

# Management Information Systems

MIS 310

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## INSTRUCTOR:



Hua Dai

Associate Professor of MIS

### Class Format

100% online

### Class Location

Online via Canvas

## HOW TO CONTACT ME:

- Canvas Conversation feature (preferred)
- Zoom (by appointment)
- Email: [hua.dai@csuci.edu](mailto:hua.dai@csuci.edu)
- Phone: 805-437-1641
- Office Hours: This is an online class. Please use email communicate with me or call my office during physical office hours: Mondays 10:00 am--noon.

Dear students,

Welcome to MIS310 - Management Information System Fall 2018 class! I am really glad you are here. We have an exciting eight weeks together to learn and do quite a bit (starting officially on August 25, 2018). I hope you find this class as beneficial and rewarding as I intended with its design. In preparation for the class, please log in to your CI Learn via Canvas and click on our course name from the "Dashboard" and review all the information presented in the "Course Information" module. The "Course Information" module includes the syllabus as a whole for ease in printing but the various areas of the syllabus are provided as topics in the "Course Information" area for quick access within Canvas. I also prepared a detailed course calendar. Please review the calendar and let me know if you have any questions on the topics and scheduling. Again, welcome to our MIS310 class. I am very much looking forward to working with each of you! Wish you have a successful semester!

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## Course Description

This course examines the applications of computer-based information systems to the management of organizations. Topics include 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.

## Pre-requisites

COMP 101 or equivalent

## Course Learning Outcomes

Upon completion of the course, the student will be able to\*:

1. Explain in writing the role of information in management, strategy, tactics, and operations (1,3,5)
1. Describe in writing emergent information technologies and software. (3,5)
2. Describe in writing ethical and social issues relating to information systems. (3,4,5)
3. 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

## Instructor Communication

**One-to-One Communications:** Use one of these options to converse with me about personal or sensitive questions (example: assignment extensions, guidance, feedback).

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- **Canvas Conversations.** Please use the Canvas Conversation feature instead of email to reach me directly (click on Inbox in the left course navigation menu). Set your Canvas notifications to be notified about new messages via email and/or text messaging. I will reply to your message within 24-hours (usually much faster) during the week (Mon-Fri). I may disconnect on the weekends.
- **Email.** All email communications should have the following subject heading: MIS310-Online, followed by a brief summary of the question such as "MIS310-Online: Hands-on Assignment#1 question." I will respond to emails usually within 24 hours, weekends and University holidays excluded. 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 is error message is if any.
- **Zoom.** Zoom is a video conferencing tool. I am available to meet with you in Zoom by appointment.

**One-to-Many Communications:** Use one of these options for course related questions that can be answered by someone other than me.

- **Chat.** I will arrange a weekly class chat that will function as my office hour. Be aware that live Chat and Chat history are visible to the entire class. Do not use Chat communicate with me about personal issues.
- **Ask & Answer Forum.** The Ask & Answer forum is a discussion forum (click on Discussions) in which you may post general questions about the class. Anyone in the class may reply to these posts. I am subscribed to this forum and will reply to posts as soon as I can.

## Policies

### Honor Code Policy

- **The work you submit MUST be your own.** Plagiarism and cases of copying/cheating may be reported for disciplinary action in accordance with CSU Channel Islands' [Academic Dishonesty Policy \(Links to an external site.\)](#).
- This is the definition of Academic misconduct:  
Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance
  - (f) Assists other students in any of these acts.

**It is understood that what you turn in to me for a grade represents your own work. ABIDING BY THE INTEGRITY POLICY IS ASSUMED, EVEN IF YOU DON'T SIGN IT ON WORK TURNED IN.**

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## **Attendance**

Attendance is required except for excused absences and advanced notification to the instructor (see University Policy). Attendance will be counted as part of your participation in the class. This online course “meets” at least once a week virtually. Students are required to “attend” online lectures by watching assigned online video-based lectures, interacting with instructors and other students online. Posting comments on the threaded discussion as required by the instructor is part of the performance measure to ensure you have attended the online lectures and participated discussion. Students who do not participate at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be given an unexcused absence for that week. Excused absences are assigned at the discretion of the instructor.

Many assignments in this course require that you read each other's work to post a peer reply. Please do not read the work of other students prior to posting your original or first post on any assignment. The reason for this is to encourage original thought and creativity and to avoid what is known as group think. In group think students seem to follow along with the first posts and reply similarly; this puts an undue responsibility on the person who had the courage to post first, and it may actually reduce the quality of your post if you structure yours like others already there. It is required that you view other students' postings in order to post your peer replies. The instructor reserves the right to grade students differently based on their participation in discussions and their failure to post their work prior to viewing the work of peers.

### **Statement of Student Time Commitment**

For each course credit, students are expected to spend a minimum of 3 hours/week on course work. Therefore, for a three-credit course, at least 9 hours/week are expected. This is a general guideline which may vary depending on the assignments and/or quizzes.

## **Late Work Policy**

- You are expected to meet the designated due dates throughout this course. As explained on the [Tips for Online Success](#) page, it will be your responsibility to access each module on Day 1 and assess the content and assignment due dates.
- You are expected to turn in your assignment files by the due date listed on your course calendar. The date/ time is the same date for uploading the file to Canvas.
- Individual project and Hands-on Assignments are to be undertaken and submitted on an individual basis by each student. Individual Projects and Hands-on Assignments focus on the enhancement of database management and spreadsheet skills.

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- If files are not submitted to Canvas by the appropriate deadline the student will receive a zero for that assignment.
- If you anticipate a problem with a due date, message me in advance to let me know. In your message, propose an alternative due date. When you receive a reply from me, you can consider the extension approved (unless specified otherwise in my email). Do not send me a message and assume you have an extension.
- I understand that life is not something we can always plan for. If an emergency occurs, just let me know as soon as possible. I will do what I can to support your successful learning experience.

## Accommodations for Students with Disabilities

**Disability Statement:** 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 need: <https://www.csuci.edu/dass/students/apply-for-services.htm>. Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

## Class 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 hands-on exercises to illustrate the use of technology to address problems and opportunities in business organizations. MIS310 has two sides to it. On the one hand it deals with I-S (Information Systems) concepts and on the other with I-S 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. In order to see how the course unfolds in detail, please see the [MIS310 Schedule](#) at the end of your syllabus

This class is designed with one-week learning modules.

### General Module Structure

There are 7 days in each module:

Saturday: Day 1  
Sunday: Day 2  
Monday: Day 3  
Tuesday: Day 4

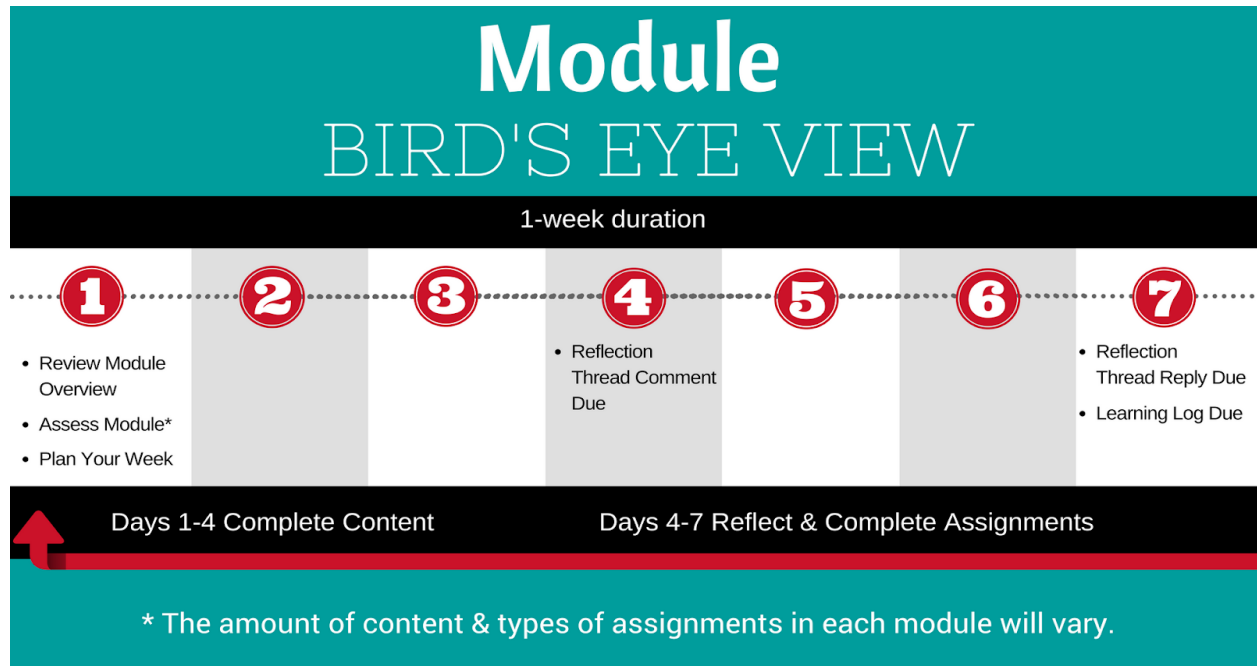
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Wednesday: Day 5

Thursday: Day 6

Friday: Day 7



The diagram shows a 1-week duration for the module, divided into seven numbered days. Day 1 includes a review, assessment, and planning. Days 2-4 are for completing content. Days 5-7 are for reflection and assignments. A red arrow points to the start of the timeline.

# Module

## BIRD'S EYE VIEW

1-week duration

- 1**
  - Review Module Overview
  - Assess Module\*
  - Plan Your Week
- 2**
- 3**
- 4**
  - Reflection Thread Comment Due
- 5**
- 6**
- 7**
  - Reflection Thread Reply Due
  - Learning Log Due

Days 1-4 Complete Content      Days 4-7 Reflect & Complete Assignments

\* The amount of content & types of assignments in each module will vary.

### All modules will include the following:

- Content items - videos, readings, etc.
- Assignments - things that require you to submit something (usually for points)
- Quizzes-weekly tests based on video lectures and course activities

### All modules will have the following due dates

(as well as other due dates, which will vary):

- Day 4/5 - your discussion to the topic posted by the week
- Day 7 - comments and Replies to your peers' posts Due

## Required Materials & Other Tidbits

### Textbook

- There is **no required** textbook for this course.
- Two recommended Textbooks are:
  - Joseph Valacich, Christoph Schneider, *Information Systems Today: Managing in the Digital World*, 7th Edition (VS);
  - John Gallaugh, *Information Systems: A Manager's Guide to Harnessing Technology*, v3.0 or newer version(JG).
- All other materials will be available online within our modules.

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## Technology

You will also need the following for this class:

- Google Chrome web browser - [download Chrome here](#)
- Regular access to a computer with a webcam\*
- A USB microphone [like this one](#) is strongly encouraged.

You will use the following applications in this class:

- CI Docs, part of [Dolphin Pod](#) Access:
  - This is CSU Channel Islands’ instance of Google Apps. In this class you will use Google Docs, Slides, and Sites.
  - Sign [here](#) with your Dolphin Name and Password, then click on CI Docs.
- VoiceThread: an online tool for asynchronous conversations in video and voice
  - [Click here for an orientation and to get support with VoiceThread](#)

\*A mobile device may be used in place of a computer with a webcam; however, using a mobile device involves a different set of steps. A computer with a webcam is strongly recommended.

## Other Tidbits

To succeed in this class, you also need:

- A quiet place to participate in VoiceThread conversations and Zoom sessions
- Earbuds or a headset to listen to videos (recommended)
- An open mind
- A good sense of humor
- A willingness to try new things, make mistakes, and learn
- A supportive shoulder for your peers

## Technology Support

You have 24/7 access to Canvas support. From our course, just click on “Help” in the red, global navigation menu to the left.

If you encounter problems using web-based applications for our class, follow these steps:

1. [Clear your browser’s cache](#)
2. Try a different browser (Chrome, Firefox, Safari)
3. Shutdown and restart your computer
4. If your problems persist, contact the CSU Channel Islands Help Desk at [helpdesk@csuci.edu](mailto:helpdesk@csuci.edu) or 805-437-8552

## Required Skills

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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.

Students will need to save their work in this course. Save your work early and often!!!--An IS professional backs up their data in anticipation of a problem. This course will use Canvas as our course management tool. The Hands-on Activities and projects will require you to submit your work to Canvas. In addition Canvas will serve as an online gradebook, where you can view your grades throughout the semester.

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. We are all in this together!

## Online Course Netiquette Guidelines<sup>1</sup>

In an effort to ensure our learning community develops, thrives and sustains throughout our time together, the following ground rules will be in effect at all times.

### **As a student in this class, you agree to:**

1. Review all discussion postings before posting your own to prevent redundancy.
2. Be aware that typing in all capital letters indicates shouting.
3. Be careful with humor and sarcasm. Both can easily be misunderstood!
4. Check your writing for errors by reviewing what you've written before submitting it.
5. Acronyms (LOL, etc.) and emoticons (smilies) are commonly used online, but be careful not to overuse them.
6. Many communications with your instructor or fellow students are best handled through email. Only post on the classroom discussion board if the conversation is relevant to others in the class.
7. Respect the privacy of your classmates and what they share in class.
8. Ask classmates for clarification if you find a discussion posting offensive or difficult to understand.
9. Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.

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<sup>1</sup> Adapted from <http://blogs.lsc.edu/expectations/netiquette-guidelines/>

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10. Understand that we may disagree and that exposure to other people's opinions is part of the learning experience.
11. Be respectful of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
12. Keep in mind that everything you write, indeed every click of your mouse is recorded on the network server. On the Internet there are no take backs.
13. Keep in mind that you are taking a college class. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

### **If a Ground Rule is Violated**

If, at any time, you feel that any of these ground rules has been violated by a member of our community, you are encouraged to bring your concern directly and immediately to Michelle Pacansky-Brock, our community leader. Clearly identify which ground rule has been violated and include specific evidence of the violation in your email or phone call. Your concerns will be addressed promptly and in an individualized manner.

## Tips for Being a Successful Online Learner

### **Are You a New Online Learner?**

[Click here to take the CI Online Learner Readiness Quiz! \(Links to an external site.\)](#)

### **Tips for Success**

Online classes provide learners with flexibility, allowing you to complete work on your own schedule. However, there are due dates within each module that you must meet. It's important to understand that this class will involve a lot of work and it will be up to you to manage when it gets done.

### **Your Weekly Habit**

To ensure you can plan effectively for each module, each week you are advised to:

1. Access each new module on Day 1 (Saturday)
2. Assess the *content* (readings, videos, etc.) and *assignments* (things you do, usually for points)\*
3. Make your personalized learning plan for the week

\*There will be variations in the modules. For example, the amount of content will vary. Some weeks are heavier than others. The weeks with lighter content will likely require more time to complete assignments. Identifying and managing these variations is your responsibility.

### **An Example Scenario:**

Let's say it's a Tuesday and a new module opens. You have a trip planned for the weekend and are unsure about your connectivity, as well as your availability. It will be your

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responsibility to access the module on day one, assess the content and assignments and ensure you: complete the module assignments before the weekend **or** get them started during the week and complete them on Monday.

## Grading

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**.

The course consists of the following activities and assessments.

Activity	Assessment
<b>Reading the chapters from suggested textbooks, reviewing PowerPoint slides, and other posted course material. Viewing the videos (as available)</b>	Quiz by each lesson Total 8 Quizzes. 8*6%=48%
<b>Completing the Discussion Activities</b>	5%
<b>Completing Hands-on Assignment</b>	18%
<b>Completing the individual Project</b>	Project#1 (5%); Project#2 (9%)
<b>Completing final group project and presentation.</b>	15%

Grade Distribution	
<b>A</b>	<b>&gt; 93 %</b>
<b>A-</b>	<b>90 - 92.99 %</b>
<b>B+</b>	<b>88 - 89.99 %</b>
<b>B</b>	<b>83 - 87.99 %</b>
<b>B-</b>	<b>80 - 82.99 %</b>
<b>C+</b>	<b>78 - 79.99 %</b>

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<b>C</b>	<b>73 - 77.99 %</b>
<b>C-</b>	<b>70 - 72.99 %</b>
<b>D+</b>	<b>68 - 69.99 %</b>
<b>D</b>	<b>63 - 67.99 %</b>
<b>D-</b>	<b>60 - 62.99 %</b>
<b>F</b>	<b>&lt;60%</b>



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