

**Peru State College**  
**CMIS 300 Information Systems Management**  
**Syllabus – Fall – 2009**

**Instructor:** Brad Griffin  
**Office:** Room 306, TJ Majors Building  
**Office Hours:** Thursday 9:00 AM to 11:00 AM and Noon to 3:30PM Other hours by appointment  
**Office Telephone:** 872-2259  
**Email Address:** [bgriffin@oakmail.peru.edu](mailto:bgriffin@oakmail.peru.edu) (please use the keyword 'MIS' in the subject line)  
**Course Meets:** Friday 12:30pm to 3:00 pm / Online

**Required Textbook:** Management Information Systems for the Information Age -7th edition ISBN 0-07-724059-6

**Required Software:** CD supplied with text book

Word Processor for text assignments (must save in .doc format) – Google Docs, OpenOffice, Star Office, Microsoft Office 2003, Microsoft Office 2007, multitudes of others.

Spreadsheet software such as Microsoft Excel, OpenOffice, Google Docs, etc

All assignments need to be in Word/Excel 2003 format (.doc or .xls)

Other software as provided by your instructor

**Prerequisites:** A willingness to learn and CMIS101

**Upon completion of this course you should be able to:**

- Understand the role managing technology plays in an organization
- Be able to develop strategies for managing technology in the workplace
- Understand the major areas of information systems in a business including basics in telecommunications, e-commerce, database management and computer security
- Learn the value of people within an increasing technologically complex society
- Develop a learning model to maintain competency with new technologies as they emerge

**Expectations & Instructional Approach:**

This class is being taught in both online sections and on-campus sections. Both sections will use Blackboard to turn in all material for grading and will utilize the same grading scale. The course will consist of readings from not only the textbook, but also current publications and the instructor's own notes. In addition, the section that meets on-campus will receive some lecture (I will try and make it exciting!) These sessions are a great time to pick your instructor's brain, ask questions, and get guidance on your semester long project. That can only happen if you come to these sessions having read the material and worked on the assignments. I also usually have coffee in the morning

Weekly quizzes will be used to reinforce reading and thought processes. These will be approximately 20 multiple choice or short answer questions. One quick note, I will examine each quiz, especially if there are fill in the blank questions, as Blackboard does not do a good job of grading them. In addition, there are small assignments and a multi part semester long project to reinforce ideas and concepts you will learn. Rather than think of this as tedious work, think of this as your way to show the skills you have learned!

There will be an ever-present Instructor's Corner on the discussion board where any class related questions could be asked. The advantage is that all your classmates learn from your astute questions. The exception is that any questions with private or confidential information should be sent via email. Do not be surprised if I send back, "Please post on the discussion board" if I deem a question to be class related and not private. Examples of class discussion, "I need a memory aid for the OSI reference model." Private, "I will not be in class because I have to be in court for assaulting a professor last semester."

I expect my classroom both on-campus and online to be a place of free and welcome learning! Please treat all your classmates (and your instructor!) with respect.

**Grading:**

Grading will be by points.

Quizzes 20 points x 15 quizzes	=300pts
Discussion Board 15 pts x 16	=240pts
Semester Project parts 6 x 20pts	=120pts
Semester Project completion	=100pts
Instructor Discretionary	=25 pts
Final	=100 pts

The last 25 points called the instructor discretionary points are the easiest of all points to earn. If you participate in class consistently, don't miss assignments, and generally behave, you will receive 25 points. Think of them as bonus points for being a great student!

**Big GIANT NOTE.** We are working on strategies to ensure the validity of online courses. We truly wish our online versions of classes at Peru to be as intellectually stimulating as the on campus versions. We are moving to a requirement that the final component of online courses (a final) be taken either at Peru or a pre-authorized proctored site. The long run is this will make your degree at Peru stronger. We do not yet have all the kinks ironed out of this process and are working on how to make this happen. As this course has a semester long project, we are also examining processes to utilize the project as a culminating experience. For example, we may require a web/video presentation with you and the business you have worked with also showing your ID for verification purposes. As we work through this process I will keep everyone informed.

Grades will be earned by percentages. There may be some point value changes or assignment changes that will be communicated via Blackboard during the course. Generally I follow the following grading schema.

A	90%
B+	85%
B	80%
C+	75%
C	70%
D+	65%
D	60%

One last note. Late assignments. These will not be accepted without prior approval or extremely unusual circumstances. If you are unable to complete an assignment, please speak with me as soon as possible!

**Tentative Schedule:**

Notice that our week ends on Tuesday. This is to give more than 2 days after the available in class session.

9/1/2009	1	Extended Learning Module A
9/8/2009	2	Chapter Two
9/15/2009	3	Extended Learning Module B
9/22/2009	4	Chapter three
9/29/2009	5	Chapter four
10/6/2009	6	Extended Learning Module D
10/13/2009	7	Chapter 5
10/20/2009	8	Chapter 6
10/27/2009	9	Chapter 7
11/3/2009	10	Chapter 8

11/10/2009	11	Extended Learning Module H
11/17/2009	12	Chapter 9
11/24/2009	Holiday Break	Thanksgiving Week
12/1/2009	13	Semester Project Wrap-up
12/8/2009	14	Extended Learning Module I
12/15/2009	15	Extended Learning Module K (on disk)
12/18/2009	16	(this may change – not set in stone a 3 day week!)

**Disclaimer:** The above schedule could change due to external factors. In fact, I HOPE and EXPECT to change the schedule to accommodate current events and student needs! In addition, late homework and tests will be received at the instructor’s own discretion. The instructor reserves the right to not accept late homework or exams.

### **Cheating/Plagiarism:**

Unless directed otherwise, students are expected to do their own work on assignments and exams. Academic dishonesty will result in actions in accordance with the college’s disciplinary policy and will result in loss of credit for the assignment at a minimum. Failure of the class is an option depending on the severity of the transgression.

Note the paragraph below.

In order to promote academic integrity, the college subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Continued enrollment in a course signifies your permission for this use of your written work. Should you not wish to agree to this procedure, you may drop the course during the add/drop period before any works are completed and submitted.

### **Other Important Items**

Students with special needs are encouraged to make them known to the instructor during the first week of class. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students via email or Blackboard.