Instructor: Julie Ohl, M.B.A.  
Office: Online  
E-mail: Julie.Ohl@usd.edu  
Office Phone: (712) 251-7526  
Office hours: Wednesdays 7:00-8:00pm CT online  
Class Website: http://d2l.sdbor.edu/

Course Catalog Description
This course focuses on both the business and technical dimensions of information systems, specifically how information systems are used by businesses to achieve competitive advantage, operational efficiency, and strengthen managerial decision-making. Student learning will be accomplished through the use of text, real-world cases, and hands-on computer laboratory exercises.

Text

Attendance Policy
While this class is delivered asynchronously online, it is expected that students have listened to all online lectures. Office hours will be held live via Blackboard Collaborate from 7:00-8:00pm central time. At the conclusion of office hours, any discussions held will be posted online for review later. If you are not going to watch lectures and office hours, you should not expect to do well in the course just as you would not expect to do well if you skipped class in a face-to-face environment.

Instructor Expectations
The instructor will strive to ensure students are supported during the learning process and will provide all students with the same opportunity for success and learning in this course. The instructor will respond to emails within 24 hours during the week and 48 hours on weekends and will work to ensure student understanding as questions arise. Additionally, the instructor will abide by the policies set forth by the South Dakota Board of Regents and University of South Dakota.

Student Expectations
Students are expected to be familiar with the policies and expectations of the class as outlined in the syllabus, course assignment schedule, and those in the Online Student Handbook. The online student handbook outlines technical and netiquette requirements as well. Weekly requirements for the course can be found in the course assignment schedule, the weekly checklist in the news feed, and due dates in dropboxes and quizzes where relevant.

The South Dakota Board of Regents defines a credit hour as one hour of classroom or direct
facult y instruction and two hours of out-of-class student work. You should expect to spend around nine hours per week for a three credit hour class. Students are expected to ask for assistance as needed to ensure understanding of the course material.

Students are also expected to have and maintain the appropriate technology required to complete the course. See the Technology requirements in the next section.

**Technology Requirements**
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook in the “Getting Started” widget on the course homepage.

Aside from requirements listed in the handbook, this course has the following requirements:

1. All students should have the ability to submit assignments in a format compatible with Turnitin (Word: DOC or DOCX; OpenOffice: ODT; Other: RTF, TXT, PDF, WPS). The University of South Dakota provides access to Google Docs – a free, online office suite – which can save documents as Word files. USD’s Google Docs can be accessed with your USD username and password at [http://docs.usd.edu](http://docs.usd.edu). Additionally, USD makes Microsoft Office (365) available for free to all students. For more information, please visit the USD Technology page: [http://www.usd.edu/technology](http://www.usd.edu/technology). Please ensure your Office installation is the most current available to avoid compatibility issues with the assignments.

2. This course makes use of Collaborate Ultra, a web-conferencing solution, for the recorded lectures and office hours. If you plan on participating in the live sessions, it is recommended that you either purchase a USB multimedia headset – earphones with a microphone – or you have a phone available to conference into the session, so that you can ask questions instead of typing them. Headsets can be purchased online, or from your local retailer (Walmart, Best Buy, Staples, etc.), for around $15-$30 depending on the brand and model (Logitech is recommended).
   a. To join an office hour session, log into D2L and you will see a menu bar that shows Course Home, Content, Discuss, …., Collaborate. Click on the Collaborate link and that brings you to page with links to various rooms and there is the link to the Office Hours Room. Click on that and it will bring you into the room for office hours.

3. In order to take the exams in the course, you will be required to use the Respondus LockDown Browser. This can be downloaded from any quiz or survey, but only needs to be installed once. That being the case, you will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam. Please see “Respondus LockDown Browser Instructions” under the General Materials section in the Content area of the course for more detail.

4. The course will make use of the publisher’s assignment site MyMisLab to manage assignments and lab work. More information on the registration and access will be provided in the Welcome
Letter for the course. You should check your text (either hard copy or e-book) for an access code for utilizing this service.

**Student Resources**

The University of South Dakota provides a number of useful services to students:

- **Online Student Handbook** (in the “Getting Started” widget on the course homepage): This contains very important information related to the services provided by USD as well as the University policies.

- **MyUSD Portal** ([http://my.usd.edu](http://my.usd.edu)):
  The myUSD portal is your one-stop shop for a majority of services offered to any student taking a USD course. You can access the following services from the “Academics” tab in the portal:
  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center** ([http://www.usd.edu/academics/writing-center](http://www.usd.edu/academics/writing-center)):
  The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the above URL for more information.

**Course Summary**

The course will be split into 4 units of related chapters.

1. Organizations, Management, and the Networked Enterprise
2. Information Technology Infrastructure
3. Key System Applications for the Digital Age
4. Building and Managing Systems

Since this is a 12 week course, we will cover a unit every 3 weeks. There will be an exam given after each unit, each covering roughly 4 chapters. The 50 question exams follow an electronic format where you will select your answers in multiple-choice, fill-in-the-blank, or short-answer format. These tests will be reviewed at the next office hours after the due date.

Each week there will be discussion questions posted (1-2 each week) based on short cases and students are expected to participate in the online discussion for participation points.

Weekly open-book quizzes will be given, and should be used as a check over your understanding of the material and an exam review tool. Points will be given for the quizzes, and each quiz will contain 20 questions in multiple-choice, true/false, or short-answer format. Quizzes will be discussed during office hours if necessary.

Lastly, there will be a course-long series of related assignments and labs as part of a fictional company case study. All assignments should be submitted to the specific assigned Dropbox in D2L before the due date. Some of these may be assigned as collaboration exercises (group assignments).
The weekly schedule will start on Monday. All coursework and assignments will be released each Monday and all assignments and quizzes or exams are due by 11:59PM the following Sunday. All graded assignments will have grades recorded within one week from due date. A 10% deduction will be applied each day to any assignments submitted late. Quizzes and exams will not be accepted after the due date.

**Learning Objectives:**

1. Students will be able to define and describe how businesses use information systems (IS) to gain competitive advantage through achieving operational excellence, improved decision-making, and developing innovative products and services. The students’ understanding of these areas will be assessed through regular tests and case assignments.

2. Students will be able to define and describe the social, economic, and technical dimensions of information systems including how businesses harness the power of information systems and the Internet to win in today’s relentlessly-competitive world. Topics covered include IS strategy, IS value, organizational impact, ethics, enterprise applications, security, networking, the Internet, wireless technologies, mobile computing, business intelligence, and e-business. The students’ understanding of these areas will be assessed through regular tests and case assignments.

3. Students will analyze a number of real-world business cases that focus on how technology can be used to achieve business objectives. The cases also manifest the business value, organizational impact, and social implications of information systems and technology decisions.

**Grading Policy**

Final grades are determined according to the following point distribution. (This is subject to revision.)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grading Percentage</th>
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<tbody>
<tr>
<td>4 Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Discussions (weekly)</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly assignments</td>
<td>30%</td>
</tr>
<tr>
<td>15 Quizzes</td>
<td>20%</td>
</tr>
</tbody>
</table>

The thresholds for the various grade levels are indicated below. These thresholds are tentative and subject to revision at the instructor’s discretion.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% and above</td>
<td>A</td>
</tr>
<tr>
<td>80% to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% to 69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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</table>
Beacom School of Business Policy on Plagiarism:
Plagiarism is defined as using the words and/or ideas of another representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment. Since it is impossible to evaluate a plagiarized assignment, no credit can be given. However, at the discretion of the instructor, a student may be allowed to rewrite and resubmit the assignment for credit.

Academic Integrity Statement:
No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:
   a. Given a zero for that assignment.
   b. Allowed to rewrite and resubmit the assignment for credit.
   c. Assigned a reduced grade for the course.
   d. Dropped from the course.
   e. Failed in the course.

Additional Policy for a Dishonest Assignment:
Additionally, any student caught engaging in any form of academic dishonesty will not be eligible for any form of extra credit including extra credit already completed and will not be eligible for any adjustment to the grading scale posted in the syllabus.

Student Code of Ethics
Students enrolled at the Beacom School of Business are expected to maintain the highest standards of integrity and ethical principles and to adhere to the Student Code of Ethics developed and approved by Beacom School of Business students. This Code provides a frame of reference for the behavior of Beacom School of Business students in their personal, academic, and professional activities.

Statement on Freedom in Learning
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinion or conduct unrelated to academic standards should contact the dean of the college that offers the class to initiate a review of the evaluation.

Mission Statement: Beacom School of Business at the University of South Dakota
Our primary mission is excellence in undergraduate and graduate education that develops successful future business leaders. We deliver high value to our students, employers and community through distinctive teaching and learning supported by significant intellectual and professional contributions and meaningful service.
**Inclusive Excellence: Beacom School of Business at the University of South Dakota**

The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. USD Diversity and Inclusiveness Statement.

The Beacom School of Business is committed to USD’s Inclusive Excellence initiatives. We are committed to cultivating an environment of Inclusive Excellence at all levels of the school. We are committed to graduating globally and culturally aware business students who are equipped with the tools to embrace and practice inclusiveness.

**Privacy of Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that each student’s educational records remain private. No individual or group outside the educational institution shall have access to nor will the institution (including professors) disclose students’ educational records without written consent of the student. Because the professor cannot ensure that the student is the only one with access to the student’s email account, grades will not be provided via email. The student may access his/her final grade using WebAdvisor.

**Additional Information**

The last day to drop a class with a full refund and without having the class recorded on your academic record is Wednesday, May 17, 2017. The last day to drop a class with a grade of “W” is Wednesday, July 19, 2017. Courses may not be dropped after July 19, 2017.

The instructor of a course may drop a student for non-attendance or non-participation provided the student is in violation of the official attendance policy or participation policy of the course. Instructor initiated drops are at the instructor's option, but they must be submitted to the Registrar's Office by July 19th and be approved by the dean of the college or school in which the course is offered. The student is notified by the Registrar's Office that he/she has been dropped from the course. The grade assigned is in accord with the drop policy for student initiated drops.

**Disability Services**

Any student who feels he/she may need academic accommodations or access accommodations based on the impact of any disability should contact and register with the Office of Disability Services during the first week of class. Disability Services is the official office to assist students through the policy of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

Ernetta L. Fox, Director  
Disability Services  
Room 119 Service Center  
(605)677-6389  
website: [http://www.usd.edu/disabilityservices](http://www.usd.edu/disabilityservices); e-mail: disabilityservices@usd.edu
# Class Schedule

The following is a brief listing of topics. Please consult the Course Assignment Schedule for more detailed information on assignments, due dates, and times. This schedule may change at instructor’s discretion. This schedule is also posted on the course home page in the “Getting Started” widget.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15 – May 21</td>
<td>Overview of IS in Global Business</td>
<td>1-2</td>
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<tr>
<td></td>
<td>Global E-Business</td>
<td></td>
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<tr>
<td>May 22 – May 28</td>
<td>IS Organizations &amp; Strategy</td>
<td>3</td>
</tr>
<tr>
<td>May 29 – June 4</td>
<td>Ethical and Social Issues in IS</td>
<td>4</td>
</tr>
<tr>
<td>June 5 – June 11</td>
<td>Infrastructure &amp; Emerging Tech</td>
<td>5</td>
</tr>
<tr>
<td>June 12 – June 18</td>
<td>BI, Databases, &amp; IS Mgmt</td>
<td>6</td>
</tr>
<tr>
<td>June 19 – June 25</td>
<td>Telecommunications &amp; Inet Security</td>
<td>7-8</td>
</tr>
<tr>
<td>June 26 – July 2</td>
<td>Enterprise Applications</td>
<td>9</td>
</tr>
<tr>
<td>July 3 – July 9</td>
<td>E-Commerce</td>
<td>10</td>
</tr>
<tr>
<td>July 10 – July 16</td>
<td>Knowledge Systems</td>
<td>11-12</td>
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<tr>
<td></td>
<td>Enhancing Decision Making</td>
<td></td>
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<tr>
<td>July 24 – July 30</td>
<td>Building Info Systems</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Managing Projects</td>
<td></td>
</tr>
<tr>
<td>July 31 – August 4</td>
<td>Managing Global Systems</td>
<td>14-15</td>
</tr>
</tbody>
</table>