



# Syllabus

Welcome Jay!

Please review the Course Syllabus below. If you are new to online learning at SPC, check out the MyCourses Quick Guide for Students.

There are a number of important items found in the **Table of Contents** to the left. Click **BEGIN HERE** to start your coursework.

St. Petersburg College

**SPC**

## Course Syllabus

Management Information Systems

ISM 3011 Section: 2668

Online Instruction

0630, Spring 2024

View [How to Be a Successful Student](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

## Welcome

Hello everyone! Welcome to ISM 3011. This class will give you an overview of information systems and how information technology affects people and organizations across the world.

## **Instructor**

**Name:** Jay Dugan

**Email:** [dugan.jay@spcollege.edu](mailto:dugan.jay@spcollege.edu) Do not use for course related communication. Use the in-course email.

**Phone:** (727) 341-4448

**Office and Online Hours:** By appointment only

**Office Location:** Virtual

**Instructor Webpage:** [Professor Dugan's Home Page](#)

## **Academic Department**

### **Dean**

**Name:** Norene Kemp

**Office Location:** Gibbs Campus, TE 116

**Office Phone Number:** (727) 341-7179

**Email:** [kemp.norene@spcollege.edu](mailto:kemp.norene@spcollege.edu)

### **Associate Dean (Program Contact):**

**Name:** John Long

**Office Location:** Epi-Center, 2-409

**Office Phone Number:** (727) 341-4620

**Email:** [long.john@spcollege.edu](mailto:long.john@spcollege.edu)

### **Website**

<https://www.spcollege.edu/future-students/degrees-training/technology>

# Course Information

## Course Description

This course introduces students to the concept of information systems as the application of technical resources to support organizational processes and create business value. The focus is on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society.

## Course Goals and Objectives

**1. Students will be able to develop organizational strategy that uses information systems to create business value.**

- a. Examine how and why information systems are used.
- b. Use information systems to increase collaboration and communication
- c. Explain how information systems are used to gain competitive advantage.

**2. Students will be able to differentiate among key elements of information technology infrastructure.**

- a. Examine how emerging technologies affect IT infrastructure
- b. Examine how enterprise systems support organizational goals and processes.
- c. Examine the role of database technologies in business intelligence and knowledge management.
- d. Explain foundational networking and communications concepts and applications

**3. Students will be able to explain how information systems are built and managed.**

- a. Formulate a business case for a new information system.
- b. Differentiate among development models.
- c. Explain how to secure information system resources.

d. Examine how information systems affect risk.

#### **4. Students will be able to discuss ethical and social issues concerning information systems.**

a. Describe information systems' social impact.

b. Examine privacy issues concerning information systems.

### **Prerequisites**

The field of computers and information technology is intellectually and at times physically challenging. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards required of the St. Petersburg College of Computer and Information Technology Programs with or without reasonable accommodations for admission and completion of the program to prepare for the profession of study. Each student will be held to the same standards with or without reasonable accommodations. Our focus is the student and to best prepare him or her for the profession. Our goal is for them to enter and complete the program without barriers.

### **Availability of Course Content**

Students are free to work ahead.

## **Required Textbook & Other Resource Information**

- **Required Textbook (MyLAB with etext):** Management Information Systems: Managing the Digital Firm, 17<sup>th</sup> edition

Kenneth C. Laudon, New York University

Jane P. Laudon, Azimuth Information Systems

ISBN-13: 9780136971467

Pearson

**Required Software:** Microsoft Office Pro (This software includes Word, Excel, Access and PowerPoint).

You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software. SPC provides Microsoft Office Pro to students at no extra cost. <https://www.spcollege.edu/microsoft/>

[https://support.spcollege.edu/\\_layouts/15/start.aspx#/SitePages/Student%20Resources.aspx](https://support.spcollege.edu/_layouts/15/start.aspx#/SitePages/Student%20Resources.aspx)

View the Textbooks site.

View the Libraries site.

If you have any questions regarding the course textbook, contact the SPC bookstore Monday-Thursday, 10am-4pm at 727-940-9019.

## **Usage Rights and Permissions**

Content pages in this course contain hyperlinks to a number of online resources located on the Internet (i.e., Web pages, videos). These links go directly to the primary online source. Online resources are not copied, downloaded, or embedded in this course, unless otherwise noted. When clicked, these online resources open in a new tab/page of the Web browser so that students are made aware of the primary origin of the particular resource - Web address, author/entity, date, etc.

## **Learner Support**

Answers to questions regarding accommodations may be found at the Accessibility Services site. If you are in need of accommodations, please contact a campus Accessibility Services Coordinator. If you need a Sign Language Interpreter, complete the Interpreter/Captionist Request Form.

## **Titans Care**

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

View the Learning Resources site.

View the Learning Center Tutoring Schedules.

View the Student Services site.

## Important Dates

Course Dates: View the Academic Calendar.

Drop Date: View the Academic Calendar.

Withdrawal Date: View the Academic Calendar.

Financial Aid Dates: View the Financial Aid Dates.

## Attendance

View the college-wide attendance policy included in How to Be a Successful Student.

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the following to be considered actively participating in the class:

At least ONE Week 1 assignment

At least ONE Week 2 assignment

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

## Grading

You will be graded on your knowledge of the course content using the following methods:

Quizzes (15 x 25 points each) = 375

Discussions (7 x 20 points each) = 140

Video Exercises (15 x 5 points each) = 75

Simulations (11 x 5 points each) = 55

## Grading Scale

Total points = 645

A - 90% - 580.5 - 645

B - 80% - 516 - 580.5

C - 70% - 451.5 - 516

D - 60% - 387 - 451.5

F - below 59% - 0 - 387

## How to check your Grades and review feedback:

- Checking Your Grades
- Reviewing Dropbox Submissions
- Checking Discussion Grades and Feedback
- Reviewing Quiz Submissions

# Assignments

The quizzes, video exercises, and simulations in this course are taken in the MyLab environment that has been integrated into the course shell.

Discussion assignments should be submitted using APA format.

## LATE ASSIGNMENTS

Late assignments will not be accepted and no extra credit will be assigned.

## STUDENT EXPECTATIONS

If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See each weeks folder for specific due dates.

It is the student's responsibility to follow the schedule of class assignments.

Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation.

## INSTRUCTOR EXPECTATIONS

I will provide meaningful activities to develop your technical and software skills.

I will be available to you if you have questions or concerns.

As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

## REQUIRED INTERACTION

I will respond to emails within 24 hours during weekdays and 48 hours during weekends.

I will respond thoughtfully and critically to your comments, questions, and written assignments.

I will grade your submission within 72 hours after the due date.



## **PARTICIPATION, CONDUCT, & NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in How to be a Successful Student.

## **ACADEMIC HONESTY**

View the Academic Honesty Policy.

## **COPYRIGHT**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

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## **TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the Turnitin Usage Agreement. Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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## **STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

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# TECHNOLOGY

## MINIMUM REQUIREMENTS

View the MyCourses Minimum Technology Requirements.

Students should know how to navigate the course and use the course tools.

Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

**Minimum Technical Skills:** Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

## ACCESSIBILITY OF TECHNOLOGY

- MyCourses (Brightspace by Desire2Learn) Accessibility
- Turnitin Accessibility
- Google (YouTube) Accessibility

## PRIVACY

- MyCourses (Brightspace by Desire2Learn) Privacy
- Turnitin Privacy
- YouTube Privacy

## TECHNICAL SUPPORT

Technical support is available via the Technical Support Desk.

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## TITANS CARE

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(<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

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## **INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are