

FAYETTEVILLE STATE UNIVERSITY
SCHOOL OF BUSINESS & ECONOMICS (SBE)
MIS 300-46: Information Systems Theory and Practice (WEB-enhanced)
Spring 2010

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at
<http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description:

This course provides an understanding of systems and development concepts, information technology, and application software. This course explains how information and technology are used in organizations to enable improvements in business processes, support decision-making, and contribute to the achievement of competitive advantage. MS Office software will be used to demonstrate IT solutions for business situations.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbook:

Required Text Books:

Steven Haag and Maeve Cummings, "Management Information Systems for the Information Age". McGraw-Hill Irwin, 8th edition.

This is a web-enhanced course. We use Blackboard as a tool for this purpose. Go to the university site (www.uncfsu.edu), under **Student Resources** click on **Blackboard Gateway** and then click on **login**. You need to have a user ID and password to log in. After you have logged in, select this course. You will see the course site. On this site you can get access to all course materials.

V. Student Learning Outcomes:

Upon completion of this course students should be able to:

1. Understand various types of information systems and their applications in business organizations.
2. Understand common technologies related to data storage, information retrieval and analysis, and information sharing in business organizations.
3. Appreciate the strategic importance of IT role in business organizations for decision-making.
4. Use Microsoft Excel and Microsoft Access software to implement solutions to common business problems.

VI. Course Requirements and Evaluation Criteria:

Grading Scale - The final course letter grade will be assigned as follows:

90-100 = A 80-89 = B 70-79 = C 60-69 = D below 60 = F

Graded Assignments & Value of Each Assignment - Students' final grade will be based on the following percentages:

3 Exams (20%, 20%, 20%)	60 %
3 Projects (10%, 10%, 10%)	30 %
<u>1 Oral Presentation</u>	<u>10 %</u>
Total	100%

FN = FAILURE DUE TO NON-ATTENDANCE – Assigned to students who are on class roster, but never attend the class. An FN grades is equivalent to an F grade in the calculation of the GPA.

Please note that the university has also established that the "X" and the "EA" grades be used for reporting student's performance during the semester (in addition to mid-term grades):

INTERIM GRADE X = NO SHOW – Assigned to students who are on a class roster, but never attend class. For warning purposes only; NOT a final grade.

INTERIM GRADE EA = EXCESSIVE ABSENCES - Assigned to students whose class absences exceed 10% of the total contact hours. For warning purposes only, NOT a final grade.

FSU Class Withdrawal Policy (from FSU catalog):

Students may withdraw from individual classes until the deadline each semester, term, or session. (See [Academic Calendar](#) for specific dates.) Students who complete the class withdrawal process will receive a grade of W. Tuition and fees are not adjusted for withdrawing from

individual classes. Students are required to earn at least 67% of their attempted hours each semester to maintain financial aid eligibility. Students who withdraw from more than 33% of their attempted hours in a semester will lose financial aid. Failure to attend class does not constitute official withdrawal from that class.

Students are permitted to withdraw from a maximum of five classes throughout their undergraduate career. After a student has exceeded this limit, the student must earn a final grade of A,B,C,D,F, or FN.

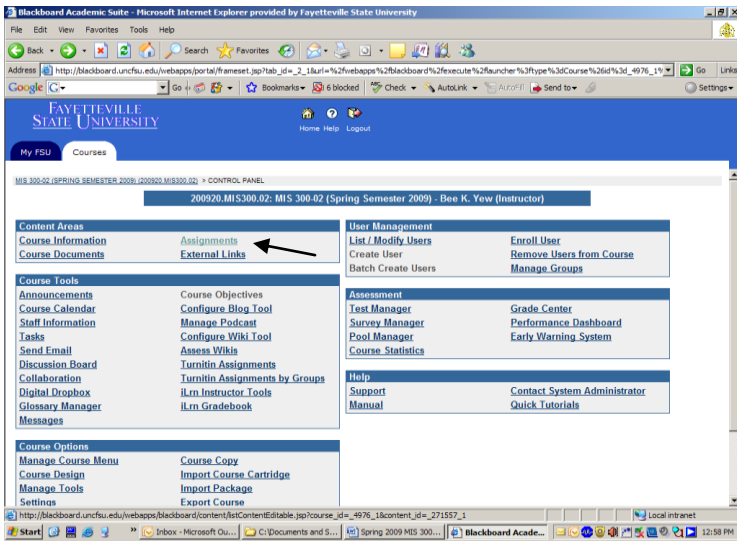
Explanatory notes on Computer Projects, Oral presentation, and Extra Credit

Computer projects are based on individual effort. Students are expected to use the report template posted in Blackboard Assignments. Instructions for using the Assignments for submitting computer project and assignments:

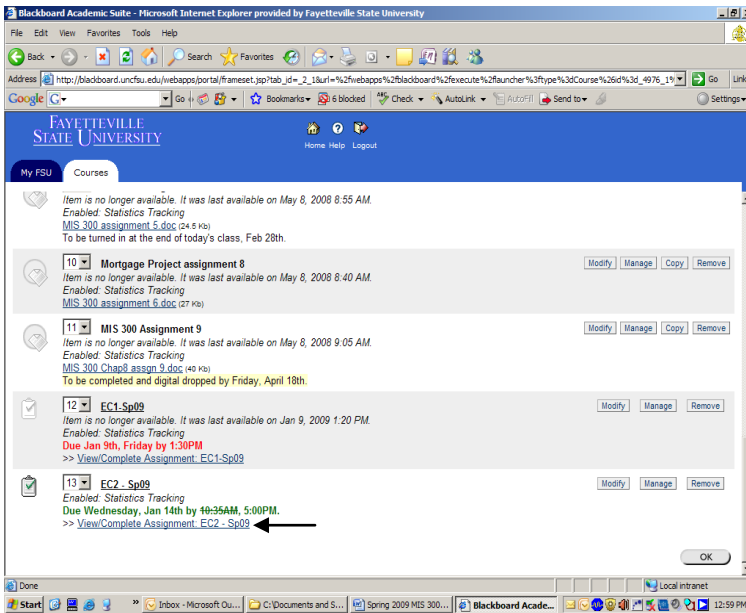
1. When you are in Assignments in Blackboard course site, click the link for the Assignment in Blackboard course site
2. Download the assignment by clicking the link for the document, and click Save to save the document to your drive
3. Open the document from where you have saved it
4. Complete the document, and save it again (under a different name if you choose)
5. In Assignments in Blackboard course site, click the link as in step (1)
6. Find Browse button, click it, and find the document that you want to submit for grade, click to select the document, then click Open
7. Before clicking the Submit button in Assignments:
 - a. make sure that this is the correct document that you want to submit, if this is not there is a Remove button, click to remove it
 - b. if there is another file to be submitted, click the Add another file, Browse, and Open

8. When you are ready to submit and leave the Assignments screen, click Submit button.

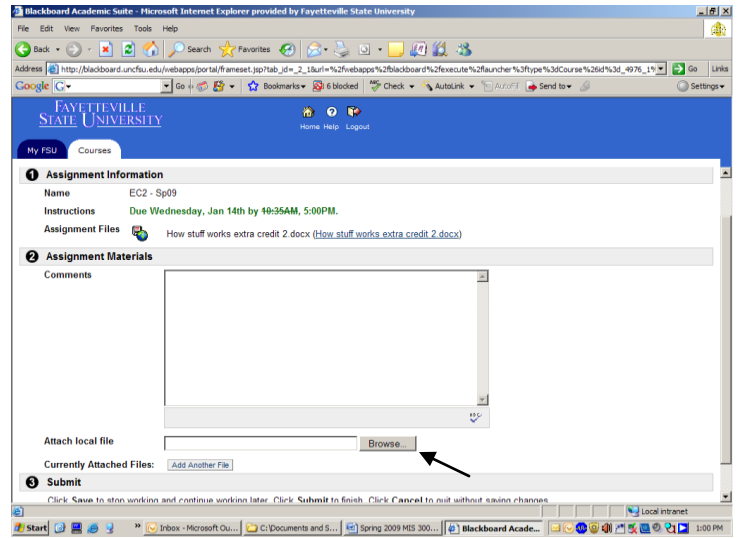
(1)



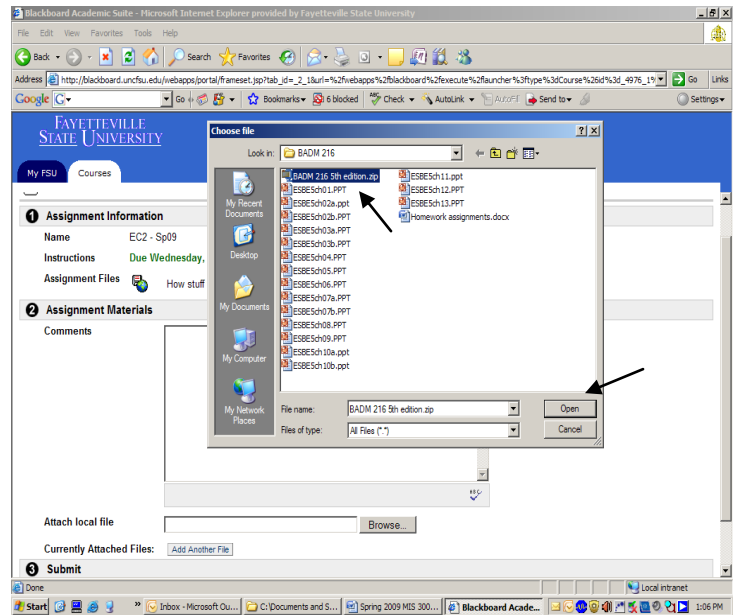
(2)



(3)



(4)



Each student must make 1 *oral presentation* for an Excel (spreadsheet) project or an Access (database) computer project. The length of the presentation is 10 - 15 minutes. Your presentation must be conducted using MS PowerPoint with references to your MS Excel or MS Access applications as showcases for data analysis.

Instructor reserved the right to evaluate student's *extra credit* effort based on the quality of exercises submitted, class attendance, class attentiveness, and student input during Q&A sessions. Extra credit exercises are to be announced in class meetings, and are not reflected in the tentative course schedule in pages 6 to 7. Late extra credit exercises will NOT be graded.

Class Policies

Computer Usage: SBE 218 is a teaching computer lab classroom. These computers will only be used for active learning related to the class. The instructor will facilitate when and what computer applications should be used during class. Students are NOT allowed (or permitted) to use the computers and printers to work on other classes' assignments or to print them out. If you need to print other classes' materials or to work on assignments that are not related to class instruction, SBE 214 is a public computer lab that is solely designated to support students' computing needs.

Blackboard System: Students are expected to check the Blackboard system and their e-mail accounts on a **regular** basis[&] for MS PowerPoint slides used in lectures, other types of course content documents, external links, and announcements. In the control panel, the instructor will use three BB resources for postings:

1. Course Information - this folder will have an updated copy of the course syllabus.
2. Course Document - this folder is used for postings of documents: MS Word, MS PowerPoint, and MS Excel documents related to class instruction, projects/assignments and exams.
3. External Links – website links will be posted for up-to-date readings on concepts, technology trends and management of technology practices, and topics related to IT careers.

Please note that printing of Blackboard document postings are allowed when permitted by the instructor.

[&] Suggested frequency for checking Blackboard system and email is at least once a day before class meeting time.

Attendance: The university guidelines on class attendance in the undergraduate catalog, and the following instructor's attendance policy will apply:

All students are required to attend all class meetings scheduled for the semester in the section that they have registered. You may be excused when you have a legal document that proves a medical/family emergency. With the exception of an official university excused absence, approved absences may **not** exceed 2 class meetings in a regular semester. The learning process requires continuous effort. Students who have excessive absences tend to:

- show lack of understanding on concepts
- be unclear about what to do on assignments/computer projects
- not have critical information related to assignments/computer projects
- be late on assignments/computer projects
- have poor overall class performance

Exams: Make-up exams are to be taken before the next class meeting time after the scheduled day/time for the missed exam. The instructor reserved the right to change the structure/format for the makeup exam. It is your responsibility to schedule a make-up exam with the instructor. You may be required to provide documentation as evidence of an excused absence in order to be allowed a make-up exam. You are also responsible for checking any updates on the final exam day/time for this course in the university's website (URL: <http://www.uncfsu.edu/registrar/students.htm>).

Projects

Submission of projects will be done using Assignments in Blackboard. Late submission will not be possible when the link expires on the specified due date and time. Instructor will always provide reasonable length of time for submission of projects. Projects not submitted on time will be penalized by a loss of 10% to 20%. In order to submit a project when the link has expired, student must e-mail or see the instructor with a rationale for the request. Instructor will then either approve or disapprove the request.

All students are responsible to do one professional oral presentation. Students will be graded on the level of preparedness (relevance in information presented in slides, oral communications) for their presentations. You are encouraged to consult with the instructor about the task.

Extra Credit Assignment

Extra Credit assignment has no late submission policy. All late extra credit assignments are late with zero credit. Failure to submit extra credit assignments on time do not negatively affect students' course grade. The extra credit assignments grade is used to determine the curve a student will receive at the end of the semester.

Tentative Schedule

The lesson plan provided in page 8 is at best tentative. To accommodate student learning, the instructor may have to adjust lesson plan. To be an effective learner, students are expected to be prepared for class by reading the contents of the topic before coming for the class meeting.

Student Conduct

The Disruptive Behavior in Classroom Policy: Students must read the policy on disruptive behavior in classroom issued by the Chancellor. This document is posted in Blackboard in the Course Information folder.

The university academic dishonesty policy in page 5 of the Student Handbook applies to all required work in the course. Students are strongly encouraged to provide inputs that will enhance classroom-learning environment.

VII. Academic Support Resources

The University College Learning Center provides services to students for improvement of writing skills. For more information about the Center, click <http://www.uncfsu.edu/learningcenter/>, and locate the contact information for enquiries.

VIII. Course Outline and Assignment Schedule

Please refer to page 8 for a tentative course outline.

IX. Teaching Strategies

The body of knowledge (BOK) in IT and business applications are constantly changing at a fast pace. New developments in IT and innovative business applications result in a vast and growing IT terminology. The Internet will be used as a learning supplement to enhance knowledge in certain textbook topics. Through exposure to the Internet in locating web resources for understanding concepts and for gathering relevant information for learning tasks, students will employ a self-learning technique for lifelong learning. In addition to knowledge learning, problem-solving and communications skills are important IT skills that will be emphasized through computer case analysis and reporting.

X. Bibliography

Other Textbook Resources

O'Brien, James A. and Marakas, George. "Introduction to Information Systems", 13th edition, McGraw Hill. ISBN: 13 9780073043556.

Post, Gerald V. and Anderson, David L. "Management Information Systems: solving business problems with information technology", 4th edition, McGraw-Hill/Irwin. ISBN:

Tentative Course Outline and Assignment

Week	Subject
1	Introduction, Extended Module D: <i>Decision Analysis</i>
2	Extended Module A: <i>Computer Hardware and Software</i> , Project 1: <i>Affordable Homes Real Estate</i>
3	Project 1: <i>Analysis and Project Report</i>
4	Chapter 1: <i>The Information Age In Which We Live</i>
5	Exam 1: Chapter 1, Modules A & D Chapter 3: <i>Databases/Data Warehouses</i>
6	Extended Module C: <i>Designing Databases and ER Diagramming</i>
7	Project 2: <i>Mountain Bike Rentals Construction</i>
8	Project 2: <i>Queries and Reporting</i> Chapter 4: <i>Decision Support and Artificial Intelligence</i>
9	Chapter 5: <i>Electronic Commerce</i> Exam 2: Chapters 3,4,5, Module C
10	Project 3: <i>Scheduling Decision Support</i>
11	Project 3: <i>Constraint Analysis and Project Report</i> Extended Module E: <i>Network Basics</i>
12	Oral Presentation Preparation Oral Presentations
13	Chapter 6: <i>IT Systems Development</i>
14	Chapter 8: <i>Protecting People and Information</i>
15	Chapter 2: <i>Major Business Initiatives</i>
16	Final Exam: Chapters 6, 8, 2, Module E Refer to FSU Final Exam Schedule for Date/Time

* **Note:** Syllabus is tentative. Modifications may be made based on students' skill level. **Note:** for an 8-week class, each calendar week represents 2 weeks in the above schedule.