All work performed by others should be carefully attributed.
- Adding other students names or allowing your own name to be added to an assignment to which you did not contribute is unacceptable. Students must not take credit for the work of others or assign credit to those who did not perform the work. Students taking or assigning credit where undeserved will receive a grade of zero for the assignment. All group activities must be a collaborative effort of the group.
- University regulations require that I report the incident to the Bloch School Associate Dean's Office, which may in turn report the incident to the UMKC administration. Therefore, additional penalties may be applied. These penalties may include, but are not restricted to, probation, suspension, or expulsion.
- In the overall course of your college career, it is much better to earn a poor grade on an assignment or exam than to commit academic dishonesty.
- Student conduct policies are available at:
<http://www.umkc.edu/umkc/catalog/html/append/policy/0020.html>

ADA Policy:

If you have any questions about a disability, or desire accommodation under the Americans with Disabilities Act, please contact the Office of Disabled Student Services - 816.235.1083. Their website is: <http://www.umkc.edu/disability/>

Weather:

The university announces class cancellations on their web site. If the university has not announced that classes are canceled during bad weather, check the class Blackboard site.

- If I feel it is necessary to cancel class, there will be a message stating so on Blackboard.
- If you're unable to attend class during bad weather when the class has not been canceled, please e-mail me before class.

- If class is canceled due to inclement weather, all activities scheduled for the canceled session will take place during the next class meeting including exams and assignment due dates.

Additional Policies:

The division, the Bloch School, and UMKC have additional policies that may apply to the conduct of the course.

Modification of the Course Syllabus:

All course requirements, course grading standards, and due dates for assignments for this course are subject to change at the discretion of the professor. Changes to the printed syllabus (distributed the first class period) will be announced during a regularly scheduled class period as well as posted to the class site on Blackboard. You are responsible for keeping up with any such modifications.

Tentative Schedule

CLASS SESSION	MATERIAL	ACTIVITIES
January 8, Monday	Course Introduction	class meeting
January 10, Wednesday	Chapter 1: Information Systems: Concepts and Management	class meeting, Group Selection
January 15, Monday		Martin Luther King, Jr. Holiday – no class
January 17, Wednesday	Chapter 1 (cont.)	class meeting
January 22, Monday	Chapter 2: The Modern Organization and the Digital Economy	class meeting
January 24, Wednesday	Chapter 2 (cont.)	class meeting
January 29, Monday	Technology Guide 1: Computer Hardware	class meeting
January 31, Wednesday	Technology Guide 1 (cont.)	class meeting
February 5, Monday	Technology Guide 2: Computer Software	class meeting
February 7, Wednesday	Technology Guide 2 (cont.)	class meeting
February 12, Monday	Chapters 1-2, Technology Guides 1-2, IT News Items	Exam
February 14, Wednesday	Class Blackboard Site: HTML and Creating a Web Page	class meeting
February 19, Monday	HTML (cont.)	class meeting
February 21, Wednesday	Chapter 3: Ethics, Privacy, and Information Security	class meeting
February 26, Monday	Chapter 3 (cont.)	class meeting
February 28, Wednesday	Chapter 4: Data and Knowledge Management	class meeting
March 5, Monday	Chapter 4 (cont.)	class meeting
March 7, Wednesday	Chapter 5: Network Computing	Web Assignment Due, class meeting
March 12, Monday	Chapter 5 (cont.)	class meeting
March 14, Wednesday	Chapter 5 (cont.)	class meeting
March 19, Monday	HTML, Chapters 3-5, IT News Items	Exam

CLASS SESSION	MATERIAL	ACTIVITIES
March 21, Wednesday	Chapter 6: E-Business and E-Commerce	class meeting
March 26, 28		Spring Break – no class
April 2, Monday	Class Blackboard Site: Podcasting	class meeting
April 4, Wednesday	Podcasting (cont.)	class meeting
April 9, Monday	Chapter 7: Wireless, Mobile Computing, and Mobile Commerce	class meeting
April 11, Wednesday	Chapter 8: Organizational Information Systems	class meeting
April 16, Monday	Chapter 8 (cont.)	class meeting
April 18, Wednesday	Chapter 10: Acquiring Information Technology Applications	Podcasting Project Due, class meeting
April 23, Monday	Chapter 10 (cont.)	class meeting
April 25, Wednesday	Chapters 6-8, 10, Podcasting, IT News Items	Exam
May 2, Wednesday, 8:00 am – 10:00 am	Chapters 1-8, 10, Technology Guides 1-2, HTML, Podcasting, IT News Items	Comprehensive Final Exam

Original: 12/21/2006

Last Updated: 1/2/2007

Sidne Gail Ward. Contact me at wards@umkc.edu.

SnailMail: Bloch School of Business and Public Administration, Room 239, 5110 Cherry, University of Missouri, Kansas City, Kansas City, MO 64110

(c) copyright 2006, 2007 Sidne Gail Ward.