

Syllabus

ISDS 1102, version 3.0

Effective: February 22, 2018

ISDS 1102—Introduction to Management Information Systems for Business Majors

Course Description: Role of information technology in business, including the development and use of information systems, hardware and software, the strategic impact of IT for businesses and the nature of the IT career; utilization of management information systems to improve managerial decision-making. *Credit will not be given for both this course and ISDS 1100 and ISDS 1101.*

Course Materials

ODL is not responsible for student purchases that result in the receipt of the wrong materials. It is your responsibility to order the correct course materials. This course is written for a specific edition of the materials; substitutions are not allowed.

SIMnet and Connect

This course does not have a textbook. Instead, you must purchase access to McGraw-Hill SIMnet and Connect. The "Getting Started" module of your Moodle course contains instructions for creating accounts and buying access. **This access cannot be shared with other classmates** and can only be used by one student. Every student is required to have this information in order to take tests and complete assignments. Without logging in to SIMnet and Connect, you cannot pass this class!

Purchasing Your Materials

Specific ordering instructions are provided in the "Getting Started" module of the course. The document titled "How to Purchase a SIMnet Account" provides step-by-step instructions for ordering your SIMnet access code. Have your student ID number ready to purchase access to your SIMnet account. You can find this number in the Enrollment Info block at the top left of your Moodle course site. To purchase access to Connect, review the "Connect Instructions" PowerPoint presentation.

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You *must* use the links provided in Moodle to purchase access to your accounts. If you do not use the links to the purchasing site for Louisiana State University ODL, you will not be able to complete your course work.

Ordering Information

Please review the following tips for ordering your course materials:

- Do not purchase your materials until your enrollment is approved. During the processing period, a new section may be opened that could require a different edition.
- Courses that require special access codes require that students use the direct links to the publisher sites. See the information in the "Getting Started" module for additional ordering instructions.
- If you are having problems purchasing your materials, contact us at Answers@outreach.lsu.edu for assistance.

Other Materials and Resources

Software: MS Office 2016 (*required*), Adobe Flash Player, Adobe Acrobat Reader

Software Note for SIMnet Lessons and Projects: SIMnet lessons require you to complete online simulations and sometimes work outside of SIMnet and upload a document for grading. Some projects have instructions for MS Office for Mac, but you will not be able to use the Mac version to upload your work in assignments and exams. *Therefore, you must have MS Office for PC to complete this course.*

We recommend that you use Mozilla Firefox or Google Chrome as your web browser. Internet Explorer is not compatible with your Moodle course site.

Adobe Flash and Adobe Shockwave player are required for online testing. Adobe Acrobat Reader is required to view PDF files.

Hardware: Web cam, microphone (built-in or external), headphones or working speakers, reliable high speed internet

Exams are completed online and require the hardware listed above. Students are encouraged to review the technical requirements provided on the ProctorU website and to perform a test on their equipment prior to enrolling in this course to make sure they have the necessary resources available.

Technical Requirements: <http://www.proctoru.com/tech.php>

Equipment Test: <http://www.proctoru.com/testitout/>

Nature and Purpose of the Course

Course Outcomes. Upon completion of this course, students are expected to be able to:

1. Demonstrate a general understanding of a broad scope of topics in Microsoft Word 2016 and Microsoft PowerPoint 2016
2. Effectively and efficiently utilize advanced topics in Microsoft Excel 2016
3. Demonstrate a thorough knowledge of computer concepts, specifically database, data warehouse, MIS infrastructures, business intelligence, and global trends.

This course is designed to teach the student about the use of Information Systems and Decision Sciences (ISDS) in business. Topics will include various management information systems topics, and new technologies used in business. This course is also designed to teach the student how to use various computer resources. Emphasis will be placed on Microsoft Word, PowerPoint, Excel, and Computer Concepts, as these are the tools the student is most likely to utilize throughout a career in business.

Working with the Course Materials

Remember, this course covers an entire semester of work or the equivalent of a classroom course lasting 15 weeks. That means that each module in this course equals nearly a week of course work and will require the same time and effort on your part. Do not expect to complete each module in a single study session. Understand, too, that if you choose to submit assignments at a very high pace, your instructor may not be able to grade your work at the same rate.

Each module contains information, activities, and assignments organized under a consistent series of headings. Get familiar with how the module is organized. Each module in this course is organized into the following sections: the module learning objectives, the readings and graded assignment activities, and graded quizzes. You should work through these parts of the module in order. Specific instructions are provided in each course module.

Suggested Study Techniques

- Carefully review the module learning objectives to help you focus on the information that will be covered on the exams.
- Concentrate on the reading and assignment activities and any additional resources provided. This review should include a detailed examination of any illustrative problems and examples. After an assignment has been completed, a rapid re-reading of the related text and other materials is strongly recommended.
- Put yourself on a definite schedule. Set aside a certain block of hours per day or week for this course and work in a place where distractions are minimal.

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- Try to submit one assignment each week or at least every two weeks. Delays in submitting assignments usually result in lagging interest and the inability to complete the course.
- Review your module assignments after they have been graded, paying special attention to any instructor feedback provided. We suggest that you wait for assignment feedback before you submit subsequent assignments.
- Regardless of how you complete your graded assignments, keep in mind that module completion should not be your sole preparation for your exams. As with any college course, you should study for your exams.

Reading Assignments

All resources for reading assignments are available through SIMnet/Connect in **Lessons, Exams, Projects, and Resources**. The "Resource" tab will be your link to the computer concepts part of the course, which are located in Connect. You can also access your Connect assignments by logging in to Connect directly.

In SIMnet, you should read through the topics, review the "SHOW ME" videos, and utilize the "GUIDE ME" help function before completing the assignment.

When accessing Connect, you will need to read the material assigned and complete the practice skills assigned in the SmartBook.

Topic Outline

This course covers the following specific topics:

Module	Topic
1	Microsoft Word Lesson
2	Microsoft PowerPoint Lesson
3	Word Capstone Project
4	PowerPoint Capstone Project
	Examination I—Word & PowerPoint SIMnet
5	Microsoft Excel 1 Lesson
6	Excel Project 2.3
7	Excel Project 3.3
8	Excel Project 4.3
9	Excel 2 Lesson
10	Excel Project 5.3
11	Excel Capstone Project
	Examination II—Excel

- 12 Business Driven Technology; Organizational Structures that Support Strategic Initiatives
 - 13 Storing Organizational Information: Databases; Accessing Organizational Information: Data Warehouse
 - 14 MIS Infrastructures; Business Intelligence
 - 15 Global Trends; Final Study Guide
- Final Exam**

Module Assignments

You will be completing all module assignment and quiz activities in SIMnet or Connect. Please review the information in the "Other Materials" section of this syllabus regarding the use of Microsoft Office 2016 for PC. *You cannot work in SIMnet without the required software.*

The SIMnet Lessons are to be completed using the "LET ME TRY" button. Only tasks where "LET ME TRY" is marked as completed will be accepted and graded.

The computer concept chapters are to be completed using Connect. Connect may be accessed through the "Resource" tab in SIMnet or by logging in to Connect directly. The practice tasks assigned for each chapter must be completed in order to receive credit for the assignment.

Because these activities are located outside of the Moodle site, *you are required to submit a verification to the instructor when the activities are complete.* Once the activity is completed, return to your Moodle course site and use the links provided in the Module Assignment Verification and Quiz Verification sections to submit your verification notifications. *Failure to submit the verifications will result in the grades not being posted in the Moodle grade book and can delay your progress and/or completion of the course.*

Each module should be completed in the order listed on the course schedule. Module 02 builds on information learned in Module 01, so *it is imperative to complete the assignments in order.* When working in the Microsoft Office environment, tasks and skills learned in one program are often times identical to those same skills in other programs. Therefore, completing the assigned modules in the designated order will offer the student the best experience in successfully completing the course.

It is recommended that you read all of the information associated with the SIMnet assignments, as it will be helpful in learning different methods available in completing the tasks. You are strongly encouraged to repeat the SIMnet assignments several times before sitting for the exams, even after you have reached 100% completion.

You should submit each module assignment as soon as it is completed. Specific information on assignment submission is included in the "Module Instructions" in Moodle, so please be sure to follow these instructions.

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Once you submit or upload an assignment in SIMnet or Connect, you cannot revise it, so be sure to check your work. Your instructor will normally post a grade for your assignment within *seven calendar days*. Understand that occasional delays will occur, such as during holidays and semester breaks or if you submit several module assignments within the same week.

Academic Integrity

Students in Online Distance Learning (ODL) courses must comply with the *LSU Code of Student Conduct*. Suspected violations of the academic integrity policy may be referred to LSU Student Advocacy & Accountability (SAA), a unit of the Dean of Students. If found responsible of a violation, you will then be subject to whatever penalty SAA determines and will forfeit all course tuition and fees.

Plagiarism

Students are responsible for completing and submitting their own course work and preparing their own modules. All work submitted in the course modules must be the student's own work unless outside work is appropriate to the assignment; all outside material must be properly acknowledged. It is also unacceptable to copy directly from your textbook or to use published answer keys or the teacher's edition of a textbook.

Collaboration

Unauthorized collaboration constitutes plagiarism. Collaborative efforts that extend beyond the limits approved by the instructor are violations of the academic integrity policy. Students who study together are expected to prepare and write their own individual work for submission and grading.

For more information and links to the *LSU Code of Student Conduct* and the SAA website, go to the [ODL Academic Integrity policy](#) on our website.

Examinations and Grading Policy

Exam I will cover Modules 01–04, exam II will cover Modules 05–11, and the final exam will cover Modules 12–15.

Exam I is a combination of MS Word and MS Powerpoint and will be given in the SIMnet environment. You will be given approximately 90 tasks to complete. The exam will be divided into two timed, 45-minute sections. You will be allowed to swap to the MS PowerPoint exam after you have completed the MS Word exam. The exam design will be a combination of tasks you have completed in the SIMnet Word and PowerPoint lessons. *You will have a maximum of 90 minutes to complete the exam.*

Exam II contains approximately 90 tasks in MS Excel and will also be administered in the simulated environment of SIMnet. The exam will be divided into two timed, 45-minute sections. You will be allowed to swap to the Excel 2 Exam after you have completed the Excel 1 Exam. The exam design will be a combination of tasks you have completed in the SIMnet Excel 1 and Excel 2 lessons. *You will have a maximum of 90 minutes to complete the exam.*

The final exam consists of 90 multiple-choice questions on computer concepts and will be administered in Connect. Topics include Business Driven Technology & Organizational Structures that Support Strategic Initiatives, Storing Organizational Information—Databases, Accessing Organizational Information: Data Warehouse Connect; Storing Organizational Information—Databases, Accessing Organizational Information: Data Warehouse; MIS Infrastructures; Business Intelligence; and Global Trends. The final exam study guide will be a good tool to use for the final but does not encompass everything that you will be responsible for on the final exam. *You will have 90 minutes to complete the exam.*

The module activities in SIMnet vary in point value. Quizzes are worth 10 points each. Each component is weighted by the predetermined percentages listed below.

Component	Weight (%)
Excel Grader Projects	12%
SIMnet Lessons	10%
Capstone Projects	12%
Quizzes	4%
Exam I	16%
Exam II	16%
Connect Topics	14%
Final Exam Study Guide	2%
Computer Concept Final Exam	14%
Total	100%

The following grading scale applies:

97%–100% = A+
 93%–96% = A
 90%–92% = A-
 87%–89% = B+

83%–86%	= B
80%–82%	= B-
77%–79%	= C+
73%–76%	= C
70%–72%	= C-
67%–69%	= D+
63%–66%	= D
60%–62%	= D-
0%–59%	= F

YOU MUST EARN A PASSING AVERAGE ON THE EXAMINATIONS IN ORDER TO PASS THE COURSE.

IMPORTANT: The final exam cannot be taken until you meet the following requirements. Under no circumstances may the final exam be taken earlier.

1. You must have been enrolled in the course for *at least three weeks*, regardless of when the modules and other exams are completed.
2. You must have a grade posted in the Moodle grade book for Module 15 in order to unlock access to the final exam. Please allow at least *seven days* for the final assignment to be posted in the grade book. During busy seasons, it may take longer for grades to be posted. It is recommended that you do not schedule your final Exam until your grade has been posted.

To read the full exam policy and other policy statements, visit our site. Click on *Extended Campus*, select *Online Distance Learning*, and then click the link for *Policies*.

Taking Your Examinations

You are required to create a Louisiana State University ODL ProctorU account and to take your examinations through ProctorU, a remote proctoring service that allows you to take exams anywhere with internet access (some restrictions apply). Information on creating your ProctorU account can be found in the "Getting Started" module in Moodle. You cannot use an account created through another university, so if you already have an account, you will still need to create an account associated with LSU Online Distance Learning (ODL).

There is a separate charge for each exam. You can check our "Tuition & Fees" page for additional information. The ProctorU website provides links you can use to find out how ProctorU works and to check your computer to see that it meets the technical requirements. In addition, to test using ProctorU, you need access to a web cam with a microphone (built-in or external), headphones or working speakers, and reliable high speed internet to use this service. A complete list of technical requirements is available from the ProctorU website.

You should schedule your exams about a week before you are ready to take them in order to avoid any additional charges.

Transcript Information

After you have completed this course, your grade will be filed with the Office of the University Registrar. If a transcript is needed, it is your responsibility to make a request to the registrar. If you would like to order a transcript, visit the Office of the University Registrar Transcript Requests page to view your options at

<http://sites01.lsu.edu/wp/registraroffice/student-services/transcript-request/>.

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Systems for Business Majors
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