

IS301.001 & IS301.002 Management Information Systems (3 credits) Spring 2012

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Instructor: Sandy Week, MBA

Catalog Description: Introductions to business applications, computers in organizations, systems development theory and practice, application develop methodology, changing technology, and concerns about computer security and privacy.

Textbook: Baltzan, Paige, 2012. Business Driven Information Systems, 3rd Ed. The ISBN 9780077885670 is a custom loose-leaf book to save the student money. The student may purchase the book used with the ISBN 0073376825. The student should note that we begin using the book the first week of class.

Course Site: Students are expected to use a [supported web browser](#) for [WebCampus](#). Check out the [Quick WebCampus Tour](#) for help in logging on. Additional tutorials to learn WebCampus can be found on the [Student Resources](#) page.

Prerequisite: None

Course Objectives

IS301 enhances students' knowledge of the role of information systems in business. Students will learn how an organization can use its information systems to compete successfully in a global economic environment. Successful management of an information system is vital to the success of an organization. Over 95% of the business organizations in the U.S. use some form of information system to support their operations and improve decision making. Students will become more aware of the opportunities available to make a business more effective, efficient, and profitable.

This course is not designed to teach the student hands on computer skills. It is not designed to teach students how to program a computer. Students will, however, create a website individually and as part of a group project. In addition, students will use applications such as Microsoft Word Excel and PowerPoint.

The Introduction to Management Information Systems course goals follow.

1. Become conversant with numerous terms related to information systems so that you could hold a discussion with an IT professional with regard to computers, data, networks, enterprise systems, information assurance, and computer security.
2. Understand "business driven" information systems and the role they play in modern organizations. Describe some of the functions computers serve in society generally.
3. Use information systems to analyze the business potential of technical solutions. Explain the implications of new and innovative technologies and their impact on modern business. Understand the use of information systems in mobile and global applications.
4. Apply software systems to address business opportunities and collaborate on work projects.

5. Analyze and discuss the challenges associated with the management of the information systems function in organizations. Understand formal and informal processes used to analyze, design, and implement technology based information systems.
6. Know how enterprise systems integrate operations management, supply chain management, customer relationship management and collaboration systems. Be knowledgeable about how enterprise applications are developed and the role of project management in system implementation.
7. Understand the social implications of information systems, including ethical and privacy issues. Describe many ethical dilemmas facing IT professionals today and have ideas about what is beneficial or harmful to society.
8. Improve overall learning skills: analytical abilities, technology skills, critical thinking, and writing skills.

A few notes about the software:

- Students DO NOT need to buy the applications (Word, Excel, PowerPoint and Visual Studio) used in the course. They are all available in the COBA Lab computers in AB301 and AB308. Students automatically have an account by signing up for this course.
- MS Office 2010 is the supported software for this course. If a student decides to upgrade, or wishes to buy the programs; it is suggested that he/she check with the Computer Den at the ASUN bookstore at UNR and/or check for student discounts when buying software for educational use.
- Students must know how to complete a break even analysis and be able create Excel spreadsheets of medium complexity. Students should see the [Excel Portal](#) for help with Excel.

Use of Macs for this course:

Although Mac for Office is not the supported software for this course, students have successfully used it to complete course requirements. Students will find that Office 2011 more closely resembles the Office 2010 interface. There are a few issues of which the student should be aware that files are graded on a Wintel machine, i.e. an Intel based PC with Microsoft Windows operating system. Therefore, files turned in for assignments must be saved for the Wintel environment. Word documents will have the .docx extension, Excel files will have the .xlsx extension and PowerPoint documents will have the .pptx extension. Simply changing the extension will not make a Mac file a Wintel file. It must be SAVED AS a Windows file.

Student Accounts

The student will use two computer accounts.

1. NetID for WebCampus
2. NetID for COBA Lab

COBA Lab Account

The COBA Lab is located in AB301 and AB309 in the Ansari Business Building on the University of Nevada Campus and has all of the programs needed for this class. The student's NetID is used to log in at the COBA Lab.

Course Grading

The course is based on 1,000 points. Grades will be assigned according to the following tables:

Student Score			Final Grade
930	to	1,000	A
900	to	929	A-
870	to	899	B+
830	to	869	B
800	to	829	B-
770	to	799	C+
730	to	769	C
700	to	729	C-
670	to	699	D+
630	to	669	D
600	to	629	D-
0	to	599	F

Course Deliverables	Points Possible
Dashboard Assignment	40
Current Issues Report	50
Hardware/Software Budget Report	50
Security Definitions and Examples Report	50
Breakeven Analysis	50
Personal Web Page	50
Group Project	200
Peer Evaluation	15
Assessments	45
Exam 1	150
Exam 2	150
Exam 3	150
Total	1,000

Points are not "rounded up."

See the [WebCampus](#) calendar for assignment, assessment, exam due dates.

Assessments (Quizzes)

Assessments are launched from the Calendar link or from the menu on WebCampus. Students will complete nine assessments (quizzes) based on the Business Driven Information Systems book. Each student has two tries on the assessment. A student having technical difficulties may have an assessment reset up to 48 hours before the availability has ended. Students may view the assessment and exit without submitting in order to view assessment questions before answering. There is no time limit on assessments. It is not possible to take an assessment after its availability has ended.

Assignments

Students will complete assignments using Excel, Word and PowerPoint and web-authoring software. A student may turn in an assignment up to seven days late. One minute to seven calendar days late will be penalized 30%. Assignments are not accepted after seven calendar days after the due date noted on the Calendar. Students may work in the lab or at home to complete assignments. All software used in this course is available in the COBA Lab. The supported software for this course is Windows 7 and MS Office 2010 and Visual Studio.

Group Project

Students are assigned and work in groups throughout the semester. Groups will be tasked to identify a potential use of the web for an organization. The organization can be either real or

simulated. It will be part of your project to create your group, identify the organization, design a Web-based application, prepare a plan, prepare a report describing the application, and create a sample web site prototype for the organization. Each group may select any organization with one restriction: sites with an adult theme will not be accepted. The site should be original and not simply emulate all the features in an existing site. Please see the WebCampus calendar link for more information. As class presentations immediately follow the due date, group projects cannot be turned in late.

Exams

The student will take three 150-point in-class exams. Examinations are not comprehensive. Examinations will consist of True/False, multiple choice, and short answer questions. Make-up exams are given only in cases of family or medical emergency at the instructor's discretion and only if the exam has not yet been reviewed in class.

Extra Credit

No extra credit is available.

Use Weekspace.com to get help and to find important information. See the [Schedules link](#) for [Instructor Office hours](#), [COBA Lab Assistant hours](#), and for a link to the [COBA Lab site for lab open hours and holiday hours](#).

Student's Role and Responsibilities:

Students must take responsibility for learning. Students share with the instructor the responsibility for providing an environment conducive to learning.

Students should personally:

1. be actively engaged with the material and with the process of education;
2. build their own knowledge and skills (faculty guide students to materials and methods, but the learning is up to the student);
3. participate in discussions on WebCampus;
4. adhere to the dates set forth on the WebCampus calendar;
5. be punctual in completing assignments;
6. share responsibility for the flow of communication concerning a course (this involves regularly checking WebCampus, i.e. at least twice a week, and responding to email from the instructor;)
7. be familiar with and adhere to matters of academic integrity as identified by the University;
8. participate in objective and constructive evaluations of the instructor and of the course (this helps to clarify problems and strengths that will help the instructor to improve the course in subsequent semesters).

Course Policies:

Policies are set forth so that all students may enjoy a positive classroom atmosphere, a supportive virtual atmosphere and so that all students are treated fairly.

1. University policy specifies that in cases of academic dishonesty, students may either receive an “F” for the assignment or exam, receive an “F” for the course or be expelled from the University. Please see the [University of Nevada's Academic Standards](#).
2. Students are responsible for assignments and assessment due dates regardless of technical difficulties. Plan ahead!
3. Students will not be given extensions on assignments or assessments for any reason, including failure of computing devices.
4. Students may turn in assignments (excepting the Group Project) up to seven calendar days late. Homework one minute to seven calendar days late will be penalized 30%. Assignments are not accepted after seven calendar days have elapsed.
5. Students will complete homework individually. Each student must create his or her own files and must physically input each command into these files. The student should note that the instructor is able to verify file integrity. Students that violate this policy will receive a failing grade for the course and will be referred to Student Judicial Affairs for the first incidence of cheating.
6. If a student turns in a partially completed assignment, he/she may not turn in the remaining portion at a later date.
7. Students will verify that they have turned in the proper file for assignments. Files ending in .lnk are links to files and not actual gradable files.
8. Students will name all files with the first name then the last name then the assignment as directed on each assignment. This is very important for grading accuracy.
9. It is not possible to complete assessments (quizzes on the reading assignments) after the due date/time.
10. All exams are closed-book and closed-note. All electronic devices must be completely turned off during exams. Students with any type of electronic device found to be in the power on state when in the classroom while the exam is “in progress” will receive a zero. "In progress" means that any class member is taking the exam.
11. A student who knows that he/she cannot be at an exam may take an exam early. Let the instructor know that you want to take an early exam between ten days and two weeks before the date you wish to take the exam.
12. Make-up exams are given only in cases of family or medical emergency and only if the exam has not yet been reviewed in class. Allowing a student to take a make-up exam is done solely at the discretion of the instructor.
13. Students may not take the final exam early. If the student has a conflict with the exam time, i.e. another professor has scheduled exams during the IS301 exam time, please see the instructor approximately two weeks before the end of the semester.
14. If English is not the student’s native language, a word for word translation device may be used during exams with the following stipulations: such device will be approved by the instructor and will be used by an individual student.
15. Assignment of Incomplete for a course grade is solely at the discretion of the instructor. Note that an Incomplete cannot be assigned if a student is not passing the course due to University statute. Students with issues that may result in a request for an Incomplete should see the instructor at the first sign of a problem.

16. Students will use proper punctuation, and complete words and sentences when emailing the instructor, other students in the course and when posting to the discussion boards.
17. Students will show respect to others when posting messages to the course discussion board. Students will refrain from using language and or graphics that might offend others.
18. Students will come to instructor office hours for completion of grade reports. Students will complete the Dashboard sheet to date and bring it to the meeting in print or on a thumb drive. (Students cannot use the instructor's computer to download reports.) If no posted hours work for the student, he/she will make an appointment with the instructor.
19. Students having class and/or work schedule conflicts with all posted office hours should make appointments with the instructor.
20. Students may bring food and/or drinks into the classroom. It is asked that students refrain from eating noisy foods and that they clean up after themselves.
21. Students may use laptop or notebook computers during class to take notes and work on IS301 coursework. Students will not share a computer display with others. Computers are for personal use only. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use electronics in the classroom for the remainder of the semester and will be referred to Student Judicial Affairs for counseling. Students using a computer during lecture are asked to find a place on the edge of the classroom where the screen will not be visible by others.
22. Students **will not use cell phones, PDAs, nor iPods** in the classroom. Students will not use headphones, earbuds, or any other technology not otherwise covered in these policies unless used to compensate for a disability. Documentation from the Disability Resource Center will be necessary in order to use these items.
23. Students are asked to refrain from talking and other disruptive behaviors when the instructor or a classmate "has the floor."
24. Students shall not be late to class as it is disturbing to the instructor and to other students. If a student is being held over in a class where he/she is not able to get to IS301 on time; the instructor will willingly discuss the issue with the professor of the earlier class.
25. Students should not leave class and then reenter. It is advised that if a student must leave class early that he/she should let the instructor know before class starts. Please remember that attendance is not mandatory for this course. Therefore, it is expected, as with all professional level meetings, that students be on time and stay for the duration of the meeting. If a student has a physical issue or other problem that will not allow him/her to sit through a 75-minute class period, he/she must meet with the instructor during office hours to discuss this issue so that alternate arrangements may be made.
26. Students' home computers and personal laptops are not supported by the instructor, lab assistants and/or consultants. The COBA lab has all programs needed to do all

required components of this course. Installation, maintenance and other computer issues cannot be diagnosed and/or fixed by the instructor or other staff.

27. Students in sports and other University sanctioned events should compare their schedules with the posted calendar to plan well ahead. No exam or assignment dates will be changed from the posted schedule unless the University is closed by mandate of the University President due to snow or other unforeseen event.
28. A student that feels he/she has been offended by the instructor or other students (no matter how minor the offense) is encouraged to visit with or email the instructor as soon as possible. It is important that all students feel welcome and safe at the University in general and in IS301 in particular.

Suggestions for Success

Based on my own experience as a student and those of my students from previous semesters, I offer these suggestions for success in this class:

- Use the correct web browser.
- Answer “No” when logging into WebCampus as you want to receive ALL content.
- Use the COBA Lab computers to complete assignments.
- Check that files generated in Mac computers open with no problems or limitations in a Wintel machine.
- Check WebCampus at least twice a week for new discussion messages, email messages and announcements.
- Work in the COBA Lab during Lab Assistant times.
- Complete the WebCampus assessments well before the due date.
- Don’t get frustrated! Allow time to deal with “technical difficulties.”
- Keep backup copies of all materials created. Keep backups of all items until after your final grade is posted on MyNevada.
- Turn in assignments when they are due even if they aren't complete.
- Actively participate in the WebCampus discussion board.
 - Check for answers before emailing the instructor.
 - Post questions as others may have the same question.
 - If you know the answer to a classmate's question -answer it!
- Be honest with yourself about the amount of time you can or will give to this course.
 - If you are “too busy” to do the assigned work, you will not be successful.
 - Check the entire calendar early in the semester.
- Trade contact information with others early in the course.
- Use Academic Success Services: Your student fees cover usage of the [Math Center](#) (784-4433), [Tutoring Center](#) (784-6801) and [University Writing Center](#) (784-6030). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.
- Most importantly, **contact the instructor at the first sign of trouble**. Waiting until the end of the semester limits the options available to you.

The COBA Curriculum Committee has considered the matter of total work and school hours for students and has made the following recommendations:

Work Hours per week	Total Semester credit hours
10	15
20	12
30	9
40	6

EQUAL ACCESS STATEMENT

The Department of Accounting/IS supports equal access for students with disabilities. If you are in need of special services due to a disability, please contact the instructor or the [Disability Resource Center](#). The Disability Resource Center (DRC) provides accommodations for students with verified disabilities. When appropriate, reasonable accommodations can include the following: alternative testing, readers, note takers, interpreters, and adaptive equipment. For more information and/or to determine eligibility, please contact Independent Learning or DRC in Thompson Building, room 101.

Disability Resource Center/079 University of Nevada, Reno, Reno, NV 89557 (775) 784-6000

NSHE POLICY STATEMENT

Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

NOTE ON CHANGES TO THE SYLLABUS & CALENDAR

The instructor reserves the right to make changes to the syllabus and the schedule anytime throughout the semester.

Your continued registration in this class after the initial drop date signifies that you have read and understand the syllabus for IS301 Spring 2012 and will abide by the course policies in the syllabus.