Instructor:

Name: David G. Trimm, MEng, ACGI
Department: Accounting and MIS
Email: trimm.7 @osu.edu
Office Hours: Wednesday between 11am and 1pm; Mason Hall Room 231

Class Meeting Schedule:

Tuesdays and Thursdays, 8:00-9:20 am, Gerlach Hall 315

Course Description:

Information is a critical ingredient for the operation and management of any organization, and information systems play a vital and increasingly strategic role in the production, management, creative marketing, and delivery of products and services today. Advances in computer and communications technology during the last two decades have sparked a digital revolution that is disrupting industries and radically transforming markets, the very nature of managerial work, the structure of organizations, and the way firms operate, relate to other firms, and compete in the marketplace. **The objective of this introductory course is to give you the "core" of management information systems (MIS) knowledge (except for the topic of programming) and help you develop an understanding of their impact and how they are used at all levels (operational and strategic) within and across modern business enterprises.**

Course Learning Outcomes:

Upon completion of this course, you should:

- Grasp the essentials of major components of a firm's MIS/IS and understand the role and significance of information systems and Information Systems professionals in organizations, within an overall information systems framework.

- Develop an understanding of the technical foundation of an information system, i.e., IT infrastructure, cloud-computing, databases, and computer networks.

- Develop an understanding of key IS applications, including ERP systems, supply chain management systems, customer relationship management system, E-commerce application, and business-intelligence.

- Understand basic security, control, governance, and ethical issues relating to computer- based information systems.

- Acquire a working knowledge of basic data management concepts and data analytics techniques and become familiar with the Internet as medium for commerce.

How This Course Works:

Mode of delivery: The course will be taught live and in person. There is no online option.
Pace of activities: This course is divided into **weekly modules** that are released one week ahead of time. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **3-credit-hour course**. According to [Ohio State policy](#), students should expect around an average of 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (e.g. reading and assignment preparation).

Attendance and participation requirements:

I. Each module of the course will be presented live at the scheduled class time, and students must attend at those times to earn the attendance credit.

II. Attendance at live classes will be recorded using TopHat

III. There will be an <u>entirely optional</u> weekly "office hours" session (Wednesdays between 11am and 1pm) during which additional questions can be asked. This allows for more in-depth discussion on course content.

IV. Additional individual meetings with the lecturer can be arranged and may be held "virtually".

V. The course will make heavy use of the MyLab MIS online component of the textbook (see below) for homework and assignments.

VI. There is a group project which will require you to work as part of a team, the members of which will be automatically assigned. It's a great opportunity to meet and work with people who you haven't worked with before. All members of the team will generally receive the same grade, *though I reserve the right to modify individual grades in cases where a team member has clearly not participated at the required level in his/her team's efforts*.

VII. We'll use Carmen throughout for communication and submission. Please do not be late on submissions; the required timing will always be clear (that's down to me) but will *typically* be 11:59 on the day the assignment is due. Points will be lost if submissions are late, up to and including the entire grade for the assignment.

VIII. All submissions will be subject to a plagiarism check using TurnItIn.

General expectations for those Joining this class: While the textbook will be used as a guiding structure for the course topics, we'll spend a lot of time discussing other materials in class: expect to participate actively in class discussion.

Course Materials and Resources:

Required textbook: Management Information Systems: Managing the Digital Firm, 18th edition, by **Kenneth C. Laudon, Jane P. Laudon and Carol G. Traver.** This book and its companion MyLab MIS site (for online exercises, comprehension checks and quizzes) is included in the fee for this course.

If you should encounter any difficulties registering for MyLab MIS, please follow these steps:

- **Review the MyLab/Mastering PowerPoint** called This will be uploaded to the Module for Class Information section of Carmen before the course begins and will be titled something "Pearson MyLab MIS tips". This document covers common setup tips, tech support, and how to reach Pearson representatives in their office hours. Included are QR codes to videos for common FAQs, including a video by my OSU Student Ambassadors about the nuances of using an iPad. It also includes details on Pearson Support help and our Pearson Virtual Office Hour schedule. The videos and tips in this document account for 90% of all student visits to Pearson office hours from past semesters. Also included is a [brief video (Links to an external site.)](#) walking through this PowerPoint – the URL in plain text is https://www.youtube.com/watch?v=rnBFq7PoTAc.
- **Contact Pearson Technical Support:** Details are included in the FAQ PowerPoint.

- **Visit Pearson representatives through Virtual Office Hours:** OSU student Pearson Campus Ambassadors will host office hours for your students again using Zoom as students have reported liking the option to get help in this model. Dates/times are in the PowerPoint. These office hours should be used after students have gone through the PowerPoint first and ideally Pearson Support as well.

Other Materials:

You will be required to review other articles or view videos in preparation for some class sessions, as detailed in Carmen modules or in class. In particular, I will refer to and use articles from The Economist magazine. Set up a free account at www.economist.com to be able to access up to 3 free full articles each week.

Course Website - Carmen Canvas:

Course materials will be maintained on Carmen (Canvas). Schedules, assignments, etc. are subject to change as needed, and will be updated on Carmen. Students are expected to check regularly for updates and notifications.

Course technology:

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.
- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills and equipment for this course
- Basic computer, email and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the Canvas Student Guide.
- MyLab MIS (Pearson)
- TopHat
- A means of accessing Carmen and MyLab will be required. A Mac (OS X at a current supported version) or PC (Windows 10 or later) are certainly acceptable. While it may be possible to complete the course using an iPad, this is not guaranteed.
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication and to register TopHat attendance.

Required software
- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access
You will need to use BuckeyePass multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Grading and Evaluation:

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (⚦):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (⚟):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work).
- **Optional-Collaboration (💬):** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

Course Element	Points / Weight	Assignment Type
Class Attendance and Participation	15%	⚟
Individual Assignments	20%	⚦
Group Assignments	20%	⚟
Weekly MyLab Homework	20%	⚦
Exams	25%	⚦
MAXIMUM COURSE POINTS	100%	

Course Assignments:

- Assignments are designed to develop and demonstrate your understanding of, and critical thinking associated with, the material. This will be part of the points awarded for the class, so you'll need to complete them and submit them. All assignments (including the mid-term and final exams) will be in the form of short-answer essays, with approximately a week to complete them. There are no multiple-choice assignments.
- Rubric – each assignment (and the exams, and the project) will have a rubric attached to it in Carmen which should clearly show you what I'm looking for in grading the papers: PLEASE READ THEM!
- Document Formatting – Where you are asked to submit a Microsoft Word document, please use Word (rather than any other word processor) and format using Times New Roman, 12pt, double-spaced. A small amount of credit on each submission is for clear formatting.
- PowerPoint Submissions – if you are asked for a PowerPoint submission then please use this rather than any other type of presentation software. A page limit will be given with each assignment.

Grading Scale:

- We're following the OSU Standard Grading Scale (percentages). A = 93-100, A- = 90-92.9, B+ = 87-89.9, B = 83-86.9, B- = 80-82.9, C+ = 77-79.9, C = 73-76.9, C- = 70-72.9, D+ = 67-69.9, D = 63-66.9, D- = 60-62.9, F = below 60.

Tentative Course Schedule:

Module (Week)	Topics	Assignments
1 (8/24)	Course Introduction & Enterprise Architecture	
2 (8/31)	Global eBusiness and Collaboration	
3 (9/7)	Information Systems, Organizations and Strategy	
4 (9/14)	Ethical and Social Issues in Information Systems	Assignment 1
5 (9/21)	IT Infrastructure	
6 (9/28)	Business Intelligence	
7 (10/5)	Telecoms and Networking	
(10/12)	Mid-term Assignment – no lectures	Mid-term assignment
8 (10/19)	Security	
9 (10/26)	Enterprise Applications	
10 (11/2)	eCommerce, Managing Knowledge and AI	Assignment 2
11 (11/9)	Enhancing Decision Making and Building Systems	
12 (11/16)	Business Cases and Managing Global Systems	
(11/23)	Thanksgiving Break – no lectures	
(11/30)	Project Presentations	

Module (Week)	Topics	Assignments
(12/7)	Project Presentations (Tues only)	Final Exam Assignment

Academic integrity:

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct (https://trustees.osu.edu/bylaws-and-rules/code) and this syllabus may constitute Academic Misconduct (https://oaa.osu.edu/academic-integrity-and-misconduct)

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University, or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Disability Services:

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue

Safety and health requirements:

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

Grievances and Solving Problems:

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, associate dean for programs in the college, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department

Copyright: