

About the Instructor

Contact information:

Jeff Robertson
(636)253-3365 – no text
robertsonjeff@umsl.edu
Office: ESH237



Virtual Office Hours: Tuesdays 7:00PM – 8:00 PM Central
In-Person Office Hours: By appointment only

Welcome

This course is an introduction to IS and its' business application. Over the next 16 weeks we will discuss the globalization of IS, information security and the ever-changing world of web-based commerce. We will also discuss the role of IS in an organization and some of the various roles within an IS team. I've been involved in the IS field for 25+ years and am anxious to hear your experiences with IS and sharing a few of mine with you.

Instructor Bio

I've been an instructor at UMSL since 2013, instructing this course plus Networking & Telecommunications. When I'm not teaching, I'm the IT Director for We Are Alexander, a marketing and packaging organization here in St. Louis. I'm a lifelong St. Louisan and a fan of the Cardinals I received both my graduate and undergraduate degrees from Saint Louis University and took multiple online courses, so I'm familiar with the challenges the online environment provides.

I've been involved in IS for quite some time both from a hands on and management perspective and I've enjoyed it immensely, so having the opportunity to share that accumulated knowledge in the prior classes I have taught is something I enjoy and I'm looking forward to with this class as well.

Teaching Philosophy

Most of the items we will come up against in this course are explained in this syllabus. If there is something logistically you don't understand, my first question will be to ask what it says in this syllabus. I'd recommend reading it through and becoming familiar.

This course will focus on the "how" to do things, with plenty of hand-on examples. My approach has always been to teach the steps necessary to arrive at an answer as much as getting the correct answer. I also understand that this may be technical, especially the functions in Excel, so please ask questions as they come up.

About this course:

Required texts: *Management Information Systems -Laudon, James – Fourteenth Edition – ISBN 9781323357637*

Note: *This course will use the MyMISLab portion through Pearson MyMISLab and Mastering in addition to the physical textbook. An online code will be needed to access some tests and assignments for this class. The physical textbook will be required for projects assigned in this course. You will need both the physical text book and the online access code.*

Other course materials: *As assigned by instructor*

Time Requirements:

If this course were offered on campus, you'd be in class 2.5 hours/week plus travel time. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each week **in addition to** the time it takes you to read the required materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of **6 hours every week** (up to 9-10 hours a week) on activities related to this course. If you are worried about your preparedness, consider taking the Online Readiness Survey to help decide if an online course is right for you.

Technology Requirements:

As a student in an online course, you are expected to have reliable internet access almost every day. If you have computing problems, it is your responsibility to address these or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers (Apple Safari, Internet Explorer, Google Chrome, Mozilla Firefox)
3. Ability to navigate MyGateway (Blackboard Learning Management System)
4. Ability to navigate MyMISLab
5. Minimum Processor Speed of 2 GHz or higher recommended.
6. DSL or Cable Internet connection or a connection speed no less than 6 Mbps.
7. Media player such as VLC Media Player.
8. Adobe Flash player (free): <http://get.adobe.com/flashplayer/>
9. Adobe Reader or alternative PDF reader (free): <http://get.adobe.com/reader/?promoid=HRZAC>
10. Oracle Java plugin (free): <http://java.com/en/download/index.jsp>
11. Microsoft Silverlight plugin (free): <http://www.microsoft.com/getsilverlight>
12. A webcam and/or microphone is **highly recommended**.

Course Description:

- This course covers concepts of information systems as they relate to business functions, including e-commerce, telecommunications, systems analysis and design, ethics of information system design and use, information security, foundations of database systems and integrated business information systems. Students will also gain valuable strategies for career development, contact management, and networking.
- Course will include work in Excel using the following functions/tools:
 - a. SUM
 - b. AVERAGE
 - c. MIN
 - d. MAX
 - e. COUNTIF
 - f. SUMIF
 - g. IF
 - h. VLOOKUP
 - i. Database Functions
 - j. Pivot Tables
 - k. Charts
- There will be 4 case study/projects throughout the course building on the concepts taught with that module

Goals of the Course:

At the successful completion of this course, students will:

1. Gain understanding of the challenges confronting the management of information systems
2. Explain the analysis, design and implementation of information systems
3. Describe the importance of telecommunications and mobile computing
4. Define e-commerce
5. Discuss legal, ethical, privacy and security issues relating to information systems
6. Expand communication and networking skills
7. Describe problem solving using application software

How to Succeed in This Course

Each module will consist of one chapter from the text, a video of the lecture for that chapter and a quiz over the material in that chapter. There will also be video recordings of various Excel topics that apply to the project we are working on. I would recommend following the items in each module step by step, reading, then watching the videos, followed by working on the project assignment and finally the quiz over the material.

Instructional Technology:

The following tools will support the instructional strategies for this course:

- Blackboard
- PowerPoint
- Google Hangouts

- Microsoft Excel

If this is your first online course, it is recommended that you complete the [Online Course Orientation](#) listed in your MyGateway course list. If you've already completed the orientation, you do not have to retake it but you can refer to it for helpful videos and tutorials about the technologies used in this course.

Assessment/Grading

Grade Composition:

The course will be based on 1000 points total. The point distribution breaks down as follows:

TOPIC	POINTS
Projects	450
In-term Exam	200
Final Exam	200
Quizzes/Assignment/Discussions	150
Total	1000

At the instructor's discretion, there may be additional extra credit assignments made throughout the semester

Grading Scale: The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

A = 4.0	B- = 2.7	D+ = 1.3	EX = Excused
A- = 3.7	C+ = 2.3	D = 1.0	DL = Delayed
B+ = 3.3	C = 2.0	D- = 0.7	FN = Failure/Non
B = 3.0	C- = 1.7	F = 0	Participation

Feedback and Grading Timeline:

Grades for projects and exams will be posted within 1 week following the due date under normal circumstances. You can find grade in the My Grades button on MyGateway. Quiz grades will be available upon completion. If there is a rubric attached to the assignment or discussion board, you can click your score to see my personal feedback on the rubric.

Course Schedule (subject to modification)

Module #/Name	Dates	Readings	Assignments	Discussions	Assessments
1) Global E-business	1/17/17 – 1/29/17	Chapter 2	Chapter Warmup Assignment 1 <i>10 points</i>	Introduction	Quiz 1
2) Business Intelligence & Databases	1/30/17 – 2/12/17	Chapter 6	Chapter Warmup Milligan Project <i>50 points</i>		Quiz 2
3) Information Security	2/13/17 – 2/26/17	Chapter 8	Chapter Warmup Piedmont Project <i>50 points</i>	Security Discussion	Quiz 3
4) Enterprise Applications	2/27/17 – 3/12/17	Chapter 9	Chapter Warmup		Quiz 4 In-term Exam <i>200 points</i>
5) E-commerce	3/13/17 – 3/26/17	Chapter 10	Chapter Warmup Francisco Lawn Equipment Project <i>100 points</i>		Quiz 5
6) Java Script	3/27/17 – 4/16/17	Online Resources	Java Programming Project		Quiz 6
7) Application Development	4/17/17 – 4/30/17	Chapter 13	Chapter Warmup Klein Technology Seminars Project <i>200 points</i>		Quiz 7
8) Final Exam	5/1/17 – 5/10/17			Reflection Discussion	Final Exam <i>200 points</i>

SEE INDIVIDUAL ASSIGNMENTS FOR POINT VALUES AND DUE DATES

Course Policies

1. Participation (expectations)

- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- I will not respond to each post but will be monitoring each discussion.
- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and assignment.
- If you are unable to participate in the scheduled class activity or discussions you must notify the instructor within the week of that class module or discussion. **An unexcused failure to engage or participate with the class will be counted as an absence; unexcused absences may result in failure.** The instructor reserves the right to make judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

2. Attendance Policies

- Present in class for online courses is determined by participation in an “academically related activity,” i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

3. Online Discussion Protocol

- Participation in the course should maintain a positive work and learning environment, as outlined in the Triton Manual.
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper “netiquette”.

4. Academic Integrity/Plagiarism

- You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University's Campus Policies and Procedures in the [Triton Manual](#) (p. 30)
- Academic dishonesty is a serious offense that may lead to probation, suspension, or [dismissal from the University](#). One form of academic dishonesty is plagiarism – the use of an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by copying information from another student. **Plagiarism and cheating are not acceptable.**
- Academic dishonesty will be reported to the Office of Academic Affairs for possible action. The instructor will make an academic judgment about the student's grade on that work and in that course. The campus process regarding academic dishonesty is [described in the "Policies" section of the Academic Affairs website](#)
 - A. Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University, per the [UMSL academic dishonesty policy](#).
 - B. Students are responsible for being attentive to and observant of campus policies about academic honesty as stated in the [University's Student Conduct Code](#).
 - C. To avoid accusations of academic dishonesty, please submit all written work to the Turnitin System before finalizing what you submit for evaluation. Check information about The Writing Center @UMSL that is linked to MyGateway Home.

5. Title IX Policies

In adherence to the policies of Title IX and to promote a safe and secure educational environment, it is strongly recommended statements similar to those below be added to your course syllabus:

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

Student Resources

Access, Disability and Communication

Students who have a health condition or disability, which may require accommodations in order to participate effectively in this course, should contact the **Disability Access Services Office**. Information about your disability is confidential.

- 144 Millennium Student Center
 - Phone: (314) 516-6554
 - Email: linder@umsl.edu
 - Web: <http://www.umsl.edu/services/disability>
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If you have difficulty communicating in English with the instructor of this course, contact the **Office of International Students and Scholar Services**:

- Phone: (314) 516-5229
 - Email: iss@umsl.edu
 - Web: <http://www.umsl.edu/~intelstu/contact.html>
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Technical Support

GOAL Office: The GOAL was created to provide centralized direction and support to online and reentering adult students seeking degree completion at the University of Missouri-St. Louis (UMSL). Whether you are returning to school to complete an undergraduate degree started long ago or you desire to earn a Ph.D., we are here to guide you to completion. The GOAL staff will support and guide you, providing access to valuable resources. You may choose to continue your education in an online environment, traditional courses or blended opportunities. We are here to see you achieve academic success.

- Phone: (314) 516-4211
- Email: wilkek@umsl.edu
- Web: <http://www.umsl.edu/goal>

My Gateway (Blackboard): If you have problems logging into your online course, or an issue within the course site, please contact the **Technology Support Center**:

- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Web: <http://www.umsl.edu/technology/tsc/>

If you are having difficulty with a technology tool in MyGateway (wiki, voicethread, Kaltura, etc.) consider visiting the **Online Course Orientation** in your [MyGateway course list](#). The orientation has overviews of each tool and tutorials on how to use them.

Blackboard Collaborate: If you have any questions regarding Collaborate, contact the Faculty Resource Center:

- Phone: (314) 516-6704
- Email: frc@umsl.edu
- Web: <http://www.umsl.edu/technology/frc/>

Outside normal office hours, you may also contact Collaborate for 24/7 assistance:

- Phone: (877) 382-2293
- Chat: <http://support.blackboardcollaborate.com>

VoiceThread

- Online Form: <https://voicethread.com/support/contact/>
- Web: <https://voicethread.com/support/howto/Basics/>

Academic Support

The Online Writing Center: At our My Gateway site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- Visit the online Writing Lab page on MyGateway to submit drafts online.
- We try to respond within 48 hours, but it may take longer, so allow ample time.

NetTutor: Online tutoring in many subjects is now available through NetTutor. In your courses on MyGateway, click on Tools and select NetTutor® to log in.

GOAL Mentors: This course may be assigned a GOAL Mentor who will be able to assist with technology issues and answer non-content questions regarding online courses.

Student Retention Services offers assistance tailored to specific student needs.

- 225 Millennium Student Center
- Phone: (314) 516-5300
- Email: umslsrs@umsl.edu
- Web: <http://www.umsl.edu/~umslsrs/>

****Online Class Netiquette/behavior**

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.
- **Use effective communication.**
 - Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc).
 - Be polite, understate rather than overstate your point, and use positive language.
 - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.
- **Ask for clarification** to a point if you feel emotional from a classmate's post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.
- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.
- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.