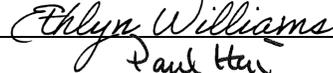
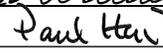


 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>4/24/23</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department _____ College _____	
Current Course Prefix and Number		Current Course Title
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add _____ Remove _____ Change General Education Requirements*** Add _____ Remove _____ <small>*See Definition of a Credit Hour.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>		Change description to: Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).
Effective Term/Year for Changes:		Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone		
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u></u> Undergraduate Studies Dean <u></u> UFS President _____ Provost _____		Date <u>3/17/2023</u> <u>4/7/2023</u> _____ <u>4/24/23</u> <u>4/24/23</u> _____ _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



ISM 3011-005 13000
Management Information Systems

Fall 2023

Fully On Campus

Room: Phil Smith Hall Room – 307 & 405

3 credits

Dr. Pauline Chin

Office: Remote Online

Office Hours: (ONLINE ONLY): DAYS: Tuesdays

TIMES: 3:00PM–5:00PM

Other times: By Appointment

Email: pchin@fau.edu

TA: Anna Daire
Office: Online Only
Office hours: TBA (on Canvas)
Email: adaire2018@fau.edu

Course Description

Course examines management of information systems and resources in organizations and their social implications and develops proficient skills in key business information technologies such as Excel.

Instructional Method

This is a fully on campus class. Everything is accessible on Canvas. (Note that full Canvas access requires a Windows or Mac computer; smartphone or tablet is inadequate.) There are no video recorded lectures for this section. Students are required to attend classes as scheduled for the week.

Prerequisites/Corequisites and Credit Hours

This course is 3-credit and serves as a core/required course for the BBA programs. The prerequisite is ISM 2000, Information System Fundamentals, or accepted equivalence. Students are expected to be familiar with the following:

- Using Windows—to create and navigate through directories; copy files with drives, directories, and file names specified; understand the purpose of directories; and understand the distinction between drives, directories, and files.
- Working knowledge of a Word processing program.
- Using spreadsheet—to navigate the spreadsheet and menus; create formulae and simple functions; copy ranges; format ranges; create graphs; and print spreadsheets.

Course Objectives/Student Learning Outcomes

- Content Knowledge (Declarative): Students will be introduced to the use of information technology in organizations, business impacts of information technology, and its ethical issues. Students will demonstrate the proficiency of their knowledge in these topics by taking exams.
- Content Knowledge (Technical): Students will be introduced to the use of productivity computer software programs (spreadsheet and databases) and their applications to business practices. Students will take exams and complete assignments in which they will use spreadsheets and databases to demonstrate their proficiency in using those programs.
- Critical Thinking (Apply/Analyze/Evaluate): Students will be introduced to the concept and analysis of information requirements of organizations. They will learn the various types of information systems and evaluate the proper use of each in different business environments.
- Critical Thinking (Solve Problems/Design/Create): Students will be introduced to problem-solving skills using spreadsheets and databases. Students will go through the process of developing solutions for business based on data requirements.

Supplemental Course Description

This course consists of two (2) segments:

- **Lecture** segment surveys key management information systems (MIS) topics, focusing on the technologies and systems in business and their managerial and strategic implications. The key required material of this segment of the course is on **Connect**, which includes the eBook [**Business Driven IS**] chapters, graded assignments, and optional practices. See Appendix B, Course Outline for detailed topic, reading, assignment, and due dates. (The lecture material have a yellow background.)
- **Lab** segment teaches key information technology tools that students need in business, with an emphasis on business applications of these computing tools. The main focus is the comprehensive knowledge of Microsoft Excel, with a minor focus on introductory understanding of database using Microsoft Access. The key required material of this segment of the course is on **SIMnet**, which includes the eBooks [**Excel 2019**] and [**Access 2019**] chapters, graded assignments, and optional practices. See Appendix B, Course Outline for detailed topic, reading, assignment, and due dates. (The lab material have a blue background.)

Course Evaluation Method

Assessment Procedures May Include:

- Discussion/ Participation Online
- Online and in-class Computer Assignments
- Online and in-class Quizzes/Tests/Exams
- MindTap Assignments
- Any other assignments as deemed appropriate by the Professor.

Exams, Quizzes, Assignments and/or Projects: The exams and quizzes will cover material from lectures, computer labs, case studies/videos as well as all assigned readings. They may include multiple-choice and short answer questions. All ASSIGNMENTS, QUIZZES and EXAMS are to be completed and submitted by the due dates in Canvas unless otherwise specified. As we learn different features and functions in Access and Excel, we will work on various LESSONS/Simulations, Online Exams and PROJECTS each week as stated in the syllabus and assignments schedule on Canvas. Many of the lessons and assignments for this course will be done using the Connect and SimNet Platforms. It is therefore important that you purchase the package as designed for the course. You will need the codes for both the Lecture and the Lab to get access to the material.

MIS Final Exam. This Exam is an open notes exam given in finals week as scheduled by the University and stated on the syllabus.

NOTE: Assignments are given for both the Lecture and Lab Materials as specified.

For detailed descriptions of all graded components, see the related Canvas pages.

Course Grading Scale

Grading Distribution:	Weight
MIS Exams 1 & 2	23 %
Access Assessments (May include: Exams, Projects, Quizzes, Lessons and Simulation Assignments etc.)	10%
Excel Assessments (May include: Projects, Module Exams, Lessons and Simulation Assignments etc.)	30%
MIS Lecture Quizzes, Homework & class Assignments	12%
MIS Final Exam(s)	15%
MOS Excel Exam	10%
Total	100%

A minimum grade of C is required to pass the course.

A	$\geq 94\%$
A-	$\geq 90\%$
B+	$\geq 87\%$
B	$\geq 84\%$
B-	$\geq 80\%$
C+	$\geq 77\%$
C	$\geq 74\%$
C-	$\geq 70\%$
D+	$\geq 67\%$
D	$\geq 64\%$
D-	$\geq 60\%$
F	$< 60\%$

Policy on Makeup Tests

If you are unable to take an exam or quiz due to an excusable absence (such as religious holiday, university-approved events, true emergency, or illness), you must inform the instructor of that fact as early as you can with *proper formal documentation by a verifiable source of an official capacity* (e.g., a letter from a physician written on the physician's letterhead). All make-up tests must be completed within one week of the original exam date. Any missing tests due to unexcused or non-documented absences (including, but not limited to, oversleeping, inability to leave work, minor illnesses, travel, lack of transportation, fatigue, computer or network trouble, and so on) will result a zero (0) as the exam score.

If your exams or quizzes are disrupted by system failure, accommodations can only be made if the issue is caused by the school systems (such as Canvas, Lockdown Browser or Honorlock) or Internet connections (when you are using FAU networks) and officially confirmed by appropriate technical support office. *No adjustments will be made if the problem is due to your own equipment, software, or network, or optional test resources such as the eBooks.*

Projects and Lessons Submission Policy

All **Connect** and **SIMnet** assignments should be submitted before the specified deadline, which are clearly marked on the assignments and in the schedule on the syllabus and the Canvas course homepage. You will receive a 20% penalty if you submit within one week of the due date, and **there will be no extension beyond one week of due date for any reason**. Since you will have plenty of time to work on those assignments, you are responsible for getting it done in time no matter: *You, and you alone, are making an explicit decision to accept any kind of risk of last-minute incidents if you leave the assignment to the end.*

All assignments are located on **Connect** or **SIMnet**. Please follow the instructions carefully; *no email or hand submission is accepted*. The submission will be autograded; it is your responsibility to make sure that your submission is correct and readable. No assignments will be regraded because of one's failure to follow instructions, including, but not limited to, not having everything required or submitting the wrong file.

Although working and learning together is allowed and encouraged, assignments are all individual work; any inclusion of other people's work (such as from classmates, previously submitted files, or answers found online) will be treated as academic integrity violation, resulting a zero (0) for that project (not just one submission). **SIMnet** and **Connect** will examine every submission, and those that are found to have such violations will either be rejected while submitting and/or dealt with based on university procedures.

All your assignment grades will be recorded on **Connect** and **SIMnet** and eventually transferred to Canvas. The grade sync, though automatic, is not immediate. All **Connect** and **SIMnet** grades will be transferred to Canvas after the day of the final exam; there is no need to inquire about grade syncing issue before that.

Classroom/Online Etiquette and/or Netiquette Policy

All postings and email communication are expected to be professional and to utilize correct grammar and spelling. In sending emails always remember to put the course number as well as a topic in the subject and start with a salutation and/or the individual name, for example, "Dear Prof. James", or "Hello Prof. James", or just "Prof. James", then follow with your question and or comments and end with your full name. All communication with other students and the instructor should be appropriate, polite, and professional at all times. Complete words and sentences should be always used in communication. Students are required to check their FAU email throughout the course. By University Policy, every email communication related to the course is supposed to use an FAU email account. If you use a non-FAU e-mail address as your primary e-mail address, arrange for your FAU e-mail to be forwarded to your non-FAU account.

Attendance Policy

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in university-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to www.fau.edu/counseling/

Disability/Accessibility Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with **Student Accessibility Services (SAS)** and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie, and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

Required Texts/Readings

Two (2) McGraw-Hill platform courses—**Connect** and **SIMnet**—are required for participating in and completing this course, which include the following eBooks (and all related materials):

- **[Business Driven IS]** Baltzan, *Business Driven Information Systems*, 8th ed., McGraw-Hill (as part of **Connect**)
- **[Excel 2019]** Stuart and Nordell, *Microsoft Excel 365 Complete: In Practice, 2019*, McGraw-Hill (as part of **SIMnet**)
- **[Access 2019]** Easton and Nordell, *Microsoft Access 365 Complete: In Practice, 2019*, McGraw-Hill (as part of **SIMnet**)

*Do not get the books only; the complete **Connect** and **SIMnet** courses that include all three ebooks listed above and associated materials are required for this class. You can purchase the access codes for **Connect** and **SIMnet** using one of the following two options:*

OPTION 1: THE “FAU ACCESS” PROGRAM

This MOST AFFORDABLE OPTION is only available from 8/6/2022 through 8/27/2022. See Appendix A, FAU ACCESS Program Instruction for details. You will acquire access codes (to be entered the first time you access these platform courses from Canvas) for the following two components:

- Custom **Connect**, ISBN: 9781265405533
- Nordell **SIMnet**, ISBN: 9781265411084

OPTION 2: PURCHASING CODES FROM FAU BOOKSTORE

This is an alternative option for you to acquire access codes (to be entered the first time you access these platform courses from Canvas) for the following two components:

- Custom **Connect**, ISBN: 9781265404338
- Nordell **SIMnet**, ISBN: 9781265407551

In addition, Microsoft Office Specialist (MOS) Excel 2019 exam for Associate certification is also required for this course. Prices (including exam certificate and sitting fee) for taking this exam at FAU Testing Centers will be available on Canvas. Additional practice materials will be provided to you by the college for free.

Course Resources

This course is Canvas-based. All required materials are accessible from Canvas, including links to **Connect** and **SIMnet** readings and assignments. In addition, all course communications and announcements will be posted on Canvas; make sure to *set up the Canvas notification profile properly to receive class emails and announcements*.

Full Canvas access requires the use of a computer; all references to Canvas resources and pages assume that you are using a computer. *A smartphone or tablet is NOT an adequate/acceptable tool for viewing or completing assignments on Canvas.* A Windows-based PC is preferred; Macs are fine for completing all the assignments and tests, but the commands of Excel on a Mac can be slightly different. Chromebooks do not support Microsoft Office and therefore are not compatible with this course. If you do not have your own, computers may be available to all FAU students in the FAU Open Labs (http://www.fau.edu/oit/labs/open_labs/).

Students are expected to have installed and use the latest version of Microsoft Office (for the **Lab** segment of the course) on your computer throughout the course. All FAU students are entitled to free Microsoft Office 365 (<http://www.fau.edu/oit/getoffice365/>). Note that, due to Microsoft's update practice, the look and feel of Office 365 may fluctuate, but the key functions, commands, and behavior should remain stable throughout the semester.

Anti-cheating software or systems, such as Honorlock, or Lockdown browser will be required for all quizzes and exams hosted on Canvas. Students need to have the necessary equipment, software, and other setup before any such tests are taken. The specific systems requirements will be detailed on Canvas for each test, but in general you need to have the following for taking tests in this course:

- A computer *with well-functioning webcam and microphone*.
- A stable Internet connection. A hard-wired connection is usually better than Wi-Fi.
- Your FAU Owl Card (or government-issued photo ID).

If you decide to use your own equipment students take responsibility to ensure that their equipment, software, and networks are fully functional. No adjustments will be made due to issues caused by systems owned and/or used by the students to complete assignments or tests.

Incomplete Grade Policy Statement

A student who is passing a course but has not completed all work due to exceptional circumstances may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but it is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in FAU [Regulation 4.002](#).

Policy for Using Canvas Email or Other University Resources

[University Policy 12.2](#) explicitly states that “Personal/Financial Use: University technology resources may not be used for personal financial gain unless approved by the President or Provost. De minimus non-commercial personal use is permitted so long as such use does not violate any other provision of this policy or interfere with job responsibilities. Email blasts for personal purposes are not permitted.” This includes, but is not limited to, use of Canvas account or university email for commercial gains. As stated in [University Policy 12.2](#), violations are grounds for disciplinary action up to and including termination or expulsion.

Appendix A. FAU ACCESS Program Instruction

This course is participating in the FAU Follett ACCESS Textbook program for the Fall 2022 semester. This ACCESS Textbook program allows you to “opt in” (that is, give your approval to participate) to gain access to the required digital materials for the course at the lowest price between 8/6/2022 and 8/27/2022. By “opting in,” you will not have to pay in real time; the charge for your materials will appear on your bursar account.

Note that this program is available only between 8/6/2022 and 8/27/2022. After 8/27/22, the discounted price will no longer be available, and your only option will be to purchase your codes at the bookstore (at the higher price).

Please be aware that, whichever option you pick, it is necessary to purchase the required materials to complete this course.

HOW DO I “OPT-IN” TO THE FAU FOLLETT ACCESS TEXTBOOK PROGRAM?

- Watch this video first to get an overview of the process:
<https://fau.mediasite.com/Mediasite/Play/093cc35d560b4a068c07d3ffdc655e8d1d>
- Once you opt-in to the FAU Follett ACCESS Textbook Program for this course, you will receive an email from “noreply@follett.com” notifying you of your enrollment in an ACCESS course. Follow the link the email to the opt-in portal, enter your FAU ID, and complete the opt-in prompts to authorize the material charge to your student account.
- If you cannot locate your notification email, copy and paste the appropriate link into your browser to access the Bookstore Customer Opt-In Portal to generate a new “opt-in” email for you:
 - Boca sections: <https://includedcp.follett.com/OptIn/2076>
 - Davie sections: <https://includedcp.follett.com:443/OptIn/2080>
- NOTE: Students who wish to use Financial Aid to pay for textbooks need to authorize FAU to pay these charges from their Financial Aid balance, BEFORE completing the opt-in process. See <http://www.fau.edu/finaid/other/bkstore-loc.php>

ONCE YOU “OPT-IN” AT THE PORTAL...

- Within about 24-48 hours after opting-in, you’ll receive an email to your FAU email address from “customerservice@follett.com” with your digital access code included.
- Follow the instructions in that email to activate your code and access your **Connect** and **SIMnet** assignments.
- The charge for the materials will be posted directly to your student Bursar account and is eligible to be paid automatically by qualifying financial awards.
- If you drop the course during the add/drop period, the materials charge will be automatically refunded.
- Please contact the FAU bookstore at 561-297-3183 with any questions.

Appendix B. Course Outline

Weekly Lecture & Lab Dates	Principles IS Lecture Topics	Lecture Activities (Readings and Assignments)	Lab Activities (Training & Assigned Projects)
Week 1 8/22/2022	Course Overview Session	CONNECT Introduction	SIMNET Introduction
Week 2 8/29/2022	SmartBook Ch 1: Management Information Systems: Business Driven MIS Review all associated videos in Canvas	Connect Master Case Study: Twitter Responds to COVID-19 with a New Workforce Model Chapter 1 Assessment	Excel Chapter 2: Working with Formulas and Functions
Week 3 9/5/2022	Labor Day Holiday – University Closed	Labor Day Holiday – University Closed	Labor Day Holiday – University Closed
Week 4 9/12/2022	SmartBook Ch 2: Decisions and Processes: Value-Driven Business Review all associated videos in Canvas	Chapter 2 Assessment	Excel Chapter 4: Formatting, Organizing and Getting Data
Week 5 9/19/2022	SmartBook Ch 3: Ebusiness: Electronic Business Value Review all associated videos in Canvas	Chapter 3 Assessment Connect Master Case Study: The Worldwide Battle for e-commerce	Excel Chapter 6: Exploring the Function Library.
Week 6 9/26/2022		MIS Lecture Exam 1 (Chapters 1, 2 & 3) Due	
Week 7 10/03/2022	SmartBook Ch 4: Ethics and Information Security: MIS Business Concerns Review all associated videos in Canvas	Chapter 4 Assessment Connect Master Case Study: Wells Fargo Ethical Challenge	Excel Chapter 7: Working with Templates and Co-authoring.
Week 8 10/10/2022	SmartBook Ch 5: Infrastructures: Sustainable Technologies Review all associated videos in Canvas	Chapter 5 Assessment	Excel Chapter 9: Exploring Data Analysis and Maps
Week 9 10/17/2022	SmartBook Ch 6: Data: Business Intelligence Review all associated videos in Canvas	Chapter 6 Assessment	Excel Final Exam
Week 10 10/24/2022		MIS Lecture Exam 2 (Chapters 4, 5 & 6) Due	
Week 11 10/31/2022	SmartBook Ch 7: Networks: Mobile Business Review all associated videos in Canvas	Chapter 7 Assessment	Access Database – Chapter 1: Creating a Database and Tables

Week 12 11/7/2022	SmartBook Ch 8: Enterprise Applications: Business Communications Review all associated videos in Canvas	Connect Master Case Study: Enterprise Resource Planning	Access Database – Chapter 2: Using Design View, Data Validation and Relationships
Week 12 11/14/2022	SmartBook Ch 8: Enterprise Applications: Business Communications Cont'd	Connect Master Case Study: Staying Connected with CRM Chapter 8 Assessment	Access Database – Chapter 3: Creating and using Queries
11/21/2022	SmartBook Ch 9: Systems Development Project Management: Corporate Responsibility Review all associated videos in Canvas	Connect Master Case Study: Project Management in Healthcare Chapter 9 Assessment	
11/28/2022			Access Final Exam
12/5/2022	Online Review for Final MIS Lecture Exam		
12/12/2022	Final Exam - (Due)	MIS Lecture Exam 3: (Chapters 7, 8, & 9)	

Schedule is tentative and subject to change by the Instructor