# MANAGEMENT INFORMATION SYSTEMS
## COURSE SYLLABUS & OUTLINE

| COURSE NUMBER: ACC361 | INSTRUCTOR: ALBERT KALIM |
|---|---|
| **Semester:** Spring 2022 | **Email:** albert.kalim@asbury.edu |
| **Class Time:** MW 11:00 – 11:50 A.M. F Online | **Phone:** (859) 806-5809 |
| **Office Hours:** By appointment | |

## COURSE REQUIREMENTS

**Course Prerequisite:** BU211

**Recommended Prerequisites:** ACC201, Excel Certification*

**Required Materials:**
- ❖ Text: Baltzan, Business Driven Technology, 7th edition, ISBN 9781259567322
- ❖ QuickBooks: Link and materials to be provided in Discovery (Cost: $5)
- ❖ Microsoft Basic Access Certification Course: GoSkills.com/coupon (Cost: $29 using ASBURYACCESS29)

*If you would like to be Excel certified, use GoSkills.com/coupon (Cost: $29 using ASBURYEXCEL29) to complete the Basic to Advanced Excel Certification. Estimated time to complete the certification is 8 – 16 hours.*

## COURSE DESCRIPTION & OBJECTIVES

**General Description:** Theory and design of information systems from a managerial perspective. This course provides an understanding of the role of information technology in business and how it can be used for competitive advantage. Topics include information technology (database, networks, etc.), developing applications, and managing with information (e.g. decision support systems and expert systems).

**Course Objectives & Aligned Assessments:**

| | Objective | Assessment |
|---|---|---|
| 1 | Explain the role of information systems in organizations. | Exams, Group Assignments, Final Paper |
| 2 | Demonstrate ability in modeling systems, data and processes (using Excel, Access and QuickBooks). | Technology Assignments, Access Certification |
| 3 | Query and extract data from structure data sources (using Access and QuickBooks). | Technology Assignments, Access Certification |
| 4 | Demonstrate an understanding of the role of integrated data and business intelligence in organizational strategy. | Exams, Group Assignments |
| 5 | Understand the difference between data, information and intelligence (or knowledge) and the effect of quality of information on decision-making. | Exams, Group Assignments |
| 6 | Evaluate the opportunities and risks associated with building a sustainable MIS infrastructure (i.e. cloud-based systems). | Group Assignments |
| 7 | Show an understanding of privacy and security. | Final Paper |
| 8 | Examine information systems from an ethical and biblical perspective, as well as Wesleyan's Quadrilateral (Scripture, tradition, reason, experience). | Final Paper |

## COURSE STRUCTURE, EXPECTATIONS & APPROACH

**Instructional Methods:** A variety of instructional methods will be used in this course. They will include but are not limited to lecture, discussion, in-class technology applications, and in-class activities.

**Classroom Expectations:**

❖ You are preparing to enter an environment that thrives on professionalism. As a result, policies in this class are designed to help you learn how to behave in a professional manner. ***Being dependable, prepared and respectful are three qualities that exhibit professionalism.***

❖ *Be Dependable*
  ▪ If you know that you will be late to class, try to let me know ahead of time.
  ▪ If you need to leave class early, let me know before class begins.
  ▪ If you miss or are going to miss a class, you are required to notify the professor via email.
  ▪ When working in groups, attend meetings, complete your work timely and communicate any delays with your group members.

❖ *Be Prepared*
  ▪ Students are required to bring their textbook and any additional reading material to each class.
  ▪ All assigned reading must be completed **prior** to class in accordance with the **Course Outline**.
  ▪ Complete assignments on time and in a professional format. **Submit your own work** (or your group's if applicable) and cite any resources that you have used to complete an assignment.
  ▪ Use of your Asbury e-mail account and Discovery is required for this course. Make sure that you check your e-mail *daily* for any announcements.
  ▪ Dress in accordance with Asbury's dress code for classroom attire. Wherever you work, there will be a dress code with which you must comply. https://www.asbury.edu/life/resources/handbook-community-life/lifestyle-standards/propriety/

❖ *Be Respectful*
  ▪ Do *NOT* talk when somebody else is talking. Clarifying a point or a small comment on occasion may not seem disruptive; however, having a conversation with your neighbor during class interrupts the learning process for others around you.
  ▪ No electronic devices other than laptops are permitted in the classroom. If you have a cell phone or other similar device that you carry around campus, it must be shut off during class time and out of sight.
  ▪ You are *NOT* permitted to play games on your calculator during class.
  ▪ Laptops are permitted for taking notes and accessing course materials *ONLY* in class.
  ▪ There may be times when everyone will not agree on what decision should be made. It is important to respect one another and allow the different points of view to be presented and supported by classmates that may hold a different position.

## COURSE REQUIREMENTS

**Class Participation & Quizzes:** Class discussion is vital to the overall learning process. Therefore, you are expected to attend and get actively involved in the learning process through class discussions, in-class exercises and answering questions. To adequately prepare for class, you are required to read the assigned textbook material prior to class. To ensure adequate preparation, three quizzes will be given on a random basis during the semester.

> *Fridays* – Our class will not meet physically on Fridays. Assignments to be completed on those dates include system related assignments (Access, Excel and QuickBooks), group assignments, exams, and research. Evidence of your attendance and participation on Fridays will be based on the submission of your work. In other words, if you do not participate in the Friday assignments, you will be considered absent and receive no participation points. Quizzes are worth 5% of your overall grade. Class participation is worth 10% of your overall grade.

**Exams:** There will be two online exams. Exams will cover material from the chapters, business plug-ins and lectures. The exams may include a combination of true/false, multiple choice, short essays and problem-solving questions. Exams are worth 20% of your overall grade and are weighted equally (10% each).

**Personal Reflection**: You will write a reflection paper (2-3 pages, double spaced, Times New Roman 12 pt) about a topic given in class. This reflection is worth 5% of your total grade.

**Group Assignments:** There will be five group assignments. Different groups will be assigned throughout the semester.

Each student must complete a group evaluation and submit the completed evaluation in accordance with the **Course Outline**. **Failure to complete the group evaluation will result in a 5% deduction from your overall group assignment grade.**

Each member of the group receives the same grade for each assignment. However, the professor reserves the right to reduce an individual's score if it is evident that he/she is not adequately contributing to the group's performance. Group assignments are worth 20% of your overall grade.

**Technology Assignments:** There will be technology assignments covering Excel, Access and QuickBooks. Each assignment detail will be provided in Discovery. Completed assignments must be submitted in Discovery in accordance with the **Course Outline**. Technology assignments are worth 25% of your overall grade.

**Access Certification:** Knowing how to work with a database is crucial in today's global economy. Although there are a variety of database tools, Microsoft Access is a very powerful tool that provides a framework for understanding relational data, querying, reporting and more.

This assignment is to be completed at your own pace during the first third of the semester (estimated time to complete the certification is 20 hours). **You must complete the Microsoft Access Basic certification course and pass the certification exam through GoSkills.com by Friday, March 25, 2022.** You will receive credit for completing the assignment once you have passed the certification exam with a minimum score of 80. You can take the certification exam as many times as needed. You are required to complete all of the videos and assignments in the GoSkills course in order to be certified. Submit a print-screen of your certification and score in the assignment in Discovery to provide evidence of your certification.

To access the course, go to GoSkills.com/coupon and enter the following code: ASBURYACCESS29. You must use this code to set up the course to ensure that your professor can verify your certification. It also provides you a discounted rate of $29 for a 12-month access. The Access certification assignment is worth 5% of your overall grade.

**Final Paper:** In lieu of a final exam, you are required to complete a final paper in which you will research the role of information technology within your professional area of interest, privacy and security, and ethics and information systems. This paper will also contain a biblical application based on your research. The details of this assignment will be provided in Discovery. The completed paper must be submitted in Discovery by the end of the designated exam time. This assignment is worth 15% of your overall grade.

## GRADING CRITERIA & ATTENDANCE POLICY

**Accessing Grades:** All grades will be posted in the gradebook in Discovery.

**Graded Course Activities:** Your grade will be based on the following.

| Activity/Assignment | Weight |
|---|---|
| **Class Participations (10%) & Quizzes (5%)** | 15% |
| **Exams (2 @ 10% each)** | 20% |
| **Personal Reflection (5%) & Group Assignments (20%)** | 25% |
| **Technology Assignments** | 20% |
| **Access Certification** | 5% |
| **Final Paper** | 15% |
| **Total** | **100%** |

*Any student found cheating on an exam or plagiarizing in an assignment will receive a zero for the assignment and disciplined in accordance with the Academic Integrity policy in the Asbury University Bulletin. Preparation assignments will not be accepted late. Other late assignments will be penalized 10% per day the assignment is late, unless otherwise noted by the professor.*

**Grading Scale:** Your course grade will be calculated using the following scale.

| Letter Grade | Percentage/Points |
|---|---|
| A | 94 – 100 |
| A- | 90 – 93 |
| B+ | 87 – 89 |
| B | 84 – 86 |
| B- | 80 – 83 |
| C+ | 77 – 79 |
| C | 74 – 76 |
| C- | 70 – 73 |
| D | 60 – 72 |
| F | < 60 |

**Attendance Policy:** Regular attendance and participation is expected. A reduction in final course evaluation points will be made for unexcused absences in excess of **two** (2).

If you miss or are going to miss a class, **you are required to notify the professor via email.** In order to receive an excused absence, you must provide an explanation for your absence that is accepted by the professor or an approved excuse from the Registrar's Office.

## COURSE OUTLINE *(Instructor reserves the right to change the syllabus as needed)*

| Date | Weekly Topic | Readings | Assignments |
|------|--------------|----------|-------------|
| 01-10 | Course Introduction | | |
| 01-12 | Intro. to I/S, Org. Strategy, & Business Basics | C1, C2, B1 | |
| 01-14 | Access Certification (Set-up & Get Started) | | Set-up Completed |
| 01-17 | MLK DAY (no class) | | |
| 01-19 | Hardware, Software, & Personal Productivity | B3, T1 | |
| 01-21 | Process Reengineering | C3, B2 | Personal Reflection Due |
| 01-24 | Strategic Initiatives | C4, C5 | |
| 01-26 | Decision Making in Organizations | C9 | |
| 01-28 | Group Case #1 | | Group Assignment #1 Due |
| 01-31 | SCM. CRM & ERP | C10, C11 | |
| 02-02 | SCM. CRM & ERP Continued | C12 | |
| 02-04 | EXAM I (C1 – 5, 9 – 12, B1 – 3, T1) | | |
| 02-07 | Basic Skills Using Excel | T2 | |
| 02-09 | Problem Solving Using Excel | T3 | Excel TA (Part 1) Due |
| 02-11 | Group Case #2 | | Group Assignment #2 Due |
| 02-14 | Decision Making using Excel | T4 | Excel TA (Part 2) Due |
| 02-16 | Exploring Business Intelligence | C6, C7, C8, B10 | |
| 02-18 | Excel Online | | Excel TA (Part 3) Due |
| 02-21 | Basic Skills Using Access | T5, T6 | |
| 02-23 | Problem Solving Using Access | T7 | Access TA (Part 1) Due |
| 02-25 | Networks & Telecommunications | B5 | Group Minutes Due |
| 02-28 | Decision Making Using Access | T8 | Access TA (Part 2) Due |
| 03-02 | Innovative Organizations & EBusiness | C13, C14 | |
| 03-04 | Access Certification & Online | | Access Cert. & TA (Final) Due |
| 03-07 | Collaborative Partnerships & Wireless Technology | C15, C16 | |
| 03-09 | Software Development & Tableau | C17, C18 | |
| 03-11 | EXAM II (C6 – 8, 13 – 18, B5, B10) | | |
| 03-14 | SPRING BREAK (no class) | | |
| 03-16 | SPRING BREAK (no class) | | |
| 03-18 | SPRING BREAK (no class) | | |
| 03-21 | Tableau & MIS Infrastructures | B4 | |
| 03-23 | Tableau & Sustainable MIS Infrastructure | B9 | |
| 03-25 | Group Case #3 | | Group Assignment #3 Due |
| 03-28 | QuickBooks Training | | |
| 03-30 | QuickBooks Training | | QuickBooks TA (Part 1) Due |
| 04-01 | QuickBooks Online | | QuickBooks TA (Part 2) Due |
| 04-04 | QuickBooks Training | | |
| 04-06 | Project Management & Outsourcing | C19 | QuickBooks TA (Part 3) Due |
| 04-08 | Group Case #4 | | Group Assignment #4 Due |
| 04-11 | Developing a 21st Century Organization | C20 | |
| 04-13 | Information Security | B6 | |
| 04-15 | GOOD FRIDAY (no class) | | |
| 04-18 | EASTER HOLIDAY (no class) | | |
| 04-20 | Ethics | B7 | |
| 04-22 | Group Case #5 | | Group Assignment #5 Due |
| 04-25 | Global Information Systems & Trends | B11, B12 | |
| 04-27 | Agile Organizations | | Group Evaluation Due |
| 04-29 | Final Paper Research | | Research Evidence |
| 05-05 | FINAL PAPER | | Submit in Discovery |

\* The textbook is structured into short chapters (C), Business Plug-ins (B) and Technology Plug-ins (T). Each is about 5-6 pages long. The readings listed in the **Course Outline** use the letters C, B or T for Chapters, Business Plug-ins and Technology Plug-ins, respectively. The Technology Plug-ins are only available **in Discovery**.