



# SYLLABUS

**Course:** CIS 4350 – Management of Information Systems

**Meeting times:** Online

**Instructor:** Marco A. Villarreal

**Telephone:** 254-519-5475 (Office), 210-446-7171 (Cell)

**Office location:** FH 323H

**Office Hours:**

Monday & Wednesday 4:30 - 5:30

Tuesday & Thursday 3:00 - 4:00 p.m.

Also by appointment

**Department:** College of Business/CIS Department, FH 3.323

**Department Phone:** 254-519-5437

**Department Email:** [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu)

**Department Fax:** 254-501-5825

**Term:** Fall 2017

**Meeting location:** Online

**Email:** Use Canvas First  
[drmvillarreal@tamuct.edu](mailto:drmvillarreal@tamuct.edu)

**Class Website:** Canvas: <https://tamuct.instructure.com> For questions and technical support on using Canvas, please contact the Canvas help desk at: (254)519-5466 or (979)845-8300.

**Student-instructor interaction:**

My preference is to have contact with students via Canvas first, then e-mail. Urgent or complicated issues, feel free to call me or come by my office. (Try to avoid texting, if possible)

**911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## COURSE INFORMATION

**1.0 Course Overview and Description:**

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts stressed are systems development, security, privacy, and ethics associated.

*Note: This is a writing intensive course; meaning that at least 60% of a student's grade is from written exercises. A student that does not successfully complete these assignments cannot pass the course.*

**2.0 Course Objective:**

This course gives students a solid and detailed foundation in the principles of information systems through the most recent research, references, and examples in the field. Students will explore topics such as multimedia in today's business, application development for the iPhone, iPad, and similar devices, cloud computing, forecasting, and environmental design and green computing. Business-related examples of supply chain management (SCM) and customer relationship management (CRM) are provided as well. Finally, students will discuss communities and work structures, including how social networking sites, such as Facebook and Twitter, are assisting virtual teams and how companies are effectively using virtual organizational structures with mobile workers.

## 2.1 Student Learning Outcomes:

- Describe at least three (3) reasons how a computer system is an asset for a business.
- Describe at least two (2) ways that an information systems can affect the organizations of a business.
- Describe at least three (3) methods used for knowledge management
- Describe how project management techniques are employed to build information systems.
- Describe at least three (3) of the basic security issues affecting an information system
- Describe at least three (3) issues about managing an international information systems
- Describe the total cost of ownership issues for an information system and identify the three (3) major cost drivers.
- Describe at least three (3) issues of electronic commerce
- Describe one of the more popular methods of organizing an information system, and describe at least one (1) management strategy.
- Describe the different technology infrastructures – hardware, software, data, and networks
- Describe at least three (3) of the ethical and social impact of information systems
- Describe at least three (3) of the ethical responsibilities of information system managers.
- Describe at least two (2) types of information systems.

## 2.2 Competency Goals Statements (certification or standards)

None

## 3.0 Required Reading and Textbook(s):

Principles of Information Systems, 12th Edition  
Ralph M. Stair; George Reynolds  
Cengage Learning  
ISBN: 978-1-337-15531-1

*Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

**Supplemental Material:** The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

**Required Reading:** The student is expected to read and review all material presented in the assigned chapter prior to class.

## COURSE REQUIREMENTS

### 4.0 Course Requirements:

Students are required to successfully complete a self-introduction, 14 quizzes, 4 exams, a research paper proposal, a research paper – first draft, a research paper – final version, and a case study.

#### **Introduction Task**

Write a short biography and to explain what they hope to get from this class in the discussion board. Include a head and shoulder photo of yourself – professional style, not a selfie. Additionally, update your Blackboard profile and include a photo avatar (could be a selfie style if you like). (10 points)

#### **Quizzes and Exams**

Each of the 14 quizzes will cover the material from a single chapter, and contain 10 multiple-choice questions. Students may take the quizzes multiple times up until the due date for those chapters. Late submissions will be penalized 10% of grade per day late.

Each of the 3 of the 4 exams are 50 multiple choice and/or possibly short answer questions and will only cover the material in the last chapters covered since the last exam. There will be a Final Comprehensive Exam covering all chapters. The Final will be a 100 multiple choice and/or possibly short answer questions. If accepted, late submissions will be penalized 10% of grade per day late.

#### **Proposal**

Writing a term paper proposal (50 Points) requires a topic, a working title and a clear intention of the paper you are planning to write. The purpose of the proposal is to present a working title and detailed description of the paper so that an instructor can give corrections and adjustments for beginning the term paper. Doing enough prep work for the proposal will give you a clear and logical plan to getting started on writing a draft of your eventual final paper. Late submissions will be penalized 10% of grade per day late.

##### *Step 1*

Pick a topic that is familiar or of interest selected from an area covered in the course book. The topic must have a mixture of technology with business in organization.

##### *Step 2*

Write a brief description of the paper topic. Be sure to include the paper title even if it is a tentative one.

##### *Step 3*

Include in the proposal a topic framework of the various sections that the topic will cover.

For example: A proposal framework might include a 'Background' section about the topic, and a 'Purpose' section which covers the questions to be answered by the term paper. Additionally, a 'Results or Findings' section might also be appropriately included, describing how the paper would fulfill the questions. Include any other framework that might be appropriate.

#### *Step 4*

In addition to the topic description and framework, a 'Significance of the Paper' section must be included describing why the topic is important. Remember to be as brief as possible yet thorough because you are only providing an idea of what readers can expect to see in the upcoming draft.

The proposal topic description, framework, and significance should only be approximately one to two pages long (**single spaced**).

#### *Step 5*

Lastly, on its own page, include a minimal list of at least four (**4**) **peer-reviewed** journal article references that serve as the basis of your topic and to be included in your draft as well as the final version of the paper.

A rubric for grading the proposal can be found in Canvas.

### **First Draft of Paper / Final Version of Paper**

Each student is required to prepare a full draft of the term paper on the approved proposed topic. Submitting a paper without an approved proposal will result in a 0. There are no page limitations, but a decent term paper is typically a minimum of 12 pages of 'body' (approximate minimum is 2,000 words). However, Minimum Requirements = Minimum Grade). The term paper must be in **APA format**. Late submissions will be penalized 10% of grade per day late.

A rubric for grading the draft and paper can be found in Canvas.

APA format support is offered by the TAMUCT Writing Center.

<http://www.tamuct.edu/departments/academicsupport/tutoring-services.php>

Each student will submit a **full paper** twice. The student will submit the paper's **FIRST DRAFT** for preliminary grading (100 points). After the student has used the rubric feedback of the first draft to improve the paper, the student will then submit the **FINAL VERSION OF THE PAPER** for grading (200 points). Late submissions will be penalized 10% of grade per day late.

### **Case Study**

- Select a company that operates globally. Use the Internet and any other available sources to gather information on the company. Research the strategies the company is using to achieve a competitive advantage based on lessons from the textbook.
- Based on your research and course material, write a case study report paper **a)** describing the company, **b)** some of the possible benefits that the company might have gained by operating globally, **c)** the technology used to support a global position and **d)** the IT strategy used to gain market share and retention.
- Provide recommendations of the type(s) of technology, and methods by which the technology could support decision making.
- Also, describe any challenges that the company has faced or is currently facing as a result of operating in a global society.

- **\*\*The last section of the report should make suggestions on improving the company’s standings in various areas that you determined needs improvement base on the textbook. This section should include the rational of your recommendation.**
- **The report should be of executive meeting presentation quality. The "body" of the document (excluding title page, references, tables and figures) should be a minimum of 8-10 double spaced pages long and include at least 1 table, and at least 1 figure and any necessary references.**

**\*\*Critical**

Late submissions will be penalized 10% of grade per day late.  
A rubric for grading the Case Study can be found in Canvas.

## **5.0 Grading Criteria:**

<b>Required Activity</b>	<b>Quantity</b>	<b>Points</b>	<b>Total</b>
Introduction	1	10	10
Quizzes	14	10	140
Exams	3	100	300
Final – Comp.	1	100	100
Proposal	1	50	50
First Draft of Paper	1	100	100
Paper	1	200	200
Case Study	1	100	100
<b>Total</b>			<b>1,000</b>

<b>Point Range</b>	<b>Letter Grade</b>
1,000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

## **CALENDARS AND COURSE OUTLINE**

### **6.0 Complete Course Calendar:**

#### **Important Dates**

August 28, 2017 Monday First day of fall semester classes

August 28, 2017 Monday Add/Drop/Late Registration Begins

August 30, 2017 Wednesday Add/Drop/Late Registration Ends

September 4, 2017 Monday Labor Day – Holiday

September 13, 2017 Wednesday Last day to drop courses with no record (16-week classes)

October 6, 2017 Friday Deadline to submit graduation application for participation in the commencement ceremony

October 20, 2017 Friday Welcome Back Picnic

November 3, 2017 Friday Last day to drop a course with a “Q” or withdraw with a “W” (16-week classes)

November 10, 2017 Friday Veterans Day

November 23-24 November 23-24 Thanksgiving

December 6, 2017 Wednesday Last day to file for Degree Conferral (Registrar's Office)

December 8, 2017 Friday Restricted Student Activities period

December 15, 2017 Friday Last day to withdraw from the university

December 15, 2017 Friday Fall Term Ends

**Tentative Schedule\***

<b>Week</b>	<b>Date</b>	<b>Readings</b>	<b>Tasks Due by the end of the week</b>
1	8/28	Read the Syllabus Chapter 01 - An Introduction to Information Systems	Personal Introduction Discussion Board Ch1 Quiz
		Chapter 02 - Information Systems in Organizations	
2	9/4	Chapter 02 - Continued	Ch2 Quiz
		Chapter 03 - Hardware: Input, Processing, Output, and Storage Devices	
3	9/11	Chapter 03 - Continued	Ch3 Quiz
		Chapter 04 - Software: Systems and Application Software	
4	9/18	Chapter 04 - Continued	Ch4 Quiz
		Chapter 05 - Database Systems and Applications	
5	9/25	Chapter 05 - Continued	Ch5 Quiz Exam 1 Review
		Exam 1 Review (Ch. 1-5)	
6	10/2	Exam 1 (Ch. 1-5)	Exam 1 (Ch. 1-5) Paper Proposal Due
		Chapter 06 - Telecommunications and Networks	
7	10/9	Chapter 06 - Continued	Ch6 Quiz
		Chapter 07 - The Internet, Web, Intranets, and Extranets	
8	10/16	Chapter 07 - Continued	Ch7 Quiz
		Chapter 08 - Electronic and Mobile Commerce	
9	10/23	Chapter 08 - Continued	Ch8 Quiz
		Chapter 09 - Enterprise Systems	
10	10/30	Chapter 09 - Continued	Ch9 Quiz Ch10 Quiz Draft - Term Paper Due
		Chapter 10 - Information and Decision Support Systems	
11	11/6	Exam 2 Review (Ch. 6-10)	Exam 2 Review Exam 2 (Ch. 6-10)
		Exam 2 (Ch. 6-10)	
12	11/13	Chapter 11 - Knowledge Management and Specialized Information Systems	Ch11 Quiz
		Chapter 12 - Systems Development: Investigation and Analysis	
13	11/20	Chapter 12 - Continued	Ch12 Quiz
		Chapter 13 - Systems Design, Implementation, Maintenance, and Review	
14	11/27	Chapter 13 - Continued	Ch13 Quiz Ch14 Quiz
		Chapter 14 - The Personal and Social Impact of	

		Computers	Term Paper Due Case Study Due
15	12/4	Exam 3 Review (Ch. 11-14)	Exam 3 Review
		Exam 3 (Ch. 11-14)	Exam 3
16	12/11	Final Review Comprehensive	Final Review
		Comprehensive Final (Due 12/15/17)	Exam (Due 12/15/17) Semester Ends (12/15/17)
<b>*This syllabus and schedule are subject to change.</b>			

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### 7.0 Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### 8.0 Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### 9.0 Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831.

Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

## **10.0 Tutoring**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [lmDavis@tamuct.edu](mailto:lmDavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

## **11.0 The University Writing Center**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

## **12.0 Library Services**



The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

### **13.0 Any Instructor Policies Related to Absence, Grading, ETC**

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and possibly future assignments.
5. Instructor will not accept assignments after the last day of classes.