



# ***IS-340 Management Information Systems***

**Instructor: James L. Woolley**  
**Spring 2011**

## **Contact Information:**

Home Phone: (309) 441-6483 \*\*\* Normal hours: 6:30 - 10:00 PM , outside of those hours only for emergencies!!

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## **Course Description:**

This course is an introduction to information systems and how they are used in modern organizations today. Topics covered include the effects on modern organization of globalization, E-commerce, web collaboration, business intelligence, business integration with information systems, the development and acquisition of information systems, ethical considerations for organizations, and security.

## **Course Objectives:**

To learn how information systems work, how they are used in organizations, and how they can be used to solve business problems. Information systems (IS) are used in almost all areas of business and have become critical to the vast array of organizations that depend on them. As future business managers, you will need a basic understanding of information systems in order to appreciate the potential of information technologies and to make better, informed decisions regarding the management of information systems as strategic resources. This course will prepare you for the interactions you will have with information systems professionals and/or information systems users throughout your career.

## **Required Text:**

Leonard Jessup, Joseph Valacich, Information Systems Today: Managing In The Digital World, Fourth Edition, Prentice Hall.

ISBN-10: 0136078400

ISBN-13: 9780136078401

## **Grading Criteria:**

**Quizzes:** There will be six unannounced quizzes throughout the semester based on prior assigned readings and materials discussed. You may drop the grade of one quiz. No make-up for quizzes.

**Exams:** There will be two one-hour exams and one two-hour final examination. Exams consist of true or false, multiple choices, and short answer questions. The two one-hour exams will not be comprehensive. The final exam will be comprehensive. **Makeup examinations will be provided only under exceptional circumstances** and the student will have to ***notify the instructor before the scheduled exam begins.*** The exam dates will be announced in class two weeks in advance.

**Assignments:** There will be a total of 3 assignments. Each will be a short research project which will require you to find an online article related to the assignment topic. You will be required to write a short 1 to 2 page summary of the article. Details for each assignment will be posted on the assignments page.

The due date for each assignment is posted on the course schedule. Assignments are to be submitted in class as scheduled. Keep in mind that computer equipment fails when you need it most, so start early and don't expect to be able to submit your assignment minutes before it is due.

All materials submitted for grading are expected to display a **high degree of neatness and professionalism**. Points may be deducted for sloppy or careless work.

All assignments are to be stapled if more than one sheet is required. The Student's name should be at the top of each page submitted. The students are requested to maintain copies of all materials submitted as back up and may be requested to re-submit work.

**Late assignments will be penalized 50%** for being one week late and **will not be accepted** after that. **Extensions will only be considered in extreme cases.**

### **Performance Evaluation:**

The following is a tentative allocation of points:

Test 1 50 points  
Test 2 50 points  
Final Exam 100 points  
Assignments 150 points  
Quizzes 50 points  
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Total 400 points

The following is a tentative grading scale:

A+: >= 97 and < 100%  
A: >= 94 and < 97%  
A-: >= 90 and < 94%  
B+: >= 87 and < 90%  
B: >= 84 and < 87%  
B-: >= 80 and < 84%  
C+: >= 77 and < 80%  
C: >= 74 and < 77%  
C-: >= 70 and < 74%  
D+: >= 67 and < 70%

- D:     >= 64 and < 67%  
D-:    >= 60 and < 64%  
F:     < 60%

## **Grade Calculations**

Grades will normally be calculated one time: at the completion of the course for the purpose of posting the final grades. As a rule, I will not calculate your “running” grade for you. All of your graded quizzes and exams (except the final exam) will be returned to you. You should be able to calculate your own grade at any point in the course. The only exception will be grades calculated for students who may qualify for the early grade warning policy.

## **Inclement Weather Procedure**

### **Communication:**

- An announcement will be made only when WIU-Quad Cities (WIU-QC) campus closes.
- Weather will be monitored and final decision made based on local weather reports and with input from Black Hawk College.
  
- When a total WIU-QC shutdown is warranted, the designated WIU-QC administrator, by 7 a.m. will contact local television and radio media including: WHBF-TV4, KWQC-TV6 & WQAD-TV8.
  - The QC campus will close and employees will be dismissed and paid for their regular working shift.
  - A pre-recorded message regarding closure will respond to telephone inquiries.
  - If possible, signs will be posted at the front entrance.
  - Building will be closed and locked.
- The WIU Emergency Alert System – This new system is designed to notify WIU students, faculty and staff at both campuses of emergency situations via voice, text and e-mail messages. “Students, faculty and staff are strongly encouraged to enter their emergency contact information at [www.wiu.edu/alertsystem](http://www.wiu.edu/alertsystem). More information, including Frequently Asked Questions and a link to the contact update screen, is also available at [www.wiu.edu/ops](http://www.wiu.edu/ops).”

### **Decision deadlines for total WIU-QC campus closure**

- 7:00 a.m. decision for all WIU-QC courses meeting prior to 4:30 p.m.
- 2:00 p.m. decision for all WIU-QC courses meeting after 4:30 p.m.

### **Procedures for individual class cancellation**

1. If an individual class is canceled when WIU-QC campus remains open, faculty should call 309/762-3999 x287.
  - a. WIU-QC staff will post a sign on the classroom door.
  - b. Faculty may elect to contact their students in the event of a weather-related cancellation.

2. Students may call WIU-QC main phone line at 309/762-9481 to inquire about class cancellations.

3. Please note that WIU-QC does not formally announce closure for weekend courses. Because of intensive nature of weekend courses, it is at the discretion of faculty with approval from department chair to cancel a course in the event of inclement weather. Please contact the QC campus in the event of a cancellation at 309/762-9481.

### **Other Considerations**

- Classes are scheduled to meet unless University fleet vehicles are grounded or the extension site location is closed due to inclement weather.
- Cars may be grounded for one geographic location but not another.
- Weather conditions may change in the course of the evening.

### **Accommodations/ Assistance:**

In accordance with University policy and the Americans with Disabilities Act (ADA), accommodations in the area of test or note-taking may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to my attention, as I am legally not permitted to inquire about the particular needs of students. Furthermore, I would like also to request that students who may require special assistance in emergency evacuations (i.e., fire, tornado, etc.) contact me as to the most appropriate procedures to follow in such an emergency.

### **Schedule:**

The schedule is posted as a separate document.

**NOTE:** The syllabus and course schedule are subject to revision with notice.

Student Rights and Responsibilities Web Site: <http://www.wiu.edu/provost/student/>

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