Principles of Information Systems
MIS 180 Summer 2016
San Diego State University
College of Business Administration
Department of Management Information Systems

COURSE INFORMATION

Instructor: George Bonilla
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Schedule #: 20194

Class Location: Online
Office Hours Location: Online/Blackboard
Units: 3

Course Web Sites: Blackboard: https://blackboard.sdsu.edu/webapps/login/
SIMnet: https://sdsu.simnetonline.com/sp/
Connect: http://connect.mheducation.com/class/bonilla-mis-180-su16-section-1-online

Course Overview

In today’s global economy, information is power, and knowledge is king! An information system (IS), is a way to create value with information. IS professionals are creative, business-savvy people who find new and exciting ways to reap information-based rewards. Information technology (IT) has transformed the way organizations operate, but technology is only part of the picture. Organizations need employees who can devise innovative ways to use IT to make a difference that matters.

To meet this goal, MIS 180, has been designed as an introductory course, comprised of a broad overview of information systems, and of information technology as principally used to support business processes and decision-making activities.

Course topics include information-based strategy, information systems uses in organizations and society, application and system software, the Internet and World Wide Web, communications, e-commerce, security, systems development and database management. We will consider societal issues, like privacy and the digital divide, and technology trends like mobile computing. We will look at IS skills like systems analysis and design and software engineering. We will consider IS careers like Chief Information Officer and Chief Knowledge Officer among many other opportunities. You will also gain hands-on experience with the organizational applications of information technology. You will complete assignments in which you will build and use spreadsheets and databases. You will also complete assignments in simple web development.

Note: MIS 180 is NOT a generic course in computer literacy and is not a course in computer applications programs. To be most successful in this course you should have basic knowledge of elementary computer operations, word processing, spreadsheets, e-mail, and Web browsing.

Student Learning Outcomes

BSBA students will graduate being:
• Effective Communicators
• Critical Thinkers
• Able to Analyze Ethical Problems
• Global in their perspective
• Knowledgeable about the essentials of business

MIS 180 contributes to these goals through its student learning outcomes:
1. Explain the importance of determining information system requirements for all management levels by describing the differences between various types of information systems.
2. Describe how information systems are developed.
3. Describe the computer revolution and its impact on the way business is conducted.
4. Use critical-thinking skills in identifying information systems problems and investigate existing literature about hardware and software solutions to problems.
5. Know the components and functions of computer systems, both hardware and software.
6. Describe the advances in networking, data communications and the Internet and how they affect the way business is conducted.
7. Identify which information technology tools are used to solve various business problems.
8. Display proficiency solving business problems using modern productivity tools (e.g., spreadsheet, database) or creating custom programs. : (http://cbaweb.sdsu.edu/assessment/slo)

Course Materials

Required Course Materials:
1. Principles of Information Systems custom bundle. This bundle contains the following components:
   - **Bundle #1** (Print Text and Access Codes)
     M: Baltzan Information Systems (print text)
     Connect for M: Info Systems
     SimNet Nordel Office 2013 Complete (Microsoft Office 2013 In Practice Access Complete and Microsoft Office 2013 In Practice Excel Complete)
     MS Office 180 Day Trail
     Discount Bundle Net Price $134.00 (Standard net price = $188.25) Discount ISBN: 9781259992681
   - **Bundle #2** (Only Access Code)
     Connect for M: Baltzan Information Systems (with eBook)
     SimNet Nordel Office 2013 Complete (Microsoft Office 2013 In Practice Access Complete and Microsoft Office 2013 In Practice Excel Complete)
     MS Office 2013 180-Day Trail
   *Microsoft Access database is a PC product “only” not available on the Mac without costly software modifications.
   Therefore, all MS Access “projects” must be completed on a PC. PCs are available in the library.

You can purchase the bundle at the SDSU campus bookstore for a discount price. You receive a discount on both the required textbook and required simulation software because it is bundled together. Until you purchase your textbook from the SDSU bookstore, you can use one free chapter at http://www.coursesmart.com.

It is highly recommended to purchase bundle #1 arranged for you at the SDSU bookstore because of the deep discount and the price difference between the two bundles being only $10.00. The required materials WILL be used throughout the semester. Additionally, some of the assignments will require that you have your own individual account to access the materials. I know the price of tuition and textbooks is on the rise, most textbooks alone used for these types of courses are usually around $200 – please take advantage of the bundle. **NOTE:** Because this is a six week course you DO NOT have the luxury to buy textbook from online web sites. You will not be given extra time for assignments you miss due to not purchasing your textbooks the first two days of the first week of class.

2. Blackboard will be used to post official course information, announcement, discussion forum (Office Hours), assignments, and exams. You are responsible for all announcements posted on Blackboard. Be sure to regularly check for updates.

Course Structure and Conduct

As a college-level course, your attendance and participation at each class meeting is required. Students are expected to be prepared for all class meetings. Class lectures will not simply cover material available through reading the text. Often we will use class time to discuss components of the course assignments. If you are absent or not prepared, your learning will be negatively affected. If you are miss class, you are still responsible for any work assigned or discussed in class. Team up with another student to have a resource for in-class information you might miss.

**Disrespectful and/or disruptive behavior online** will result in removal from class and/or loss of course points.

Getting Help

I am more than happy to assist you in learning the course material. The primary form of communication in this course will be via the Office Hours Discussion Board forum made available via Blackboard. You may address questions to fellow classmates and/or instructor via this platforms regarding topics not addressed in any other forum. For more sensitive questions, wished not publicized to the whole group, you are welcome to send separate e-mail to my direct attention: gbonilla@mail.sdsu.edu

Prior to sending me email with a question on the homework, you should check for postings on the Blackboard website Office Hours Forum. If your question has already been answered in class or posted on Blackboard, I will not be able to reply to your email. In the subject line include MIS 180 and a descriptive subject.
Students with Disabilities

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services. Your cooperation is appreciated.

Academic Honesty

The University adheres to a strict policy regarding cheating and plagiarism. These activities will not be tolerated in this class. Become familiar with the policy (http://www.sa.sdsu.edu/srr/conduct1.html).

Examples of Plagiarism include but are not limited to:

- Using sources verbatim or paraphrasing without giving proper attribution (this can include phrases, sentences, paragraphs and/or pages of work)
- Copying and pasting work from an online or offline source directly and calling it your own
- Using information you find from an online or offline source without giving the author credit
- Replacing words or phrases from another source and inserting your own words or phrases
- Submitting a piece of work you did for one class to another class

If you have questions on what is plagiarism, please consult the policy and this helpful guide from the Library

This class has a zero-tolerance policy for cheating! You have now been warned.

The assignments, quizzes, and exams you submit must be entirely your own individual work. If you and another person work together on assignments and the resulting two assignments are alike, you are cheating. Each student is responsible for doing their online assignments independently and using their own computer accounts. Cheating in MIS 180 includes sharing solutions either by copying, retyping, looking at, or supplying a copy of a file/solution. Cheating occurs on both the supplying and receiving ends. Do NOT leave copies of your assignments on the lab computers. If you do, and someone else uses it, you are still responsible and involved in cheating. NEVER, EVER, give someone a copy of your file.

If you are involved in a cheating incident, you will receive an “F” in this course. Additionally, all cases of cheating will be reported to SDSU’s Office of Judicial Procedures for University disciplinary action. Refer to the MIS180 Cheating Policy distributed at the beginning of the course. Note: You are not eligible to use course forgiveness to replace a grade in a course where you have been found guilty of academic dishonesty.

You must turn in a signed copy of the course cheating policy and syllabus acknowledgement by class time on the second class meeting of the semester to remain enrolled in this course. If you do not, you will receive a grade of “WU.”

Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to Turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

Assessments and Grading

Course grades will be assigned in accordance with San Diego State University policy (see General Catalog, pp. 468-470). Undergraduate grades shall be: A (outstanding achievement, available only for the highest accomplishment), B (praiseworthy performance, definitely above average), C (average, awarded for satisfactory performance, the most common undergraduate grade), D (minimally passing, less than the typical undergraduate achievement), F (failing).
Your course grade will be based on the following weighted components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Unit Exams (100 points each)</td>
<td>300</td>
<td>51%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>17%</td>
</tr>
<tr>
<td>Baltzan Chapter Quizzes (9 quizzes) *</td>
<td>45</td>
<td>8%</td>
</tr>
<tr>
<td>Excel Assignments (SIMbooks and Projects) SIMbooks = 5pts. each. Projects = 10pts. each.</td>
<td>75</td>
<td>13%</td>
</tr>
<tr>
<td>Access Assignments (SIMBooks and Projects) SIMbooks = 5pts. each. Projects = 10pts. each.</td>
<td>50</td>
<td>8%</td>
</tr>
<tr>
<td>Web Programming HTML-5 and CSS Project</td>
<td>20</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>590</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*You must use Connect Learn Smart to read Baltzan chapters and take chapter quizzes. As you complete reading each chapter you will accumulate 5 points per chapter; however, these points do not count toward your final grade since I do not offer points for “reading” the books you only earn points for taking the quizzes which will measure your comprehension of the material found in each chapter.

Do not ask for a few extra points or an extra assignment to make up points at the end of the semester. The grade breaks displayed in Table 2 are hard and fast. Your total points will not be rounded up. It is only fair to all the students.

The letter grade will be assigned based on the minimum point cutoff shown in Table 2.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B-</th>
<th>C+</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Point Cutoff</td>
<td>549</td>
<td>531</td>
<td>503</td>
<td>490</td>
<td>472</td>
<td>454</td>
<td>431</td>
<td>413</td>
<td>395</td>
<td>372</td>
</tr>
<tr>
<td>Minimum Percent</td>
<td>93%</td>
<td>90%</td>
<td>87%</td>
<td>83%</td>
<td>80%</td>
<td>77%</td>
<td>73%</td>
<td>70%</td>
<td>67%</td>
<td>63%</td>
</tr>
</tbody>
</table>

Exams and Exam Policies.

Three unit exams and a final comprehensive exam will be given during the session. All of the exams have 50 questions and are equally weighted at 100 points. The exams will be of the objective type (Multiple Choice). Each unit exam cover topics, including homework, lectures, videos, etc., assigned during the current unit; however, key points and important details from previous units may be reemphasized in each exam.

**EXAMS CANNOT BE TAKEN AT ALTERNATIVE TIMES, FOR ANY REASON!**

The final exam date and time for your class is shown in the class schedule, later in the syllabus. The final exam date/time is assigned by the university. I am unable to change the dates/times of a final exam, so plan your travel accordingly! It is not possible to take the final exam at another time!

Homework Information and Policies.

There will be assignments using Excel, Access and XHTML. The assignments are skills testing and projects relating to material covered in class. By doing the assignments and projects, you are preparing to answer examination questions. Specific instructions for all assignments, projects and exams will be provided in class and via Blackboard. Some of the assignments will require use of the SIMnet software, while others will require you to use Microsoft Excel, Microsoft Access, or web development software.

Policy on Late or Missed Homework and Exams.

Life is full of unexpected problems and situations and I anticipate that students may miss assignments, classwork or an exam during the semester, for a variety of reasons. Rather than try to judge which situations are “excusable” and which are not, the policy of this class is:

- There are no Late Assignments.
- There are no Make-Up Assignments.
- There are no Make-Up Exams.
- There are no Extra Credit Assignments.
• Students must take their exams and come to the class they are officially enrolled in. Coming to the section you’re not enrolled in will invalidate your exam and/or assignments.

Assume that you may encounter difficulties such as Internet problems, printer problems, parking or traffic delays, lines in the computer lab, delays at work, etc. Make sure to start assignments early, and plan for exams ahead of time so you don’t get caught by an unexpected event and miss valuable points to obtain the grade you want.

**Grade of Incomplete.** A grade of Incomplete (I) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to you with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way you could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incomplete grades are available at the **Office of the Registrar website**.

### Tentative Course Schedule

Table 3. The course schedule, including topics and class activities listed by week, is presented in the following table

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>All Activities Due On</th>
</tr>
</thead>
</table>
| 1: May 23 | • Review Syllabus and learning objectives  
• Take syllabus quiz  
• Baltzan, Chapter 1: Management Information Systems: Business Driven MIS  
• MS Excel – Chapter 1 Introduction                                                                                       | May 29  
• Syllabus Quiz and  
• Baltzan Quiz Ch 1  
• SimNetBook Excel Ch 1                                                                                               |
| 2: May 30 | • Baltzan, Chapter 2: Decisions and Processes: Value Driven Business  
• Baltzan, Chapter 3: Ebusiness: Electronic Business Value  
• MS Excel – Chapters 2 & Ch 3                                                                                       | June 5  
• Baltzan Quiz Ch 2 & 3  
• SimNetBook Excel Ch 2 & 3  
• Excel Project Ch 2-4                                                                                                    |
| 3: June 6 | • **Exam 1:** Baltzan Chapters 1, 2, 3, MS Excel Ch 1-4  
• Baltzan, Chapter 5: Infrastructures: Sustainable Technologies  
• MS Excel Chapters 4 & 5  
• Web programming HTML-5 and Cascading Style Sheets (CSS)                                                                 | June 12  
• Exam 1  
• SimNetBook Excel Ch 4 & 5  
• Excel Project Ch 4-5  
• Begin your web programming project                                                                                   |
| 4: June 13 | • **Exam 2:** Baltzan Chapters 4, 5, 6, MS Excel Ch 5-6  
• Baltzan, Chapter 4: Ethics and Information Security: MIS Business Concerns  
• Baltzan, Chapter 6: Data: Business Intelligence  
• MS Excel Chapters 6 & 8                                                                                               | June 19  
• Exam 2  
• Baltzan Quiz Ch 4 & 6  
• SimNetBook Access Ch 6 & 8  
• Excel Projects Ch 6-5 & 8                                                                                               |
| 5: June 20 | • **Exam 3:** Baltzan Chapters 7, 8 MS Access Ch 1-2  
• Baltzan, Chapter 7: Networks: Mobile Business  
• Baltzan, Chapter 8: Enterprise Applications: Business Communications  
• MS Access Chapters 1 & 2  
• Complete your Web programming HTML-5 and CSS project (upload compressed folder to Blackboard for grading)  
                                                                                                                                  | June 26  
• Exam 3  
• SimNetBook Access Ch 1 & 2  
• MS Access Project Ch 1-4  
• MS Access Project Ch 2-5  
• Web programming project                                                                                                      |
| 6: June 27 – July 1 | • Baltzan, Chapter 9: Systems Development and Project Management: Corporate Responsibility  
• MS Access Chapters 3 & 4  
• **Final Exam:** Baltzan Chapters 1, 2, 4, 6, and 7, MS Excel & Access                                                                 | • Final Exam Due Saturday, July 2.  
Below Due Sunday, July 3  
• SimNetBook Access Ch 3 & 4  
• MS Access Project Ch 4-4                                                                                                      |

Our last day of class is Friday, July 1 end of the day (11:55PM).  
Final Exam due on Saturday, July 2.  
MS Access Chapters 3/4 SimBooks and Project due on Sunday, July 3.

Changes to the course schedule are at the discretion of the instructor, if any, changes will be announced to the class.