

CIDM 3330- Section 71 Management of Information Systems

Spring 2021

Professor: Dr. Xiaolin Lin

Class Days/Times/Location or Other Format: Online

Office Location: CC208A

Office Hours: 11:00am - 5:00pm Monday and Tuesday & by appointment

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Social Media: Keep up with the latest happenings of [your COB](#) on [Facebook](#) and [Twitter](#), connect with us on [LinkedIn](#), and check out COB videos on [YouTube](#).

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A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. *This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.*

WTAMU Paul and Virginia Engler College of Business Mission Statement

The mission of the Paul and Virginia Engler College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU Paul and Virginia Engler College of Business Programs

The Paul and Virginia Engler College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), Master of Science in Computer Information Systems and Business Analytics (MSCISBA) and the Master of Science Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth

and advancement via key learning goals and objectives.

The learning objectives of the Paul and Virginia Engler College of Business are as follows:

- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance

Course Description

The course will consist of an in-depth study of conceptual, behavioral, and technical aspects of organizational information systems. Topics include data analysis, knowledge management, system development, management of technology, practical applications, social impacts and ethical issues associated with information systems.

Prerequisite(s): CIDM2342 or concurrent enrollment.

Course Objectives

Upon completion of this course students will:

1. Develop business analysis skills using software tools.
2. Compose written documents to communicate to decision makers, stakeholders, and other professional audiences.
3. Communicate orally with decision makers, stakeholders, and other professional audiences.
4. Gain appreciation for the legal and ethical issues related to information systems.
5. Explore the many challenges facing MIS managers today and how these challenges are delivered, used, and managed.
6. Demonstrate an understanding of the global nature of the economy and the influence of information technology on a multination economy.

Map from COB Learning Objectives to Specific Course Objectives

Course Learning Objectives	AACSB Learning Objectives	ABET Student Outcomes	Assessment Plan
1. Develop business analysis skills using software tools.	4.1 Core Business Knowledge	1. An ability to analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions	Homework to analyze a business problem using <i>MS Excel</i>
2. Compose written documents to communicate to decision makers, stakeholders, and other professional audiences	4.1 Core Business Knowledge	3. An ability to communicate effectively in a variety of professional contexts	Group project report (SDLC Simulation)
3. Communicate orally with decision makers, stakeholders, and other professional audiences	4.1 Core Business Knowledge	3. An ability to communicate effectively in a variety of professional contexts	Technology presentation
4. Gain appreciation for the legal and ethical issues related to information systems	3.1 Ethics	4. An ability to recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles	Exam questions
5. Explore the many challenges facing MIS managers today and how these challenges are delivered, used, and managed	4.1 Core Business Knowledge	6. An ability to support the delivery, use, and management of information systems within an information systems environment.	Exam questions

6. Demonstrate an understanding of the global nature of the economy and the influence of information technology on a multination economy.	3.2 Global Business Environment	N/A	Essay on globalization topic
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Course Materials (Including text, calculator, internet connectivity, software, virtual programs, etc.)

Most of the lecture content has been developed by the CIDM professors and will be available freely to the students through WTClass. Students will be required to purchase two items. WT is not affiliated nor has a financial relationship with either Harvard Business Review or My Educator publishing house.

1. Harvard Business Review case “Project Management: What’s the best approach for IT? Agile Project Management.” \$4.25; a link to purchase at a discount from HBR will be provided on WTClass. **Required text.**
2. My Educator e-text book “Prometheus Series: Microsoft Excel 2016 (Introduction through Intermediate)” \$49.99; a link to purchase the e-book will be provided on WTClass. The publisher grants access for as long as you are in college. **Required text.**
3. The business case “Fixing the Payment System at Alvalade XXI” will be provided free by the professor through WTClass (used by permission).

Course Grading Policies

Assessment will through exams, homework assignments, learning activities, quizzes, and group project. Points earned will be awarded based on performance. The course grade will be calculated as the total points earned by the students divided by the total possible points.

Of the total possible points, here is the percentages for a letter grade:

- 90% or above = A
- 80% to 89.99% = B
- 70% to 79.99% = C
- 60% to 69.99% = D
- Under 60% = F

Course Assignment, Examination, and or Project Policies

The breakdown of assessment grades (subject to change)	
Exam	200 points
Homework Assignments	1200 points
Learning Activities and Quizzes	200 points
Group Project & Participation	400 points
Total	2000 points

Homework Assignments: Homework assignments give opportunity for you to demonstrate mastery of a learning objective. Instructions and due date are on WTclass. People will hire you for what you can DO, not just for what you know. Because of this fact, homework assignments make up a significant portion of your grade. Plan accordingly to succeed at the homework assignments. Late assignments are not permitted.

For the homework assignments on **My Educator regarding MS Excel**, you will have **two chances to submit the My Educator homework BEFORE the due date**. A very detailed rubric will provide you instant assessment to what you missed to help you master the learning objectives. You may correct the mistakes and optionally resubmit the assignment. **If you resubmit an assignment, your grade from the two submissions will be averaged.** There are a total of **9 assignments on My Educator**, and each of them is **100 points**. For the other homework assignments (**non-My Educator**) you only have **one attempt**. There is **one writing essay, and that is 300 points**. More details of this assignment will be provided on WTclass.

Exam: The midterm exam will be completed individually and must be taken during the scheduled exam period. Generally, no opportunities to make-up exams will be given; exceptions will only be made for emergencies (e.g., death in immediate family) or attendance at university sanctioned events. Documentation of the circumstance will be required. Any request for an exception should be made to the professor prior to the scheduled exam period, or as soon as possible. Please note that your request may not be granted. If granted, the professor reserves the right to make-up the exam in an alternative format (e.g., oral exam, written report). The instructor will issue a course grade of F for any student who cheats on an exam, regardless of prior performance.

Learning Activities and Quizzes: Learning activities and quizzes will be conducted throughout the semester as a regular part of class. More information will be provided on WTclass in the due course.

Group Project: Group projects help students develop a variety of skills that are important and essential in the professional world. Skills such as decision making, problem solving, collaboration, negotiation, conflict resolution, and online communication are essential skills to have in the workplace. This online group project will help you develop these skills. The Group Project will require teams of students to research an emerging trend in Information Systems. The project grade consists of weekly tasks and a written report. **Students will be given the opportunity to evaluate the performance of other members of their group. All group members are expected to contribute to the report.** Details will be made available on the course website.

Additional Course Policies – If not already addressed above:

In this class, **your interactions with me** can be enhanced via multiple ways *such as email, phone calls, virtual meetings, and discussion board*. Email is the best way to contact me, and please allow *24 hours* for response. You may also feel free to call me during my office hours. If you want to meet me, you may stop by and/or request virtual meetings. I am always ready to answer your questions. In addition, you may interact with me on discussion board. **Your interaction with peer students** will be enhanced via discussion board as well as group project.

If you believe credit was not assigned appropriately, you have **three calendar days** from the date and time that the assessment was returned by the instructor to make an appeal **via email**. After three days, grades become final and are no longer subject to change.

Course Topics - Tentative Calendar of Readings, Topics, and Due Dates

Week	Start Date	Topics	Assessment
Part 1 Knowledge of MIS			
Week 1	Monday, 01/11/2021	Introduction to MIS Slides ERP Systems Slides	
Week 2	Monday, 01/18/2021	HBR Case Study: Project Management Tech Presentation Introduction	Learning Activity #1: HBR case (Details will be provided on WTclass)
Week 3	Monday, 01/25/2021	Ethics Slides Case Study: Alvalade	Learning Activity #2: Alvalade case (Details will be provided on WTclass)
Week 4	Monday, 02/01/2021	Globalization & Flattening World Midterm Exam	Midterm Exam (Due: 11:59pm CST, Sunday, 2/07) Homework Globalization paper (Due: 11:59pm CST, Sunday, 2/14)
Part 2 My Educator (Excel)			
Week 5	Monday, 02/08/2021	Excel Lab: Lesson 1 Excel Basics	MyEducator Lesson 1 (Due: 11:59pm CST, Sunday, 2/14)
Week 6	Monday, 02/15/2021	Excel Lab: Lesson 2 Formulas and Functions Excel Lab: Lesson 3 Logics and Reference Functions	MyEducator Lessons 2 & 3 (Due: 11:59pm CST, Sunday, 2/21)
Week 7	Monday, 02/22/2021	Excel Lab: Lessons 4 Text, Dates, and Time Functions Excel Lab: Lessons 5 Charting	MyEducator Lessons 4 & 5 (Due: 11:59pm CST, Sunday, 2/28)
Week 8	Monday, 03/01/2021	Excel Lab: Lessons 6 Modeling	MyEducator Lesson 6 (Due: 11:59pm CST, Sunday, 3/07)
Week 9	Monday, 03/08/2021	Excel Lab: Lessons 8 Statistics	MyEducator Lesson 8 (Due: 11:59pm CST, Sunday, 3/14)
Week 10	Monday, 03/15/2021	Spring Break	
Week 11	Monday, 03/22/2021	Excel Lab: Lesson 9 Analyzing data with Pivot tables Introduction to Group Project	MyEducator Lessons 9 Tech Presentation Phase 1 (Both Due: 11:59pm CST, Sunday, 3/28)

Week 12	Monday, 03/29/2021	Excel Lab: Lesson 10 Optimization Analysis	MyEducator Lesson 10 Tech Presentation Phase 2 (Both Due: 11:59pm CST, Sunday, 4/04)
Part 3 Group Project			
Week 13	Monday, 04/05/2020	Group Project Phase 1	Group Project Phase 1 Due (Due: 11:59pm CST, Sunday, 4/11)
Week 14	Monday, 04/12/2020	Group Project Phase 2	Group project Phase 2 Due (Due: 11:59pm CST, Sunday, 4/18)
Week 15	Monday, 04/19/2020	Group Project – Phase 3	Work on Group Project
Week 16	Monday, 04/26/2020	Group Project – Continue with Phase 3	Work on Group Project
Week 17	Monday, 05/03/2020	Group Project – Finish & Turn In	Group Project Final Paper (Phase 3) and Peer evaluations (Due: 11:59pm CST, Wed., 5/05)

WTAMU Paul and Virginia Engler COB Student Code of Ethics

Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Code of Ethics

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic

performance, leadership activities, and membership in student organizations.

- Respect the property, personal rights, and learning environment of all members of the academic community. This includes posting, sharing, and otherwise

distributing the course materials outside of this course without expressed permission of the faculty, college, university, or system.

- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean's office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

COB Student Resources Link

The COB has developed a *Student Resources* repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the [COB Website](#). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the [WTAMU Website](#). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their [website](#).

COB Communications Component

The Paul and Virginia Engler College of Business Communication Component requires students to demonstrate knowledge of communication skills. The COB communications component is a requirement in the following courses: **ACCT 4373** (*Accounting Communications*), **BUSI 1304** (*Business Communication*), **BUSI 3320** (*Digital Collaboration and Communication*), **BUSI 4333** (*Cross-Cultural Issues in Business Communications*), **BUSI 4350** (*Current Issues in Management Communications*), **BUSI 4375** (*Healthcare Communication*), **BUSI 4380** (*Conflict Resolution and Negotiation*), **BUSI 4382** (*Emerging Media Law*), **CIDM 3320** (*Digital Collaboration and Communication*), **ECON 4370** (*Economics of Health Care*), **FIN 3350** (*Personal Financial Planning*), **FIN 4320** (*Investments*), **FIN 4321** (*Portfolio Theory*), **MGT 3335** (*Organizational Behavior*), **MGT 4380** (*Conflict Resolution and Negotiation*), or **MKT 3342** (*Consumer Behavior*).

Student Travel Opportunities

In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

CoVid 19 Restrictions and Rules

Current University Requirements: Beginning July 1, unless a health-related exception exists, wearing a face covering is required for all individuals (faculty, staff, students, and visitors) on the campus of West Texas A&M University and campus facilities in the following areas:

- Indoor public areas on campus, including all non-private office or residential spaces, such as lobbies, restrooms, common spaces in residence halls, conference rooms, break rooms, elevators, and related campus-community areas; and
- Outdoor spaces where six feet or more of physical distancing is challenging to maintain reliably. Students will be required to wear a face covering in all classrooms and teaching/research laboratories; however, faculty will not be required to wear face coverings in explicit learning spaces to facilitate clear instruction.

Current Faculty Senate Statement: The WT Faculty Senate places the highest priority on the health and safety of our university's students, faculty, and staff. In cooperation and consultation with Academic Affairs and Dean's Council, Faculty Senate strongly supports that everyone in the WTAMU campus community abide by the provisions, both present and future, set out by system and university administration to maintain health and safety during the COVID-19 pandemic. Further, Faculty Senate calls upon WT faculty to set an example for others by consistently and correctly wearing masks or face coverings while on campus, or at WT-sponsored events, as well as maintain at least six feet of physical distance.

Dropping/Repeating the Course

Should a student decide to drop the course, it is the student's responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Scholastic Dishonesty

It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity

All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the [Code of Student Life](#).

Viewpoints/External Websites Disclaimer

The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements

All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and/or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTClass (the Blackboard Learning Management System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact the IT Service Center at 806-651-4357 or itsc@wtamu.edu if they have problems accessing and/or using the WTClass environment. Students are also encouraged to consult the Student Technology Support Portal at students.wtamu.edu for help with WTClass.

Physical or Educational Access - ADA Statement

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: [Student](#)

[Success Center](#), CC 106; phone 806-651-2335.

Title IX Statement

West Texas A&M University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or

assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator- Georganna Ecker-titleIX@wtamu.edu or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, **or** call 806.651.2340
- WTAMU Police Department – 806.651.2300, **or** dial 911
- 24-hour Crisis Hotline – 800.273.8255, **or** 806.359.6699, **or** 800.692.4039

For more information, see the [Code of Student Life](#).

WT Attendance Policy for Core Curriculum Classes

For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

Evacuation Statement

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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** Syllabus template approved by COB Curriculum Committee July 2020. Annual review of the syllabus is a formal part of the COB continuous improvement process.*