

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: ISM 3011

Course Title: Introduction to Information Systems Management

CRN: 10567

Credit Hours: 3

Semester: Fall 2020

Class Days, Location, Time: Fully Online in Canvas

Course Description: This course provides a study of language, concepts, structures, and processes involved in the management of information systems including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions. Emphasis will be placed on the important role of information technology to provide business professionals the tools and resources needed to manage business operations, support decision making, encourage collaboration, and gain competitive advantage in today's networked enterprises and global markets.

Instructor Information:

Name: Mr. Christopher Sargent

E-Mail: Use Canvas Inbox for communications (see Vital Communications Information below)

Office Location: Leesburg Campus, Lake Hall Room 105

Phone: 352-323-3635

Office Hours: **Mondays and Wednesdays 9:00 AM-2:00 PM**

Office hours are virtual only. No face-to-face office hours will be possible in Fall 2020 due to the ongoing pandemic.

Your instructor will actively monitor Canvas Inbox during the times posted above and will respond quickly. If a student wishes to meet via Zoom or phone, they must make the request via Canvas Inbox at least 24 hours in advance. Zoom / phone requests will be scheduled Monday – Thursday between 8:00 AM and 6:00 PM only. No evening, weekend, holiday, or immediately on-demand Zoom / phone meetings will be scheduled.

Vital Communication Information:

For course communications, please note that all students are required to use CANVAS INBOX. Messages become part of the course archive for auditing purposes and conform to FERPA privacy rules.

Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor. Please do not use LakeHawk email to discuss anything course-specific with your instructor.

Prerequisites/Co-requisites:

Prerequisites: MAN 3240 (if prerequisite, C or higher is required)

Textbook & Other Course Materials:

MyLab MIS-Kroenke/Boyle Experiencing MIS, 8e. Author(s): Boyle, Randall | Kroenke, David ISBN-13: 9780134792415

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Canvas Orientation within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirement. Please ask for help if you are unsure how to save a file in a Word-compatible format.

See the [LSSC student Technology Help Desk website](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

Course Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will:

Student Learning Outcome	PLO/Assessment Plan
1. Identify IT security management issue(s) and develops evidence-based policy to ensure IT security within an organization	PSLO3 Assignment, Project
2. Analyze ethical issue regarding the use of IT in business, formulate possible actions, make a decision and defend the position using evidence-based documentation.	PSLO5 Assignment, Project
3. Analyze how the implementation of a new IT-based business strategy or application may affect a department within the organization; provide support solutions for management and end-user resistance to the implementation of the change.	PSLO4, PSLO8 Assignment, Project

These student learning outcomes support the Program SLO:

PSLO1: Assess one's personal management and leadership styles and formulate an ongoing development plan to build on strengths and address any weaknesses.

PSLO2: Identify the concepts, tools and techniques for effectively managing and leading an organization and apply them in an appropriate, integrated manner.

PSLO3: Employ relevant technological tools and demonstrate the ability to critically evaluate resources when researching issues and formulating viable alternatives.

PSLO4: Exhibit context-appropriate management and leadership and when needed, serve as a change

agent within one's organization and community.

PSLO5: Use critical thinking and apply personal and professional ethics when making managerial decisions.

PSLO6: Demonstrate diversity and global awareness and explain how these impact individuals, groups, organizations and communities.

PSLO7: Communicate effectively, in oral and written forms, and exhibit active listening skills.

PSLO8: Analyze the various legal and social issues that influence an organization and formulate socially responsible approaches that balance the concerns of stakeholders.

Course Objectives:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

Students who successfully complete this course will be able to use and manage information technologies to develop and revitalize business processes and improve business decision making. Major emphasis will be placed on the strategic role of information technology providing business professionals with the tools and resources essential to the management of business operations, decision making support and effective collaboration in today's networked enterprises and global markets.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See [college catalog](#) for complete statement.

Cheating is a violation of the Academic Integrity policy of Lake-Sumter State College. Cheating includes:

- Any attempt to deceive or mislead the instructor in arriving at an accurate and fair grade assessment.
- Plagiarism (see below) is a form of cheating wherein ideas or the work of another is presented as one's own (copying the work of someone else without properly citing and paraphrasing).
- Using prohibited resources. This includes, but is not limited to, publisher-provided instructor manuals or solutions manuals. If you search the internet using the homework question and you find an answer, chances are good that it is from the Instructor manual, and it is considered cheating. I have these materials and use them during the grading process. Any similarities will be investigated and may lead to a cheating accusation.
- Giving unauthorized assistance to another student (sharing your work with another so they can put their name on it and hand it in as their own).

- Using one's own (or someone else's) previously graded work constitutes cheating.

Cheating will result in the following measures:

1. The first instance of cheating will result in a zero on the assignment, an official warning, and a report of the incident will be submitted to the Dean of Students. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs. **Depending on the severity of the infraction, the instructor may proceed to step two below for the first instance.**
2. The second instance of cheating will result in a failing grade for the course. A report of the incident will be submitted to the Dean of Students. The Dean may file the report in your permanent record and/or take further disciplinary action.

Warning: sharing a friend's personal computer and/or files can cause integrity violations. Sharing your files with another student will also result in the actions listed above.

APA formatted citations and reference pages are required for all work that contains research materials outside of the student's own work. This includes, but is not limited to, team projects, exercises, discussions, and research papers. For APA formatting guidelines, please check out the LSSC Library. Other resources include the following sites:

[Noodle Tools](#)

[Owl English](#)

When writing any assignment, it must be in your own words. Be sure to paraphrase properly, and if you must use quotes, be sure to cite them properly.

When grading student assignments, I will randomly check sources. Any materials not properly cited or that appear to be plagiarized will be subject to the Cheating policy shown above.

Research papers will be submitted to Grammarly for validation. Please see specific assignments in the course for details.

Refer to the College catalogue for the full statement on Academic Integrity.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact Student Accessibility Services immediately to discuss eligibility. Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule

2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, dial 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352)516-3795 Leesburg

(352) 536-2143 South Lake

(352)303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety](#) web page.

Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as “not-attending” and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see the [college catalog](#) for more details).

Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

Monday, November 2, 2020 by 4:30 PM

Instructor Policies:

Late Work/Extensions:

Homework: All homework items must be completed and properly submitted by the published due dates and times posted on the Course Calendar. **All late or incomplete homework will receive a zero (0).**

- Work schedules and “I forgot” are not valid excuses for late work.
- Do not wait until the last minute to complete assignments. Starting early will allow students to get timely assistance from their instructor and still meet deadlines.
- It is the student’s responsibility to have an alternate plan if their main computer system fails (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.).

- Computer hardware, software and/or Internet problems are not acceptable excuses for incomplete assignments.
- Completing homework assignments in a timely manner is an important part of the learning process. Students are expected to complete and submit all assignments by the due date and time listed on the course calendar.
- Instructors are not required to accept nor grade any assignment submitted late. Extensions are not possible.

Tests/Quizzes/Exams: There is no make up for quizzes, exams, or tests, except under documented circumstances such as hospital stay, doctor's excuse, police report, or military assignment.

- Students are expected to contact their instructor prior to any test/exam/quiz due date if they cannot meet the deadline. **Each situation will be analyzed on a case-by-case basis by your instructor.**
- Instructors are not required to accept nor grade any quiz, test, or exam submitted late or incomplete.
- Failure to submit timed tests/exams/quizzes before the timer runs out will result in a failing grade for that assessment and no extension or late submission will be possible.

Failure to attach files before submitting an assessment will result in a zero for that assignment and no redo will be allowed.

Classroom Etiquette:

On-campus student responsibilities:

- Be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk while the instructor is talking to the class or when a student is asking a question that pertains to the class.
- Do not "surf" the Web, check email or visit social networking sites during class, unless directed to do so by your instructor.
- Turn off cell phones, pagers, and texting devices. If you are anticipating an emergency contact during class, please speak with the instructor prior to class regarding the situation.
- The use of any cell phone or texting device during an exam will be presumed as cheating (refer to the cheating policy).

Online component student responsibilities:

- Be respectful of your instructor and fellow classmates at all times.
- All assignments are submitted via Canvas.
- All assignments must be submitted as attachments using the Canvas Assignment tool.
- No other form of submission – including email in or outside of Canvas – is accepted.
- Assignments not submitted using the Canvas Assignments tool will receive zeros automatically.

- It is the student's responsibility to make time to do their homework and to complete the homework before the deadline.
- It is the student's responsibility to ensure that they have access to a working computer system with a working Internet connection.
- It is the student's responsibility to ensure that their system supports Canvas and all software needed for this class.
- It is the student's responsibility to be sure to start the assignments with enough time to allow for technical difficulties and the need for assistance.

Grading Information:

Grading Scale:

900 - 1,000 points = A Superior Achievement
 800 - 899 points = B Above-Average Achievement
 700 - 799 points = C Average Achievement
 600 - 699 points = D Below-Average Achievement
 0 - 599 points = F Failing Work

Methods of Evaluation:

Each assignment will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation. This course employs a weighted grading system as laid out below.

Assignment Overview & Grade Breakdown:

Activity	Percentage
Discussions x5	20 Percent
Canvas Chapter Quiz x13	30 Percent
MyLab Simulations x12	30 Percent
Microsoft Excel project	10 Percent
Final Exam x1	10 Percent
Total	100 Percent

Course Calendar:

****Please note: All exercises and exams are due by **Sunday** at 11:59PM unless otherwise noted in the calendar below.****

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
1	8/24	8/30	Course Introduction Read the Course Syllabus "Introduce Yourself" Discussion Post and minimum two peer replies	"Start Here" Activities in Canvas "Introduce Yourself" Discussion Post (this is required for initial attendance verification. See the syllabus for details) in Canvas – Required MyLab MIS registration (see the instructions located in the "Start Here" module in Canvas) – Required
2	8/31	9/6	Chapter 1 - The Importance of MIS	Chapter 1 Video (in MyLab MIS) – Not calculated in course grade Chapter 1 Simulation (in MyLab MIS) – Required Chapter 1 Quiz (in Canvas) – Required
3	9/7	9/13	Chapter 2 - Business Processes, Information Systems, and Information	Chapter 2 Video (in MyLab MIS) – Not calculated in course grade Chapter 2 Simulation (in MyLab MIS) – Required Chapter 2 Quiz (in Canvas) – Required
4	9/14	9/20	Chapter 3 - Organizational Strategy, Information Systems, and Competitive Advantage	Chapter 3 Video (in MyLab MIS) – Not calculated in course grade Chapter 3 Simulation (in MyLab MIS) – Required Chapter 3 Quiz (in Canvas) – Required Discussion #1: Did You Know? (In Canvas) - Required
5	9/21	9/27	Chapter 4 - Hardware and Software	Chapter 4 Video (in MyLab MIS) – Not calculated in course grade Chapter 4 Simulation (in MyLab MIS) – Required Chapter 4 Quiz (in Canvas) – Required

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
6	9/28	10/4	Chapter Extension 4 - Introduction to Microsoft Excel 2016	Chapter Extension 4 Quiz (in Canvas) – Required Microsoft Excel Project (in Canvas) – Required
7	10/5	10/11	Chapter 5 - Database Processing	Chapter 5 Video (in MyLab MIS) – Not calculated in course grade Chapter 5 Simulation (in MyLab MIS) – Required Chapter 5 Quiz (in Canvas) – Required Discussion #2: The World is Flat (in Canvas) – Required
8	10/12	10/18	Chapter 6 - The Cloud	Chapter 6 Video (in MyLab MIS) – Not calculated in course grade Chapter 6 Simulation (in MyLab MIS) – Required Chapter 6 Quiz (in Canvas) – Required
9	10/19	10/25	Chapter 7 – Processes, Organizations and Information Systems	Chapter 7 Video (in MyLab MIS) – Not calculated in course grade Chapter 7 Simulation (in MyLab MIS) – Required Chapter 7 Quiz (in Canvas) – Required Discussion #3: Data- Ethical Use and Storage (in Canvas) – Required
10	10/6	11/1	Chapter 8 - Social Media Information Systems	Chapter 8 Video (in MyLab MIS) – Not calculated in course grade Chapter 8 Simulation (in MyLab MIS) – Required Chapter 8 Quiz (in Canvas) – Required
11	11/2	11/8	Chapter 9 - Business Intelligence Systems	Chapter 9 Video (in MyLab MIS) – Not calculated in course grade Chapter 9 Simulation (in MyLab MIS) – Required Chapter 9 Quiz (in Canvas) – Required Discussion #4: Setting Boundaries (in Canvas) – Required

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
12	11/9	11/15	Chapter 10 - Information Systems Security	Chapter 10 Video (in MyLab MIS) – Not calculated in course grade Chapter 10 Simulation (in MyLab MIS) – Required Chapter 10 Quiz (in Canvas) – Required
13	11/16	11/22	Chapter 11 - Information Systems Management	Chapter 11 Video (in MyLab MIS) – Not calculated in course grade Chapter 11 Simulation (in MyLab MIS) – Required Chapter 11 Quiz (in Canvas) – Required Discussion #5: Net Neutrality (in Canvas) – Required
Thanksgiving Break	11/23	11/29	Thanksgiving Break	No Work Due
14	11/30	12/6	Chapter 12 - Information Systems Development	Chapter 12 Video (in MyLab MIS) – Not calculated in course grade Chapter 12 Simulation (in MyLab MIS) – Required Chapter 12 Quiz (in Canvas) – Required
Exam Week	12/7	12/12	Final Exam (Short Week)	Final Exam (in Canvas) – See Canvas for time and date specifics – Required

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to the students.