



UPPER IOWA
UNIVERSITY

COURSE SYLLABUS

BA 222 – WC – 10 Management Information Systems

Self-Paced Course – Web-Based Format Option

Session begins on the 1st day of enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: William King (Bill)

Contact Information: For questions, comments, or concerns please contact the Self-Paced Degree Program office:

Telephone: 563-425-5200 or 1-800-553-4150

E-mail: selfpaced@uiu.edu

Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

Course Description

Semester Credits: 3 semester credits

Catalog Course Description: A study of the procedures involved in the accumulation, processing, and dissemination of various types of information within an organization. Typical business problems will be solved from a management perspective, using popular spreadsheet and database software packages as problem-solving tools.

Prerequisites: BA 210

Credit Hours: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Required Textbooks

Baltzan, P. (2025). *Business driven information systems (9th ed)*. New York, NY: McGraw-Hill Education. ISBN: 978-1-266-54647-1

Recommended Resources

American Psychological Association. (2020). *Publication Manual of the American Psychological Association (7th ed.)*. Washington, DC: American Psychological Association.

ISBN-13: 978-1433832178

ISBN-10: 1433832178

Recommended Resources

UIU Writing Center

- Email: writingcenter@uiu.edu
- Phone: (563) 425-5272

UIU Academic Success

- Email: academicsuccess@uiu.edu
- Phone: (563) 425-5264

Ordering Textbooks

Purchase your textbook through the online university bookstore, [MBS Direct](#), or by phone at (800) 325-3252.

Course Outcomes

Upon completion of this course, students will ...

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1. Identify the basic elements of the systems and processes that provide information for decision-making in organizations.
 2. Apply appropriate skills to transform data into information and use that information to solve business problems.
 3. Identify, evaluate, present, and defend alternative solutions for business, information and systems problems.
 4. Compare the various types of telecommunications networks and network services and recommend their appropriate use in information technology infrastructures.
 5. Describe the principal tools and methodologies used for systems development.
 6. Compare general controls and application controls for information systems, including controls to safeguard the use of the Internet.
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Program Student Learning Outcomes

1. Access, utilize, evaluate, and synthesize quantitative and qualitative information in making business decisions.
2. Understand how internal and external environments impact functional areas of business.
3. Communicate effectively in various forms, such as written, oral, visual, or electronic formats.

Course Requirements and Grading Criteria

Course Requirements

1. Review the **entire** course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review **ALL** forms even if this is not your first course. Your course status may be affected if policies are not followed.
2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.
3. We advise submitting **one unit at a time** rather than all of the units at once. The feedback you receive from the instructor is **critical** to your success on subsequent

lessons. Instructors will only grade complete units. These comments allow you to improve and modify the next units if necessary. *Please note: No more than three assignments/units may be submitted in a one-week period.*

4. Assignment covers must be **clearly filled out with complete address information**. We use this information to return your assignments. Any missing or inaccurate information will result in a delay of the assignment being returned.
5. If the information in your syllabus is not clear or if units are not returned to you within a reasonable period of time (3 weeks), please contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from YOU!
6. ALWAYS make a copy of your completed units before submitting them for grading.
7. When needed, examination request forms **must be filled out completely and received a minimum of two weeks prior to the exam date**. A list of appropriate proctors is listed in the Academic Catalog. Make sure your request form is **clearly** completed and **signed** by the proctor. Any missing information or use of an unapproved proctor will result in a delay of the test being sent. If you have questions on who qualifies as an approved proctor, please contact the Self-Paced Program office. Employers, relatives, other UIU students, and close friends cannot serve as proctors. Exams will not be sent to residential locations.

Grading Criteria

Activity	Points
Responses to Chapter Questions (7 units x 50 points)	350
Unit Assignment (7 x 50 points)	350
Lessons Learned	100
Final Exam (200 points)	200
Total	1000

Grading Scale

Letter Grade	Percent	Points
A	100-93	1000 – 930

Letter Grade	Percent	Points
A-	92-90	929 - 900
B+	89-88	899 - 880
B	87-82	879 - 820
B-	81-80	819 - 800
C+	79-78	799 - 780
C	77-72	779 - 720
C-	71-70	719 - 700
D+	68-69	699 - 680
D	64-67	679 - 640
D-	60-63	639 - 600
F	59-0	Below 600

Grades and Feedback

This syllabus contains all assignments and forms necessary for completing your self-paced course. Submit your completed assignments either by mail or email to:

Self-Paced Degree Program, Upper Iowa University, PO Box 1857, Fayette, IA 52142

Toll free: 800-553-4150

Fax: 563-425-5287

E-mail: selfpaced@uiu.edu

They will be graded and returned to you. If you need academic assistance with the course, please feel free to contact the Self-Paced Degree Program office.

For the paper-based option requiring a proctor, a student must bring a photo I.D. to the exam. The final assessment/exam is administered by a proctor, and the proctor mails your completed exam to UIU. To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students.

AI-Free Assignments

Use of generative AI is not permitted for assignments requiring independent analysis, critical thinking, or personal reflection (e.g., take-home exams, reflective essays). Unauthorized use

constitutes a violation of academic integrity and may fall under the Academic Misconduct Policy.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.

- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit 1

Chapter 1 Questions	5 Total Chapter Questions
Unit Assignment	Explain Michael Porter's Five Forces Model

Unit 2

Chapter 2 Questions	5 Total Chapter Questions
Unit Assignments	Explain What Primary Type of MIS System You Would Use for Making Business Decisions

Unit 3

Chapters 3 & 4 Questions	5 Total Chapter Questions
Unit Assignments	What are the Common Internet Monitoring Technologies and Define Them?

Unit 4

Chapter 5 Questions	5 Total Chapter Questions
Unit Assignments	What are the 3 Primary Areas on Which Enterprise Architects Focus When Maintaining a Firm's MIS Infrastructure and Identify or Support?

Unit 5

Chapter 6 &7 Questions	5 Total Chapter Questions
Unit Assignments	4 Unit Assignment Questions

Unit 6

Chapter 8 Questions	5 Chapter Questions
Unit Assignments	4 Unit Assignment Questions

Unit 7

Chapter 9 Questions	5 Total Chapter Questions
Unit Assignments	Describe the SDLC and Its Associated Activities

Unit 8

Unit 8 Topic	Lesson Learned and Final Exam (All Units)
Lesson Learned	Case Study
Final Exam	Comprehensive Final Exam (All 9 Chapters)

Course Expectations

Late Work

Late work is not accepted without obtaining an official extension ('X' grade) from the University. See the syllabus policy on Extensions for details.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their

instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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