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## Management Information Systems

**Faculty Instructor:** Larisa Cherkasov

**Email:** Larisa.cherkasov@csuci.edu

**Faculty Office Location:** Sage Hall Room 2016

**Days/Time of Class:** Monday and Wednesday: 6:00 -7:15 pm

**Class Location:** Smith Decision Center 1908

### Office Hours:

- In Person: Wednesdays 4:45 am to 5:45 pm
  - Office: Sage #2016
- Additional meetings by appointment.

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## Course Description:

This course examines the applications of computer-based information systems to the management of organizations. Topics include the use of information to further the organization’s mission and strategy, the role of users, the architecture of information and development of decision-support processes for managers. In addition, the course includes a component in which the student will gain familiarity with database management systems, spreadsheet applications, and web application development that provides useful information to business functional areas. Up to 30% of the course instruction may be delivered online.

### Student Learning Outcomes:

By the successful completion of this course, you will be able to\*:



1. Explain in writing the role of information in management, strategy, tactics, and operations (1,3,5)
2. Describe in writing emergent information technologies and software. (3,5)
3. Describe in writing ethical and social issues relating to information systems. (3,4,5)
4. Identify, conceptualize, and develop solutions as a group for successful information systems management and present them orally and in writing. (1,2,3,5,6)

\*Aligns with Program Learning Outcomes for: 1) Critical thinking, 2) Oral communication, 3) Written Communication, 4) Conduct (Ethics), 5) Competencies in discipline, 6) Collaboration; You will be assessed formally on your oral communication based on the following rubric from Association of American Colleges & Universities at [aacu.org](http://aacu.org) Your final group project will be used for the oral communication assessment. All students are required to participate in the group project presentation.

## Course Structure:

- This is a required course for the Bachelor of Science in Business degree. An understanding of the role of information technology systems is essential for students of business. The course will use cases, projects, and in-class exercises to illustrate the use of technology to address problems and opportunities in business organizations. This course will provide business students with the knowledge, skills, and abilities to manage information technology systems effectively. It will also prepare students to formulate and execute IT policies, strategies, plans and procedures.
- MIS310 has two sides to it. On the one hand it deals with Information Systems (IS) concepts and on the other with Software tool skills. Typically weekly class periods will be broken up into two halves. One half will be dedicated to IS concepts and the other half of the class will deal with software tool skills. The business software tool skills section of the course builds on Excel and Access skills.
- Prerequisite: COMP 101 or equivalent.

## Required Materials:

### 1. Textbook:

All of the reading materials for this course are considered OER or open educational resources, and are free to access on the web.

#### Textbooks:

- a. John Gallaugher: [Information Systems: A Manager's Guide to Harnessing Technology](#) \*



- b. Optional: <https://students.flatworldknowledge.com/course/2586748>

\* OER book doesn't have the latest version chapters and case studies that are provided separately as pdfs.

Additional reading materials will be assigned to complement the textbook.

- 2. Email Requirement:** It is your responsibility to check your CSU email account regularly for additional announcements and communications. All email communications to the instructor should have the following subject heading: MIS310-0x (x is your section number, e.g., MIS310-03 if you are in section 2) and then followed by a brief summary of the question such as Assignment 1 upload question.

**3. Technology and Equipment:**

3.1 Access to a PC with adequate software products such as Microsoft Office (including Excel and Access) and other software recommended by the instructor.

- a. The campus has set up a system to meet this course needs with a virtual lab. Please test your access to CI Virtual Computer Labs. MS Excel and MS Access are available via CIVL.
- b. Access link to virtual lab.  
<http://go.csuci.edu/vdi>
- c. Documentation  
<https://www.csuci.edu/its/labs/index.htm>  
[Access CI Virtual Labs \(CIVL\) Using a Web Browser](#)

3.2 CI Docs, part of [Dolphin Pod](#) Access:

- d. This is CSU Channel Islands' instance of Google Apps. In this class you will use Google Docs, Slides, and Sites.
- e. Sign in [here](#) with your Dolphin Name and Password, then click on CI Docs.

## Required Skills

Due to the structure of the course, students must have a moderate level of competence in computer literacy. Students must be able to download materials, send materials via attachments, take timed quizzes in the online environment, post responses to various topics/questions on the Discussion Forum via Canvas, create VoiceThread presentations and comments.

MIS-310 will primarily emphasize the Microsoft Office Suite - Excel and Access. However students may be expected to perform basic internet searches along with producing short responses in a word processing software (such as Microsoft Word, PowerPoint, Google Cloud Computing, etc.). To engage in the web, you should possess these basic computer skills.

Having said that, no one is an expert in the field of educational technology right now. We are all learners. Please don't feel shy or embarrassed if you are struggling with a tool or



having a problem. I want you to feel comfortable reaching out to me and your classmates for help.

## Grading Information

- Attendance 5% and Activities and Class Participation 15%

Individual and group activities and quizzes will be given over the course of the semester. Participation in class discussion, asking questions during presentations, and such is a graded element of this class.

- Assignments 27%
  - 3% Assignment HTML Editing
  - 12% Assignment MS Excel
  - 12% Assignment MS Access
- Group Project: 20%
- Midterm exam: 15%
- Final Exam: 18%

Visit the Assignments link in CILearn for details about each assignment and projects

## Grade Scale

A	93 +
A -	90 - 92.99
B +	88 - 89.99
B	83 - 87.99
B -	80 - 82.99
C +	78 - 79.99
C	73 - 77.99
C-	70 - 72.99
D+	68 - 69.99
D	63 - 67.99
D-	60 - 62.99
F	60 <

## Course Policies:

### Covid-19 Safety Policy



CSUCI is following guidelines from the California Department of Public Health and Ventura County Department of Public Health to promote safety during the COVID-19 pandemic for CSUCI students, employees, and visitors on the campus, to help prevent and protect oneself and others from the spread of the virus. Students are required to adhere to all health and safety requirements outlined on the University's website regarding COVID-19. Failure to do so may result in removal from the classroom and, in keeping with CSU policy, the student may also be denied access to campus/programs.

If you are not feeling well, have symptoms of influenza-like illness or other respiratory infections, stay home from work, school, and other errands. Alternative activities will be given to make up attendance and participation points if the instructor is notified in a timely manner in accordance with Instructor Communication and Make-Up Policies below.

### **Instructor Communication Policy**

If you have any concerns and questions between in class sessions, email me using the Canvas Conversation feature. I will respond within 24 hours Monday-Friday. I may not be available to respond on a weekend, but I will respond on Monday. All email communications should have the following subject heading: MIS310-Section Number, followed by a brief summary of the question such as "Assignment 1 upload question." Please also explain the issue that you may have by telling me what you try to do, what you have done so far, and what an error message is if any.

Please check your course Announcements regularly, because that is where I leave class updates and good tips for your success.

### **Make-Up Exam Policy**

Students are expected to take exams on the dates listed in the syllabus. Makeup exams will be given only in the case of an unforeseen, documented emergency or for a significant reason approved in advance by the instructor. In case of emergency, please notify the Instructor via email as soon as possible with appropriate documentation

### **Make-Up Attendance/Participation Policy**

Students are expected to attend all lectures. Alternative activities to make-up attendance or participation grades will be given only in the case of unforeseen, documented emergencies and medical conditions if a legitimate excuse is presented to the instructor. For absences with extenuating circumstances related to a medical condition or disability for which you may require reasonable accommodation, please refer to the Disability Statement..

### **Late Assignment Policy**



Assignments and Projects not submitted by the end of class on the due date will not be accepted except the documented extension is granted by the instructor. If you anticipate a problem with a due date as a result of an unforeseen emergency, communicate it to the instructor in advance to ensure an extension of the due date is approved. This policy will be strictly enforced

### **Canvas Grade Policy**

Grades will be posted on the class Canvas site. Students are required to check Canvas every week to ensure the accuracy of recorded grades. Students have 2 weeks after a grade is recorded to contact your Instructor to report an error, otherwise the grade becomes permanent.

### **Academic Dishonesty**

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person may be considered violations of the [Student Conduct Code](#).

**If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an assignment or in the course, and a disciplinary referral will be made and submitted to the Dean of Students office.** For additional information, please see the faculty [Academic Senate Policy on Academic Dishonesty](#), also in the CI Catalog. Please ask about my expectations regarding academic dishonesty in this course if they are unclear.

### **Accommodations for Students with Disabilities**

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of needed services. Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

- [Apply for DASS Services](#)



## Disruption Policy

A disruption means you, me, or all of us cannot participate in 'class as usual' for a reason we could not predict at the beginning of the semester. After COVID-19, we are well aware that disruption can happen fast. While we hope to avoid any closures due to COVID related reasons, let's face it, disruption happens every semester. You may get sick, I may get sick, or campus may close due to a wildfire - this is California afterall. Life happens! Our goal as a learning community is to do our best to keep teaching and learning with as little interruption as possible.

In case of my unexpected absence or classroom/campus closure any changes in the course delivery will be communicated via Canvas announcement or/and an e-mail to the class. Alternative asynchronous activities and/or a zoom meeting link will be provided to minimize impact on the learning process.

Any absence by the student must be proactively communicated as described in the Instructor Communication and Make-up Policies,

## Additional Campus Services

### Campus Tutoring Services

You are encouraged to make early and regular use of campus tutors and/or peer-led study groups, beginning in the second week of the semester. For campus tutoring locations, subjects and hours, go to: <http://go.csuci.edu/tutoring>.

### Civil Discourse Statement

All students, staff and faculty on our campus are expected to join in making our campus a safe space for communication and civil discourse. If you are experiencing discomfort related to the language you are hearing or seeing on campus (in or out of classes), please talk with a trusted faculty or staff member. Similarly, please consider whether the language that you are using (in person or on Canvas) respects the rights of others to “engage in informed discourse and express a diversity of opinions freely and in a civil manner” (language from Academic Senate [Resolution SR 16-01](#), Commitment to Equity, Inclusion, and Civil Discourse within our Diverse Campus Community).

In addition, students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action. Students that disrupt this course may receive a verbal and written warning from the instructor, they may be excused from the class for the day, they may be excused from the class for up to one class period, and/or they may be referred to the Dean of Students office for further review and possible disciplinary action.



## Emergency Intervention and Basic Needs Statement

### **CSUCI's Basic Needs Program**

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals or experiencing homelessness/housing insecurity (e.g. sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries and basic necessities for current CI students. For additional assistance, please contact the Dean of Students office at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up to date information on the Basic Needs Program at CI: <https://www.csuci.edu/basicneeds/>.

### **Counseling and Psychological Services (CAPS)**

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867 and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support; or text "Hello" to 741741); you can also email us at [caps@csuci.edu](mailto:caps@csuci.edu) or visit our website at <https://www.csuci.edu/caps>.

### **Title IX and Inclusion**

#### *Title IX and Inclusion*

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSU Channel Islands prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding CSU Channel Islands' commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit <https://www.csuci.edu/titleix/>.

### **Disclaimer:**

The syllabus is subject to change to reflect new materials, assignments, and background of students. Students should check the online version of the syllabus frequently.



MIS310 Sec 03 Spring 2023 Tentative Course Calendar  
(Schedule Subject To Change)

Date	Topic	Due
W1 Module 1.1 01/23	Course Introduction. Group Project Overview.	.
01/25 Module 1.2	Technology and Modern Enterprise	
W2 Module 2.1 01/30	Strategy and Technology; Case Study: Zara	
02/01 Module 2.2	Internet and Telecommunication, Web Page Development; HTML -	Sign up for MIS in the News presentations. Sign up for the Group
W3 Module 3.1 02/06	Information System Infrastructure; Moore's Law;	Sign up for the Group Case Study Presentations
02/08 Module 3.2	Excel Lab Session 1	HTML Assignment
W4 Module 4.1 02/13	Business and Revenue Models. Business Model Canvas	Activity: Innovative Business Models
02/15 Module 4.2	<i>Excel Lab Session 2</i>	
W5 02/20 Module 5.1	<i>Electronic Commerce; Case Study: Amazon</i>	Case Study Amazon
02/22 Module 5.2	<i>Excel Lab Session 3</i>	Group Project: Team Introduction and Elevator Pitch
W6 02/27 Module 6.1	Cloud Computing, Virtualization and Mobile Computing	Activity : AWS Implementation by Zillow.
03/01 Module 6.2	<i>Excel Lab Session 4</i>	



W7 03/06 Module 7.1	Web 2.0 and Social Marketing;	Group Project: Business Strategy and Business Model Canvas
03/08 Module 7.2	<i>Case Study: Facebook &amp; Google</i> <i>Midterm Review</i>	Case Study: Facebook & Google. Excel Assignment
W8 03/13 Module 8	Sharing Economy; <i>Case Study: Airbnb, Uber</i>	Case Study: Airbnb, Uber
03/15	<b>Midterm Exam</b>	
W9 03/20-25	<b>Spring Recess; campus closed</b>	
W10 03/27 Module 9.1	The Data Assets and Big Data; <i>Case Study: Walmart</i>	Case Study: Walmart Group Project: Google or Facebook Ads: Which One is Right for Your Business?
03/29 Module 9.2	Relationship Database & SQL <i>Demonstration: My SQL</i>	
W11 04/03 Module 10.1	Access Database Objects . <i>Access Assignment Overview.</i>	
04/05 Module 10.2	<i>Access Lab Session 1</i>	
W12 04/10 Module 11.1	Data Warehouse, Business Intelligence and Data Visualization <i>Demonstration: Tableau, Power BI</i>	Activity: Case Study <i>Tableau</i>
04/12 Module 11.2	<i>Access Lab Session 2</i>	
W13 04/17 Module 12.1	Enterprise Information Systems, ERP and CRM; <i>Demonstration: webERP ; SugarCRM</i>	
04/19 Module 12.2	<i>Access Lab Session 3</i>	
W14 04/24	Developing and Acquiring Information Systems	Activity: BI Requirements



Module 13.1		
04/26 Module 13.2	<i>Access Lab Session 4</i>	Group Project: ERP/CRM Selection
W15 05/01 Module 14.1	Information Security <i>IS Security Breaches Examples</i>	<i>IS Security Breaches Examples</i>
05/03 Module 14.2	The Ethical and Legal Implications of Information Systems <i>Ethics in IS Examples/Case Study</i>	Ethics in IS Examples/Case Study MS Access Assignment
W16 05/08 Module 15	<b>Group Project Presentations</b>	Group Project Report Link to Prototype
05/10 Module 15	<b>Group Project Presentations,</b> <i>Final Exam Review</i>	
W17 05/17 Module 16	<b>Final Exam</b>	Peer Evaluation Form