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BMIS 270.50: MIS Foundations for Business

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Course Syllabus: BMIS 270 MIS Foundations for Business
University of Montana
School of Business Administration

Course Information:

Section 50 Online Version of BMIS 270
Meeting Dates: None
Credits: 3
Grading Mode: Traditional Letter Grade
Plus/Minus Grading: Yes
Pre-requisite: None
Final Exam: None

Professor information:

Dr. Cameron Lawrence
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Mission Statement and Assurance of Learning

The University of Montana's School of Business Administration is a collegial learning community dedicated to the teaching, exploration, and application of the knowledge and skills necessary to succeed in a competitive marketplace. As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted the following learning goals for our undergraduate students:

Learning Goal 1: SoBA graduates will possess fundamental business knowledge.

Learning Goal 2: SoBA graduates will be able to integrate business knowledge.

Learning Goal 3: SoBA graduates will be effective communicators.

Learning Goal 4: SoBA graduates will possess problem solving skills.

Learning Goal 5: SoBA graduates will have an ethical awareness.

Learning Goal 6: SoBA graduates will be proficient users of technology.

Learning Goal 7: SoBA graduates will understand the global business environment in which they operate.

Course Description:

The field of Management Information Systems (MIS) is an exciting academic discipline that is integral to all business activities. This course is designed to introduce students to MIS and examine how these powerful systems have fundamentally reshaped modern organizations, as well as our society. Throughout the semester we will draw upon influential writings in the MIS field, including the works of Tom Friedman, Chris Anderson, Andrew Bloom, Tyler Cowen and Paul Ford. The aim of the curated readings is to help students refine and enhance their own thoughts on some of the most significant business and technological issues of our time. In addition, students will gain hands on experience with various technologies through the three course projects. As a result, students will be exposed to a multitude of powerful ideas from the field of MIS, along with the opportunity to enhance their skills with basic business tools that serve as the foundation for creating and

disseminating knowledge in the 21st century.

Required Materials:

This course does not use a textbook. Instead all course material is provided to the students and can be accessed through Moodle.

Computing Resources:

Since this is an online class you must have consistent access to a computer as well as a reliable high speed internet connection. Most of the technical tools that are required are simple web applications that will be discussed later in the course. However, the Video Project, which is the final project in the class, will require you to have the ability to record and edit videos. The capturing of video can be accomplished through common technologies such as a cell phone, digital cameras, or a video camera. If you do not have access to such technologies, make arrangements to borrow one from friends or family. In addition, you will need software to edit your video and applications such as Apple's iMovie or Microsoft MovieMaker will easily do the trick. You are welcome to use whatever video editing application with which you are most comfortable.

Office Hours:

Since this is an online course I do not hold traditional office hours. However, I am available through email and can also set up Skype calls by appointment.

Course Grading:

Student performance will be measured along three (3) distinct achievement criteria, broken down as follows:

Quizzes:

test	Topic	% of course grade
Quiz 1	Course introduction	1%
Quiz 2	Globalization	5%
Quiz 3	The New Industrial Revolution	5%
Quiz 4	Understanding Infrastructure	5%
Quiz 5	Security and Privacy in the Digital Age	5%
Quiz 6	What is code?	9%
Quiz 7	Careers	5%
	Total Quizzes	35%

***** The course introduction quiz must be completed on time to advance to the Globalization section of the class. Failure to complete the discussion with at least a 'C' will prevent you from moving on in the class.**

Discussions Forums:

	Topic	% of course grade
Discussion 1	Course introduction	1%
Discussion 2	Globalization	5%
Discussion 3	The New Industrial Revolution	5%

Discussion 4	Infrastructure	5%
Discussion 5	Security and Privacy in the Digital Age	5%
Discussion 6	What is code?	5%
Discussion 7	Careers	9%
	Total Discussions	35%

***** The course introduction discussion must be completed on time to advance to the Globalization discussion. Failure to complete the discussion with at least a 'C' will prevent you from moving on in the class.**

Projects:

	Topic	% of course grade
Project 1	Web Design Project	10%
Project 2	An Introduction to JavaScript	10%
Project 3	Video Project	10%
	Total Projects	30%

Descriptions of graded activities:

Quizzes:

Seven quizzes will be given throughout the semester. The quizzes will cover assigned readings and videos. The quizzes are intended to ensure you have a good understanding of the material. Quizzes are a combination of multiple choice and True/False questions. The quizzes will be open during a 12 hour time frame and you will have a limited time to complete each quiz. The time limit for each quiz will be announced prior to the quiz becoming available. Quizzes will become available on Mondays at noon and will close at midnight. You can only attempt each quiz once and you must COMPLETE the quiz prior to midnight.

Please keep the following in mind:

While you can take the quiz anytime in a 12 hour period you will only have a limited period of time to complete the quiz (anywhere from 30-60 minutes), which will be announced before the start of the quiz.

Once you start a quiz you can not stop.

You can only attempt the quiz once.

The quiz must be completed before the closing time.

The quizzes are open book.

You cannot in **anyway** work with or aid another student on quizzes or discussions. Quizzes are an individual activity and any violation will be considered a violation of the student code of conduct.

The quiz and discussion deadlines for the semester are as follows:

	Topic	Date
Quiz 1	Course introduction	September 7
Quiz 2	Globalization	September 14
Quiz 3	The New Industrial Revolution	September 21
Quiz 4	Understanding Infrastructure	October 12

Quiz 5	Security and Privacy in the Digital Age	October 19
Quiz 6	What is code?	November 3
Quiz 7	Careers	November 23

Discussion Forums:

The Discussion Forums are a central part of this class and are a major component of your course grade. The discussion areas provide you with the opportunity to address the larger themes that emerge from the assigned material. For each of the main themes of the course I will assign a question or two that will often require considerable reflection and thought before responding. Once you submit your response you will then have the opportunity to respond to other students. The discussions are the “classroom” where conversations occur and where we have the opportunity to learn from each other. They are essential to this course. Discussions require focused and consistent participation. Make sure to spend considerable time crafting your thoughts before submitting your response. After you submit your response you will then be able to read your fellow students’ postings and contribute to their reflections on the assigned topic. The discussions are simply asynchronous (not occurring at the same time) online conversations that are organized into topics, or threads, so that you can visually see who responded to what comment and in what sequence. In an asynchronous environment such as an online course, this type of structure is helpful.

Please follow these guidelines for discussion posts:

1. Use academic writing style (proper capitalization, punctuation, spelling and grammar) in all messages to avoid misunderstandings. a. Do not use emoticons, e-mail acronyms such as lol (laughing out loud), imho (in my humble opinion), tl;dr (too long; didn’t read) and other informal, abbreviated forms of electronic writing. Students in any of your online courses may be using screen readers or other assistive devices that will not properly read such abbreviations. Be courteous and write in ways that are accessible and understandable to all members of your online class. Finally, high quality writing is expected in all posts. Please carefully proofread your responses prior to submitting.
2. Each week submit your first discussion post by Saturday evening so your peers have time to read and respond. Check the discussion board daily so you remain engaged in the conversation.
3. Be sensitive to the perspective of others when expressing ideas. Do not use an authoritarian or judgmental style of writing that discourages open group discussion and trust.
4. Stick to the topic and contribute with comments/questions that move the dialogue forward or into deeper reflection.
5. Be concise.
6. Base comments on the assigned readings and make sure to refer to them as needed.
7. Engage others in the discussion. Respond to comments and encourage responses. Student-to-student interaction is essential.
8. Debate and humor are welcome here.

Discussion Groups:

Beginning with the Globalization portion of the class you will be assigned to a discussion group. Each group will have approximately four or five students. This will be discussed in more detail later in the course.

Projects:

Students will undertake three individual projects during the semester. The first will provide you with the opportunity to design and build a website and will be accomplished through the use of web-based tools. The next project will provide you with an introduction to JavaScript. The final project will focus on developing a short video that allows you to reflect on what you have learned throughout the semester. These projects will be discussed at length later in the term.

Course Grading:

This course employs the (+/-) grading. In addition, there is no curve applied to course grades. Grades will be determined using the following scale:

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Drops and Incomplete Grades:

This course follows published university policies, which can be found at the following website, on drop dates and incomplete grades <http://www.umt.edu/registrar/students/dropadd.php>. After 45th instructional day, students must petition to drop the course. Please note drops are not allowed unless an extraordinary circumstance (e.g., illness) beyond the student's control prevails.

Circumstances must be fully documented and acceptable to the professor. ***Low grades or their consequences are not an acceptable reason for a petition approval.***

Regarding incomplete grades, the university catalog states: "Incomplete grades are not an option to be exercised at the discretion of a student. In all cases it is given at the discretion of the instructor within the following guidelines. A mark of incomplete may be assigned students when (1) the student has been in attendance and doing passing work up to three weeks before the end of the semester, and (2) for reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time. ***Negligence and indifference are not acceptable reasons.***

Attendance:

Attendance is irrelevant, as this is an online course. However, continuous progress in the course is required and you must follow the course schedule. All quizzes, discussions and projects must be completed by the stated deadlines. **LATE WORK WILL NOT BE ACCEPTED.** If you typically put everything off until the end of the semester you will not be successful in this class. I recommend that

you set aside specific hours during the week to work on this class.

Communications:

Faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must correspond with their professors using authorized UM accounts. E-mail received from non-UM accounts may be flagged as spam and deleted without further response. Due to privacy and security issues, confidential information (including grades and course performance) will not be discussed via e-mail.

The professor will try to be timely when responding to e-mail messages. If you send an e-mail during normal business hours, you will almost always receive a response within one business day. However, messages must be well-written and grammatically correct. Furthermore, messages should begin with a proper salutation and end with a thank you. Be sure to include your full name and section number when communicating with the professor via e-mail.

Written communication skills are extremely important to succeed in business. Therefore, students should be aware that the professor will reject messages that do not comply with the above specifications. In particular, the professors will not respond to your inquiry directly, but rather advise you to reformat and resubmit the correspondence. As a result, sending unacceptable e-mails will impair your ability to receive a timely response.

Disability Services for Students:

Students with disabilities may request reasonable modifications by contacting the professor. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For other options, please refer to <http://www.umt.edu/disability>.

Expectations for Professional Conduct:

Beyond imparting the course material, the professors intend to prepare students to become business professionals. Consequently, the professors expect students to exhibit professional behavior at all times. As a student in the School of Business Administration you conduct yourself according to the SoBA Code of Professional Conduct, which can be accessed at the following website: <http://www.business.umt.edu/ethics/professional-conduct-code.php>.

Students enrolled in SoBA, as well as SoBA faculty and staff, pledge to uphold these values. Students are expected to be familiar with the SoBA Code of Professional Conduct and adhere to each value. Students who fail to follow the guidelines will be asked to leave the class.

Academic Misconduct:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, "Students at the University of Montana are expected to practice academic honesty at all times." (Section V.A., available at http://www.umt.edu/vpsa/policies/student_conduct.php). It is the student's responsibility to be familiar the Student Conduct Code.

The School of Business Administration endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered

academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,

Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,

Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. A partial list of situations that are considered academic misconduct is in the SoBA Professional Code of Conduct. If at any point a student is unsure whether a particular activity is permissible, that student should contact the instructor before doing so.

Grievance Procedures:

Although conflicts between students and professors are rare, they do occasionally occur. Please be aware that the standard operating procedure for dealing with such conflicts within the School of Business Administration is as follows:

Try to resolve the conflict directly with the professor.

If you feel that the conflict cannot be resolved between yourself and the professor, contact the Chair of the Management Information Systems department, Dr. Lee Tangedahl.

If, after speaking with the department chair and the professor, you still feel that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration, Dr. Terri Herron.