MARTIN TUCHMAN SCHOOL OF MANAGEMENT
NEW JERSEY INSTITUTE OF TECHNOLOGY

Instructor: Bahareh Kargar, PhD
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Email: bk349@njit.edu
Class Time & Location: Asynchronous Online
Prerequisites: None
Office Hours: Thursdays 5:30 – 7:00 pm, and by appointment via Zoom, Google Meet, etc.

Course Title: Introduction to Management Information Systems
Course Number: MIS 245-457
Semester: Fall 2024

Course Overview

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.re acquisitions, intermediate and long-range MIS plans, integration of personal computers, minicomputers, and mainframes, and security and controls.

Required Course 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 Learning 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

Expected Learning Outcomes
In addition to content specific course objectives, the course intends to help students develop a wide range of analytical, communication, interpersonal, and technology skills, namely:

Competencies	Outcome
LC 1 Develop an Understanding of Business Concepts and the Technical Knowledge to Solve Business Problems	**LO 1.1** Our students will demonstrate the knowledge and application of business fundamentals
	LO 1.2 Our students will demonstrate the ability to solve business problems using current technology
	LO 1.3 Our students will demonstrate the ability to use technology for effective project management
LC 2 Develop Effective Communication Skills	**LO 2.1** Our students will demonstrate the ability to deliver effective presentations enhanced by technology
	LO 2.2 Our students will demonstrate the ability to write clear and concise reports based on relevant information
LC 3 Interact Effectively in Teams (There are no team assignments in this course, but students will demonstrate their abilities to engage in discussions	**LO 3.1** Our students will demonstrate the ability to understand and use team building

Competencies	Outcome
collaboratively to enhance the shared learning experience of the group).	behaviors to accomplish group tasks
LG 4 - Develop Ethical Reasoning Skills	**LO 4.1** - Our students will demonstrate the ability to identify ethical dilemmas and make decisions grounded in ethical principles

Course Website

Please go to CANVAS. The Canvas site is where most course materials are posted. Make sure you have an NJIT UCID and password so that you are able to access Canvas. I will use Canvas to post announcements and supplemental materials throughout the semester. **So, please be sure to check the site (canvas.njit.edu) frequently. Please contact helpdesk (973-596-2900) for problems associated with Canvas.**

Course Deliverables/ Final Grade Components
Your grade for this course will be based on the following components:

Component	Weight
Discussions	17%
Quizzes	8%
Case Studies	20%
Midterm Exam	15%
Final Exam	20%
Course Paper/Project	20%
Total	**100%**

An explanation of each assignment/assessment will be detailed in Canvas.

Final Grades
Grades are a reflection of the level of understanding of course content. Therefore, to achieve the grade of A or B in this class expect to:
- Be prepared. This means actively participating in discussions, exercises, and activities to further understanding.
- Turn in all course deliverables in a timely and professional manner.
With less preparation and participation expect the grade of C or lower.

I have had students be very casual in taking a class for the first part of a term. Then, as the class nears the end, the student realizes a bad grade may be in the future and asks for an extra-credit opportunity or extensions to due dates. Please know now that such opportunities are not fair to the other students. So, the grading system established in this syllabus is final and no other opportunities exist. There will be no "extra credit" opportunities.

Final course grades will be based on the following scale (there will be NO curve):
Grading Scale

A	B+	B	C+	C	D	F
90%	85%	80%	75%	70%	60%	<60%

Late Assignments
Discussion opportunities are only available to students during the Module Week in which they occur as there is no capacity in Canvas to extend late (or open early) for only one student without doing so for the entire class, which I cannot do. No late submissions in the comments section of Canvas will be accepted for a grade. Please verify that your posts are displayed properly or contact technical support promptly if you note any issues with your posts.

No emailed submissions of any kind for any student deliverable can be accepted because written work will not then process via Turnitin, and student work will not be archived in the Canvas Learning Management System.

Except as noted, no other late assignments will not be accepted for grading unless there is a severe illness or an emergency situation. In these cases, legitimate documentation of the emergency must be presented and approved by the office of the Dean of Students before extensions will be granted.

Email Etiquette
This is a business course, and the expectation is that you will conform to appropriate business letter writing practice in all of your email to me. The following are the basics.

- Put the course name (e.g., course name or course number) in the subject line
- Identify the subject of the e-mail with a brief but descriptive summary of the topic: include a proper salutation and the assignment details such as the title, homework, or test.
- Proofread your e-mail for proper sentence structure, capitalization, spelling and punctuation.
- Conclude the e-mail message with a proper closing (e.g. Regards, Sincerely) and your full name.

(Note: Do not e-mail requests for additional grade points unless there is an error in the grading. Please note that any grade discrepancies must be addressed within 2 weeks of the assignment due date. Grades are not 'given out' by the professor; they are 'earned' by the student. So, make sure that you 'earn' a grade that you can live with.)

Learning is both an individual and a cooperative experience. Asking for and giving help freely in appropriate settings helps you learn. However, you should present only YOUR work as your own. University rules and standards define and prohibit "academic misconduct" by all members of the academic community including students. You are asked and expected to be familiar with these standards and abide by them.

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: *University Policy on Academic Integrity*.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. ***Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university.*** If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at *dos@njit.edu*.

Accommodations

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. If you are in need of accommodations due to a disability, please contact Scott Janz (oars@njit.edu), Associate Director of the Office of Accessibility Resources & Services (OARS), Kupfrian Hall 201, to discuss your specific needs. A Letter of Accommodation Eligibility from the OARS authorizing your accommodations will be required. Accommodations need to be requested in advance and will not be granted retroactively.

Classroom Policies

All assignments will be automatically submitted to Turnitin upon student submission to the Canvas submission drop box to check for originality as well as the likelihood of plagiarism. Originality means the percent of the student submission which was written by them specifically for the submitted assignment, which normally should not be less than 70% for undergraduate classes. This means students should not re-use their own intellectual property written for another purpose or class as a submission for assignments in this class, as then it is not original. A best practice is to limit the use of direct quotes and paraphrase whenever possible. All claims that are not common knowledge should have the source cited in-text connected to a corresponding references entry. For this class, the required format follows the 7th Edition of APA.

Online Exams
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](#)

Final Comments
I reserve the right to change any aspect of this syllabus or the course schedule at any time, as the need arises. Students registered for this course assume full responsibility for reading and understanding the course policies as stated above.

Student Deliverables by Week

Week	Intro	DQ 1	DQ 2	Quiz	Case Study	Midterm Exam	Final Exam	Individual Project	Chapter Reading
1	10	10	10	10					1
2		10	10	10					2
3					50				3
4		10	10	10					4
5		10	10	10					5
6					50				6
7		10	10	10					7
8		10	10	10		150			8
9					50				9
10		10	10	10					10
11		10	10	10					11
12					50				12
13									13
14								200	14/15
15							200		
Totals	10	80	80	80	200	150	200	200	1000