

# KSU Distinguished Course Repository

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## Information Systems Management

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**IS 3100 – Information Systems Management  
Syllabus – Fall 2021**

Instructor: Dr. Ali  
Office: BB 452  
Phone: (470) 578-6042  
E-mail: **Via the course's portal on D2L**

Day/time: **Online**  
Office meetings: **By appointment only (via MS Teams video).**

**Please do not email my kennesaw.edu account unless D2L is down.**

**Note:**

If an IS 3100 student has a disability or needs special attention, he/she is strongly encouraged to inform Dr. Ali.

**Note:**

*Please note that Dr. Ali reserves the right to change this syllabus and the course's plan as he deems appropriate to make it more beneficial to the IS 2200 participating students.*

**Important dates:**

- **Monday, August 16<sup>th</sup>, 2021:** First day of class
- **Sunday, October 17<sup>th</sup>, 2021:** Midterm exam due.
- **Thursday, October 21<sup>st</sup>, 2021:** Last day to withdraw without academic penalty.
- **Sunday, December 12<sup>th</sup>, 2021:** Final exam due.
- **Thursday, December 16, 2021:** Final grades due to the Registrar's Office.

**Course Delivery**

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

**COVID-19 illness**

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell



COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](#).

### **Face Coverings**

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

### **PREREQUISITES**

IS 2200 – Information Systems and Communication

### **CATALOG DESCRIPTION**

IS 3100 illustrates the variety of applications for, and benefits from, computer-based information systems in business. Examines technical, process, people, and organizational issues in information systems planning, development, operation and control

### **REQUIRED TEXTBOOK AND MATERIALS**

Using MIS, 2019/11e (David M. Kroenke, Randall J. Boyle), Publisher: Pearson

### **Day One Access**

IS 3100 is part of a textbook program called Day One Access. The week before classes begin, you should receive an e-mail from KSU University Stores with instructions on how to access the course content (please check your junk folder if not in your inbox). The purpose of Day

One Access is to ensure that you have access to the digital course materials on or before the first day of class at a highly competitive rate. Everyone enrolled in the course will automatically have access to the digital course materials through August 21, 2021. Those who have not opted-out or dropped the class by August 21st, will receive a charge from the bookstore on their OwlExpress student account the following week.

You have the ability to Opt-Out via the link in the email sent to you by University Stores. Once you opt out, you will immediately receive a confirmation email. If you do not receive this email, you did not successfully opt out. If, after multiple tries, you are unable to successfully opt out via the link, please email [dayone@kennesaw.edu](mailto:dayone@kennesaw.edu) prior to the opt-out deadline and request to be manually opted out. You must include your name, student ID number, and the course info. Emails sent after the deadline will not be acknowledged.

You should also login and register your materials via the link in D2L by Sunday, August 30<sup>th</sup>. If you do not do register by this date, you may temporarily lose access and an access code may be requested despite not having opted out. If this happens, please

email [dayone@kennesaw.edu](mailto:dayone@kennesaw.edu). (DO NOT purchase an access code if this happens, as you will not be refunded. Please wait for a response to your email.)

If you would like to know more about Day One Access, please visit [https://ksustore.kennesaw.edu/textbooks/day\\_one\\_access.php](https://ksustore.kennesaw.edu/textbooks/day_one_access.php).

If you would like to know if a loose-leaf copy of the textbook is available or have any other questions or concerns, please email [dayone@kennesaw.edu](mailto:dayone@kennesaw.edu).



**Other requirements:**





- A tested student account (NetID) to access D2L and e-mail.
- A computer\*
- High speed Internet access\*
- Microsoft Office suite\*
- A microphone
- A camera for the exams and Group presentation.

**COURSE DESCRIPTION**

The course teaches sound, proven IT management basics and describes processes and procedures for applying them. A "best practices" approach with practical real-world application, as illustrated with case studies, is emphasized. Topics covered include management of strategic IT; resource allocation, planning, and evaluation; contemporary hardware, software, and telecommunications architectures; managing systems development; operations management; change management; measuring and tracking quality; human resource issues; and current industry trends and issues.

The following diagram shows the main types of knowledge you will learn in this course, and the chapters that they are discussed in. The diagram is divided in three parts: *Why* you need to learn the material in the course; *What* you need to know about to be a successful business professional; and *How* management information systems are developed in organizations.

	<ul style="list-style-type: none"> <li>• Students investigate the problems and opportunities created by new technologies.</li> <li>• Students investigate innovative applications of technology in business practices.</li> </ul> <p><b>Critical Thinking</b></p>
	<ul style="list-style-type: none"> <li>• Students analyze scenarios and articulate positions on various ethical issues regarding information systems and the Internet.</li> </ul> <p style="text-align: right;"><b>Ethics</b></p>

	<ul style="list-style-type: none"> <li>• Students learn how teams form and perform effectively.</li> <li>• Students assess their effectiveness as a team.</li> <li>• Students work in teams or as a class to complete part of the course work.</li> </ul> <p style="text-align: right;"><b>• Interaction</b></p>
	<ul style="list-style-type: none"> <li>• Students analyze the impact of external forces on the success of an information technology development project.</li> </ul> <p style="text-align: right;"><b>Perspective</b></p>
	<ul style="list-style-type: none"> <li>• Students explore the process and resources needed to develop an information system.</li> </ul> <p style="text-align: right;"><b>Resource Management</b></p>
	<ul style="list-style-type: none"> <li>• Students are required to use advanced capabilities in Microsoft Office products as well as in search engines.</li> <li>• Students create multi-media documents.</li> </ul> <p style="text-align: right;"><b>Technology</b></p>

### **LEARNING OBJECTIVES**

Upon successful completion of IS 3100, each student will:

- Develop and explain a perspective of IT as an asset to be developed and protected.
- Identify techniques for designing and managing business-IT alignment.
- Apply “best practices” techniques for process and resource management.
- Develop the planning and evaluation process for adopting new technologies.
- Explain the importance of IT metrics and identify commonly used ones.
- Illustrate techniques for assessing the business value of IT, including Critical Success Factors analysis.
- Assess data quality, address quality issues, apply quality control techniques.
- List and describe the challenges of managing global IT.
- Detail the role and responsibilities of the CIO and other IT managers, including ethics.
- To know how to use information systems to solve problems and make better decisions in business.
- To improve problem solving skills
- To become a better business professional in the context of management information systems

### **Course Policies**

The course’s policies adhere to the policies defined by Kennesaw State University’s rules and regulations. Any cheating which may include sharing assignments, exams, or copying and

pasting information from the various components of the Internet will not be tolerated and will result in a student's failing grade. **I make it a policy of any courses I teach – including this IS 3100 course -- will not copy and paste even one sentence from the Internet. I consider this binding to students who wish to enroll in my courses.**

Please read the University's policies below and refer to your Student's Handbook for other policies.

## **University Policies**

### Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

### Disruption of Campus Life Statement

It is the purpose of the institution to provide a campus environment, which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

## II. Academic Honesty

The high quality of education at Kennesaw State University is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the University's grades and degrees depend upon it. Any student found guilty of an infraction of a regulation for academic honesty shall be suspended for at least one semester unless evidence is provided to convince the court that substantial mitigating circumstances existed in that student's offense. The following regulations are designed to assist students in developing appropriate standards and attitudes with respect to academic honesty. To this end,

the regulations protect students against infractions that may compromise the validity of their degree or place them at an undue disadvantage with respect to the equity of their grades.

#### A. Plagiarism and Cheating

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

#### B. Translated Examples of Academic Dishonesty Covered Under the Student Code of Conduct

1. All graded work is to be performed by the individual, unless otherwise specified as a group project. Work submitted that is not representative of individual effort is prohibited and considered a violation of the code of conduct. This includes the shared use of electronic files.
2. Use of any electronic file not specifically made available to the individual in the currently enrolled course is prohibited and considered a violation of the code of conduct.

In a credit-generating course where class attendance/participation is tied directly to a grading structure or point system, misrepresentation of attendance/participation is considered a violation of the code of conduct.

#### **Communication in IS 3100:**

- All course-relevant information is on D2L. Please review that material before posting a question to the Discussion Board; you may find your answer within the material.
- **The Discussion Board will be used the main channel of communication in this course.**
- All students are responsible for reading all Discussion Board posts and email messages to stay abreast of the course.
- Students are encouraged to use the Discussion Board in D2L for any course-relevant questions or concerns. Students will benefit from the group interaction especially in an online course.
- Dr. Ali will be checking the Discussion Board regularly and will respond accordingly.
- Please do not use the Discussion Board for sharing any complaints or grievances. That is disruptive to the class and will result in disciplinary actions.

- Please seek to solve problems and not complicate them. Together, we will be able to resolve any issues.
- **E-mail to Dr. Ali should be limited to private matters.** Please do not use email to ask questions about assignments.
- Any questions about assignments and missed course material should be posted to the Discussion Board to benefit everyone.
- Students are responsible for any missed material or activities; please do not contact Dr. Ali for information about missed classes, material, or activities.
- **I will respond to emails and posts in 24 hours on Monday through Friday (8 AM – 5 PM).**
- **I am not able to respond to emails and posts on Saturdays and Sundays (except for the first and last weekends of the term).**

**Assignments information and policy:**

- **The student is strongly encouraged to ask questions about assignments; no need for making assumptions. That is an important skill for a student to develop and master.**
- Assignment deadlines are final. **Late assignments will not be accepted under any circumstances.**
- The student has one single attempt at each assignment. There is not a make-up for any of the assignments.
- All assignments must be submitted through D2L under their respective threads under the **Assignments** tab.
- Assignments submitted via email will not be credited even if they are sent before their deadlines.
- **The course does not allow for online tutoring. You should not send your documents to Dr. Ali for review before submittal. If you need help, I am happy to meet with you.**
- **If the student submits the wrong file,** no credit will be given. No re-send will be accepted.
- **If the student submits a file that I cannot open, no credit will be given.** No re-send will be accepted.



- **If the student submits the file under another assignment's thread, even before the deadline**, no credit will be given. No re-send will be accepted.
- Every assignment except for the midterm and final exam will have a rubric with it. IS 3100 students should use these rubrics as guidelines to ensure that their assignments have included all requirements before submittal.
- The student is responsible for asking any questions about the rubric.
- **The students are responsible for any technical difficulties at their end. Technical difficulties cannot be used as a reason for missed assignments.**
- Assignments will be graded within two weeks from their submittal dates.
- The student will have **only one week** after the grade has been posted to **discuss that grade**. Otherwise, the instructor will not engage in any discussion under any circumstances.

**Note:**

**Please DO NOT** wait until a few minutes before the assignment is due to submit. The upload may take a few minutes and your computer's internal clock may not be set exactly to D2L's internal clock.

**\*\*\* D2L displays a confirmation page after assignment submission.**

**\*\*\* ALWAYS save the assignment submission confirmation message!**

**Exams:**

- We will have two exams: Midterm and Final.
- The exams in this course will be using Respondus Lockdown browser and Monitor (camera).
- Exams are individual efforts. **Any exam collaboration between two or more students will result in failing grades for all parties.**
- Exams are strictly timed. **Exams will not submit if the time expires.**
- The student is responsible for answering and saving every answering. **The system will not save the answers automatically.**
- **The students are responsible for any technical difficulties at their end. Technical difficulties cannot be used as a reason for missed exams.**

- The student will have **only one week** after the exam grade has been posted to discuss that grade. Otherwise, the instructor will not engage in any discussion under any circumstances.
- Quizzes are for practice only. They do not count toward the course's grade.

Note:

**There is not and will not be any extra credit opportunity in this course.**

### **GRADING**

Your grade will be determined as follows:

Biography/Quiz/Contact information = 50 points

Weekly Discussion Posts = 100

Two Case Reports = 200 points

Two Excel Tasks = 200 points

Access Task = 100 points

3D Printing Task = 100 points

Midterm exam = 150 points

Final exam = 150 points

Group project = 200 points

Total points = 1,250

### **Letter grades based on percentage:**

<b>Percentage</b>	<b>Letter Grade</b>
90% – 100%	A
80% – 89.99999%	B
70% – 79.99999%	C
60% – 69.99999%	D
59% – below	F

### **Assignments:**

#### **Biography/Quiz/Contact information (50 points)**

This task requires you to: 1) Take the Course Orientation Quiz on the Dropbox page on D2L; 2) Send me a private email to include your contact information; and 3) post a brief biography with photo to introduce yourself to me and to your classmates. This assignment is the first Weekly Discussion task.

#### **Weekly Discussion (100 points)**

In selected weeks, a new discussion thread will be posted that will require the IS 3100 students to respond and discuss a relevant subject. As a discussion-oriented class, preparation and participation are essential elements of the learning environment. More importantly, this provides a mechanism to share your work experience as well as practice by orally presenting your position. The following are the kinds of things that I look for in evaluating the students' participation:

- Good ideas that are well presented,
- Analysis supported by relevant facts and information,
- Analysis supported by experience,
- Analysis supported by readings or lectures,
- Analysis supported by use of external sources (Journals, books, Web, etc.)
- Ties to previous discussion contributions,
- Building on comments of others,
- Constructive disagreement, and
- Respect for and acknowledgment of others' contributions.
- **Follow-up posts will not count if the student does not respond to the initial discussion task posted by Dr. Ali.**

In all cases, the responses must be relevant, correct, and thoughtful; one-line responses such as "I agree", or "good job!" or "...your post is very organized..." do not count. **Dr. Ali will be the judge of the quality of the response and deciding the grade.**

### **3D Printing Task (100 points)**

The 3100 is required to design and print a 3D object of personal brand. She/he is required to complete a short questionnaire about the experience. A picture of the printed object and a proof of completing the questionnaire will be the deliverables.

### **Two Case Reports (100 points each)**

The IS 3100 students will be responsible for a business cases report. The case will be assigned in advance. The case will be from the course's textbook. The report will be single-spaced document of 2-4 pages. The grading of the report will be based upon the quality of your analysis. **Merely restating case facts will result in a low grade.** Write your brief from the perspective of a consultant to the company or a manager in the company who is being paid to analyze the company's situation and make a set of recommendations. Please do your report per the assignment's rubric.

### **Two Excel task (100 points each)**

The IS 3100 student is responsible for completing an Excel task that will provide a solution for a business problem. This Excel task assumes that the IS 3100 student has a good foundation of Excel's basic skills. The task may be based on advanced features in Excel which may include:

- Data analysis tools such as pivot tables, look-up tables, and Scenario Manager;
- Data integration such as with importing and exporting data from and to other applications; and
- Macros and use of integrated functions.

### **Access task (100 points)**

This task will require the IS 3100 student to design and build an Access database that will include most of the basic objects, create relationships, and data entry and reporting possibilities.

**Exams (300 points):**

There are two exams in IS 3100, a midterm (150 points) and a final exam (150 points). The exams will be a combination of multiple choice and short essay questions.

Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution of comments in the weekly discussion. The objective of this assignment is to generate a student interaction similar to that in the traditional classroom.

**Group Project (200 points)**

The objective of the Group Project is to help the IS 3100 student learn about and realize the role of information systems in giving an organization competitive advantage.

The deliverables of this group task include:

1. A project proposal (25 points);
2. A group presentation (50 points) using PowerPoint and MS Teams (**audio and video**); and
3. A group report (125 points)

The presentation will be a summary of the research report. The presentation must include narration of the subject matter; **all group members are expected to speak beyond reading the slides**. The report will discuss your respective subjects (more on this will be shared on D2L).

**A note on group work:** You will be allowed to select your own teams. You will also be responsible for managing the work practices of your team. At the end of the semester, students will have to evaluate the contribution and performance of their fellow team members. Failure to contribute

**Group Project Grading** – This is a group task that requires every member's cooperation. The grade for each individual member will be based on his/her peer-evaluation.

**Peer Evaluations:**

**Peer evaluations are helpful in attaining grade fairness. In order to be fair and allot points according to effort, each student must complete the peer evaluation. Peer evaluations are mandatory. They will remain confidential.**

**After the group project deliverables are graded, the grade will be posted. Then, the grade will be visited for each student member in the group. Your individual grade will possibly vary based on the feedback of the other group members. I cannot think of a fairer way to assign grade for the work.**

Please note the following:

1. The Group Project is a group activity; no individual work will be accepted regardless of the situation.
2. It is the student's responsibility to enroll in a group (I will have the groups link created on

D2L after the Midterm).

3. Each group can consist of a maximum of five (5) members.
4. There will be peer evaluations to determine your contributions to the Project.
5. Your grade will depend on the feedback from the rest of the group members. That is the fairest method I can use.
6. It is up to the group to decide how to meet and discuss the project. Each group must select/elect/assign a leader.
7. That leader will be my only contact point to the group.

**Note:**

Questions and inquiries are important to completing this task. I expect many requests for clarifications during this project. Please post those to the Discussion Board.

**A note on the PowerPoint Slides:** I have posted the PowerPoint slides provided by the book publisher on D2L. You may use these slides to guide your reading for the course, but they are only reviews of the chapters. The students are responsible for all chapters' details.