



**MARTIN TUCHMAN
SCHOOL OF MANAGEMENT**
NEW JERSEY INSTITUTE OF TECHNOLOGY

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Class Time & Location: Asynchronous Online

Prerequisites: None

Office Hours: By mutual arrangement via Telephone, Zoom, FaceTime, Google Meet, etc.

Course Title: Introduction to Management
Information Systems

Course Number: MIS 245-453

Semester: Fall 2024

Course Information

Course Number: MIS245

Course Title: Introduction to Management Information Systems

Faculty Contact Information

Instructor: Professor Ira Lovitch, MBA, DBA Candidate

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Office Hours: By mutual arrangement via Telephone, Zoom, FaceTime, Google Meet or other method.

Course Description

Management Information Systems (MIS) is the study of people, information technology, organizations and the relationships among them. MIS professionals help firms realize maximum benefit from investment in personnel, equipment, and business processes. MIS is a people-oriented field with an emphasis on service through technology.

This course covers the concepts of information systems, business process, hardware, software, systems analysis, e-commerce, enterprise systems and computer applications in organizations, techniques of systems analysis, systems designs, implementations, and information management (both technical and behavioral) are studied in the organizational context of management information needs. It covers acquisitions, intermediate and long-range MIS plans, integration of personal computers, minicomputers, and mainframes, and security and controls.

Prerequisites

There are no prerequisites for this course.

Textbook and Materials

Laudon, K. C., & Laudon, J. P. (2021). Management Information Systems: Managing the Digital Firm (17th ed.). Prentice Hall.

Print - ISBN 13: 9780136971276

Digital Rental - ISBN 13: 9780136971542

Course Outcomes

1. Describe the use and function of management information systems (MIS) in global business today.
2. Identify the major components of a computer-based information system, including hardware, software, operating systems and operating environments.
3. Distinguish the components of wired and wireless telecommunications networks that support Internet, Intranet and Extranet systems which are integral to the successful operations of the modern firm.
4. Compare, evaluate and select the most efficient and effective computer-based information systems from a management perspective.
5. Explain the interdependence and functionality of the hardware and software components of information systems and apply this knowledge to be able to advise and assist MIS staff about technical decisions.
6. Analyze how information technology can be used to synthesize complex data to enhance sound business decisions.
7. Examine the ethical and social issues associated with information systems confronting today's technology managers and the organizations for which they work.
8. Formulate processes and systems, in conjunction with technology personnel, to best leverage MIS for competitive advantage, including knowledge management, business intelligence, and customer intimacy.
9. Apply the knowledge obtained in this course in order to evaluate and mitigate security threats to the hardware and software systems of an organization.

Plan for the Course

This course is divided into 7 modules. In each module, you will read one or more chapters in the assigned Management Information Systems: Managing the Digital Firm (17th ed.) textbook. Each module will have assignments for you to complete. In modules 1-7, there will be one discussion thread for students to complete and a short, multiple-choice quiz in each of these same weeks.

In module 7, there is a final exam.

In modules 3 and 6, there is a short written assignment in which students review and respond to questions about an assigned Case Study from the textbook.

Each assignment will have a set of instructions for you to follow.

Before continuing, please read the syllabus available by clicking on "Syllabus" in the left sidebar, then continue to the syllabus quiz. After that, there will be a discussion board for you to post an intro and see the intro for other students in this class.

There is also a discussion board for questions you may have for the instructor, or you may contact your instructor via the "People" link to the left or through the Campus interface.

Remember: Each week in modules 1-7, you will have discussion opportunities to demonstrate your level of engagement and preparation with that module's curriculum, including the readings and associated materials from the text.

The Discussion Questions in each Module contain an initial prompt to get you started with your response, as well as follow-up prompts to help you stay engaged throughout the 2 minimum days out of 7 that you are required to be involved in the discussions for this online class. To earn credit after your initial response, you may, of course, instead or in addition, respond to the posts from your fellow NJIT online students or from the instructor.

Alternately, after your initial response, you may fulfill your discussion requirements by posting something else that you locate via research that pertains to the Module. Remember to share your sources, and in general, sources like wiki-this and wiki-that, or any Internet site that ends in “opedia” or “dot help”, are NOT academically acceptable to use. Targeted news media such as The Wall Street Journal, The Economist, Forbes or Fortune magazines, industry and governmental sources (BLS, BEA) are great. Of course, it’s always acceptable to cite the textbook in your posts.

Naturally, just cutting and pasting somebody else’s words as your entire response is not okay. In addition, in general, be sure to leave compliments and comments that assign further research to another student for the instructor to make. Your job is to jump into the topics under discussion each week in such a way that you are making your own substantive contributions to the shared learning experience of this online class.

Point Allocations

Point Allocations

Introduction	25
Discussions	315
Quizzes	180
Case Studies	280
Final Exam	200
Total Points Possible	1000

Student Deliverables By Week

Student deliverables by week

Week	Intro	DQ	Quiz	Case Study	Final Exam	Chapter Reading
1	25	45	30			1,2
2		45	30			3, 4, 5
3		45	30	140		6,7,8
4		45	30			9,10

5		45	30			11, 12, 13
6		45	30	140		14, 15
7		45			200	
Weekly Totals	25	315	180	280	200	1000

Student Expectations about Grading

Students shall expect that faculty will provide meaningful, actionable feedback via Canvas Grade Book for all major course assessments to be provided to them within a reasonable duration after student submission of an assignment. Quizzes will grade automatically. All other assignments will be graded in Canvas by faculty within seven (7) days of submission.

Grading Scale

Grading Scale

A	B+	B	C+	C	D	F
90%	87%	80%	77%	70%	60%	<60%

Time Commitment

Students should expect to spend between 6 and 8 hours per week for course work.

Prerequisites

There are no prerequisites for this course.

Course Policies

Every student is expected to do the reading assignments and to participate in the case discussions and exams on time as described in the course outline. Likewise, each student is expected to be a member of a group of three individuals (maximum) and to take part in group assignments.

Participation

Every student is expected to do the reading assignments and to participate in the case discussions and exams on time as described in the course outline.

Academic Honesty

Cheating and plagiarism are serious misconduct issues that result in negative consequences for all involved in the learning environment. Any serious misconduct of this nature will be addressed directly and expeditiously by the School of Management and NJIT. In order to protect and maintain a superior learning environment at the School of Management, all students must review and adhere to the [University's Academic Honesty Policy \(Links to an external site.\)](#).

Forms of academic dishonesty include plagiarism, fabrication, cheating, and academic misconduct. Students are responsible for the authenticity of material submitted both for individual and group work. If there is evidence that a violation of the University's Academic Honesty Policy has occurred, the faculty member indicates what sanction he/she believes is appropriate to the Department Head, who in turn will determine whether such a sanction is commensurate with the action and evidence, and if necessary makes adjustments to the sanction.

Accessibility

Instructure is committed to ensuring its products are inclusive and meet the diverse accessibility needs of our users. Canvas LMS strives for WCAG 2.1 Level A/AA and Section 508 conformance. Regular testing (both internal and by a third party) is conducted to identify conformance issues, with processes in place for timely remediation of accessibility issues that are identified. Canvas is a complex and broad system. The statements below are accurate as of the date indicated.

Canvas has been evaluated by Instructure and WebAIM according to WCAG 2.1 standards. Testing is regularly conducted using automated tools, assistive technology (such as screen readers, keyboard testing, etc.), and coding best practices. Third party accessibility evaluation occurs regularly with internal audits conducted with each release. Mechanisms are in place for logging and fixing accessibility defects.

[Additional details about accessibility are linked here.](#)

NJIT Canvas - Student Orientation

This [self-paced orientation](#) will introduce you to the NJIT Canvas learning management system (LMS). The orientation will provide direction on how to use and navigate the system including submitting assignments, communicating with your instructor and classmates, checking grades, where to get help, etc.

Additional Resources for NJIT Online Students

Student resources (with links), including items such as the IST Service Desk, library, disability services, and tutoring centers can be found via this [Resources for NJIT Online Students](#) page.

Office Hours

- By mutual arrangement via Telephone, Zoom, FaceTime, Google Meet or other method.
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Late Work and Make-Up Exams

All assignments are expected when due, as stated in your syllabus. Late assignments are penalized according to the following schedule:

- One (1) day late: 10% penalty
- Two (2) days late: 20% penalty
- Three (3) days late: 30% penalty
- Over three (3) days late: 100% penalty

Exams must be taken during the specified times, except in documented cases of exceptional personal or family emergencies.

Online Proctoring

NJIT policy requires that all midterm and final exams must be proctored, regardless of delivery mode, in order to increase academic integrity. Note that this does not apply to essay or authentic based assessments. Effective beginning Fall semester 2019, students registered for a fully online course section (e.g., online or Hyflex mode) must be given the option to take their exam in a completely online format, with appropriate proctoring.

Any course that uses online proctoring for exams may require you to do an environmental scan. You are responsible for selecting a location where you are comfortable with yourself and your room being video and audio recorded. You may be asked to use your camera to scan all four walls of the room you are in, as well as the workspace, desk, and area around the computer. Ideally, your exam environment should be well-lit and free from distractions and interruptions. In this course, you will be required to use the following proctoring method to ensure academic integrity for exams. See below for more information about how exams will be proctored in this course.

Respondus LockDown Browser and Monitor

1. LockDown Browser: A locked browser used to prevent students from printing, copying, going to another URL, or accessing other applications during an assessment in Canvas.
2. Monitor: Used in conjunction with LockDown Browser, Monitor is the usage of a webcam to record a user during the exam session.

If virtual machine software is detected on your device, you won't be able to run LockDown Browser, and you'll receive a warning, "The browser can't be used in virtual machine software such as Virtual PC, VMWare, and Parallels." You can find examples of VM software and

troubleshooting steps on [Respondus's FAQ page for this topic](#). If you want to take your exam on your iPad, you must ask your instructor to enable this feature from within the course settings and [download the LockDown Browser app](#).

In using LockDown Browser, students need:

- High-speed internet connection
- Windows or Apple Operating System

In using Monitor or Live Proctoring, students need:

- Webcam (internal or external)
- Microphone and Audio (internal or external)
- NJIT ID or Photo-Issued ID
- To perform an environment check

Helpful Resources:

- [Introduction to Respondus LockDown Browser for Students Video](#)
- [Respondus Monitor Resources](#)
- [Respondus Computer Requirements](#)
- [Tips for Ensuring a Smooth Experience](#)
- [Respondus Privacy Policies](#)
- Questions or Problems? Contact:
 - [Respondus Live Chat](#)
 - IST Service Desk: 973-596-2900 or Help.njit.edu

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Email Class Liability

Neither NJIT nor the instructor can be held responsible for the content of any personal messages, which are sent from one student directly to another student using the online email delivery system. It is expected that all students will adhere to accepted codes of ethical, personal, and civil conduct when conversing online using email or engaging in any real time online chat sessions. Failure to abide by such codes of conduct and etiquette may result in expulsion from the course with a failing grade. Consult the official university code of student conduct for further information.

Accommodations

The Office of Accessibility Resources and Services works in partnership with administrators, faculty, and staff to provide reasonable accommodations and support services for students with disabilities who have provided their office with medical documentation to receive services. If you are in need of accommodations due to a disability, please contact the [Office of Accessibility Resources and Services](#) to discuss your specific needs.

Technical Support

For assistance, please contact NJIT's [IST Service Desk](#).

Software and Hardware Requirements

Sometimes, you will be required to use Word processing and presentation software, such as MS Word and PowerPoint found in Microsoft Office. You will also need to be comfortable with various aspects of using the Internet such as:

- Search engines
- Newsgroups
- E-mail
- Ability to download files

To view certain media elements in this course, you will need to have several browser plug-ins such as Shockwave, Flash, and Adobe Acrobat on your computer. Use the links in the course to download and install the appropriate software application.

Important: With regards to plug-ins, ensure you are using the most recent version of each plug-in you require. View the [hardware and software requirements](#) for this course.