

**California State University Channel Islands**  
**MIS 310 – Management Information Systems**  
**Course Syllabus for Spring 2019**

**Faculty Instructor**

Hua Dai, Associate Professor of MIS

**Faculty Office Location**

Sage Hall Room 2143

**Faculty Telephone**

805-437-1641

**Faculty Email**

[hua.dai@csuci.edu](mailto:hua.dai@csuci.edu)

**Days/Time of Class**

Tuesdays & Thursdays 9:00 AM – 10:15AM

**Class Location**

Smith Decision Center 1908

**Office Hours**

Tuesdays and Thursdays: 10:30am-noon; Other times by appointment

**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.

**COURSE LEARNING OBJECTIVES**

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)
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

**PREREQUISITES**

- COMP 101 or equivalent

**RECOMMENDED TEXTBOOKS**

- Joseph Valacich, Christoph Schneider, *Information Systems Today: Managing in the Digital World*, 7th Edition (VS);

- John Gallaugher, *Information Systems: A Manager's Guide to Harnessing Technology*, v3.0 (JG).

## 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. 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.

## HARDWARE & SOFTWARE EXPECTATIONS

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.). Check your CSU email regularly. The university will be using your “official” campus email account for many announcements and I will utilize email for course announcements. Please follow the guideline provided in first class to send your email.

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. Recommended ways include a USB flash drive, or by using the online storage space allocated to you by CI. This personal storage space is available through the campus computer labs on the U:\drive.

This course will use Canvas as our course management tool. The In-Class Activities (ICAs) 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.

**Note:** It is your responsibility to check your grades I enter on Canvas. If there is a mistake you have **two weeks** after the assignment is due to let me know of the mistake. If you do not notify me in time, the grade becomes permanent. It pays to pay attention to your grades.

## INSTRUCTIONAL METHODS

The course is delivered through a mixture of readings, lectures, demonstrations, hands-on projects, assignments, and blended format with online sessions (less than 20%). Most in-class delivery will consist of the presentation and explanation of concepts and the consideration of examples. Occasionally, in-class quizzes may be held.

## TESTS AND QUIZZES

The course will include three examinations. Attendance at examinations is mandatory -- no make-up examinations or are given for any reason (except for verifiable medical circumstances with prior notification).

## ORAL AND WRITTEN COMMUNICATION CONTENT

There will be significant attention given to oral and written communications. Students are expected to come to class prepared to ask questions and to (attempt to) answer questions posed to them. **Students are expected to communicate with the instructor primarily via email when necessary.**

## PARTICIPATION AND IN-CLASS ACTIVITIES

There will be in-class activities, where participation and submissions will be required throughout the semester. Participation in and submission of these in-class activities (ICAs) can only occur if you are in attendance during that class. Therefore, there will not be any make-ups for any missed submissions; also attendance is not a sufficient factor of full participation.

I strongly encourage student input during class discussion. Consequently, you will only be able to participate if you have read the chapters, cases and assignments before class. The textbook is used as a supplement to the material presented or covered in class.

## HOMEWORK

- You are expected to turn in your assignment files by the end of that class listed on your course calendar. The date/ time is the same date for uploading the file to Canvas.
- You will be provided with *homework and project guidelines* for the required homework due dates.
- Files must be submitted by the end of class on the due date. Canvas **does not accept late file uploads.**
- If files are not submitted to Canvas by the appropriate deadline the student will **receive a zero** for that assignment.
- I save student work for 7 weeks into the new semester and then dispose of it.

## PROJECTS

There will be four projects throughout the semester. More detailed information will be given out separately.

## GROUP PROJECT PEER EVALUATION

You will be given the opportunity to evaluate your team members and provide feedback on each team member's performance. The peer evaluation form is due at the beginning of class on May.9<sup>th</sup> and is available on Canvas. The completed peer evaluation form is worth a potential total of 3% of your final grade. Peer evaluations will only be shared with the instructor and are designed to ensure that everyone who is pulling their own weight in the project is adequately rewarded. The grade will be based on the average

scores provided by your team members. However, students receiving an average of less than 50% of the total by their team members will receive 25% of the team's final grade received for the research paper. Example: You are evaluated as a 4/10 by your fellow team members, and your team received an 80/100 on the research paper. Your final paper grade would be a 20/100. Thus, be sure you are pulling your own weight on the assignment.

### CLASSROOM PROTOCOL

Coming to class late and leaving class early is disruptive and disrespectful. I expect students to be on time and ready for class. I expect that students will take care of personal needs before or after class and not come and go while class is in session. On occasion, students must leave during a class, if you have to leave a class early, please let me know at the beginning of the class and make a quiet exit. All electronic devices should be turned off during class. Phone calls, texting, email, internet not related to class, MP3 players/iPod use, etc. are not acceptable within a classroom setting.

### GRADING AND ACADEMIC CONDUCT POLICY

Component	Percentages
Exams ( 3 Total)	<b>Total 60%</b>
ICAs and Class Participation	<b>Total 12 %</b>
Individual Project #1: Emerging Technology	<b>6%</b>
Individual Project #2: Excel	<b>6%</b>
Individual Project #3: Access	<b>6%</b>
Group Project and Presentation	<b>10%</b>
Total	<b>100%</b>

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>
<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>

### ATTENDANCE POLICY

Each student is responsible for all of the information (including announcements) presented in class. Students will be also expected to actively participate in the class discussions. Traditionally, poor performance in this class has been closely related to poor attendance. Your work in the business program is designed to prepare you to function as a professional -- professionals show up for scheduled meetings prepared and on time.

## **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 and/or voice mail as soon as possible with appropriate documentation.

## **MAKE-UP ATTENDANCE/PARTICIPATION EXERCISES**

Students are expected to attend all lectures. Makeup attendance or participation grades will be given only in the case of unforeseen, documented emergencies and can only be made up if a legitimate, documented excuse is presented to the instructor.

## **LATE ASSIGNMENT POLICY**

Homeworks and Projects not submitted by the ***END of class on the due date will not be accepted.*** 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**.

## **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 <http://senate.csuci.edu/policies/2002-2003/SP02-01.pdf>. Please note penalties can be severe! ***I can tell if you just copy your friend's homework/project so please don't try it.***

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.***

## **CSUCI DISABILITY STATEMENT**

Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Accommodation Services is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning, or other disabilities are encouraged to

contact the Disability Accommodation Services office at (805) 437-3331 or at [accommodations@csuci.edu](mailto:accommodations@csuci.edu) for personal assistance and accommodations.

**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 SPRING 2019 TENTATIVE COURSE CALENDAR**  
(Schedule Subject to Change)

Week	Date	Topic	Suggested Reading	Due
Week 1	1/22	Class Introduction	VS Ch. 1	Google Slide; In-Class Activity (ICA)
	1/24	Technology in the Modern Enterprise		
Week 2	1/29	Strategy and Technology	VS Ch. 2	ICAs
	1/31	Excel: Creating a Worksheet and a Chart	JG Ch.2&3	
Week 3	2/5	Information System Infrastructure: Hardware and Software	VS Ch.3	ICAs
	2/7	Excel: Formulas, Functions, and Formatting		
Week 4	2/12	Internet and Telecommunication	VS Technology Briefing	Group members due
	2/14	Excel: Working with Large Worksheets, Charting, and What-if Analysis		Individual Project#1; ICAs
Week 5	2/19	Excel: Financial Functions, Data Tables, and Amortization		ICAs
	2/21	Exam #1		
Week 6	2/26	E-Business and E-Commerce	VS Ch.4; JG Ch. 7	ICAs
	2/28	Web Development: Google Site		Group Meeting;
Week 7	3/5	Cloud Computing and Virtualization	JG Ch. 5	ICAs
	3/7	Excel: Creating, Sorting and Querying a Table		

Week	Date	Topic	Suggested Reading	Due
<b>Week 8</b>	3/12	Wireless, Mobile Computing, and Mobile Commerce	JG Ch.11; JG Ch.6	Group Project Outline due; ICAs
	3/14	Excel: Pivot Table and Pivot Chart		
<b>Week 9</b>	Spring Break, No Class :)			
<b>Week 10</b>	3/26	Social Media and Web 2.0	VS. Ch.5	ICAs Individual Project#2 due
	3/28	Sharing Economy	JG Ch.6	
<b>Week 11</b>	4/2	Exam #2		
	4/4	The Data Assets	JG.15	ICAs
<b>Week 12</b>	4/9	Access: Database and Database Objects	VS. Ch. 6	ICAs
	4/11	Data Warehouse and Business Intelligence;		
<b>Week 13</b>	4/16	Access: Querying a Database	VS. Ch. 7	ICAs
	4/18	Enterprise Information Systems		
<b>Week 14</b>	4/23	Access: Creating Reports and Forms	VS. Ch. 9	ICAs
	4/25	Developing and Acquiring Information Systems		
<b>Week 15</b>	4/30	Information Security	VS. Ch. 10	ICAs
	5/2	Group Project Presentations		
<b>Week 16</b>	5/7	Group Project Presentations		
	5/9	Group Project Presentations		Final Group Site submission; Individual Project#3
<b>Final Exam</b>	5/14	Exam#3: 8:00-10:00 am, Tuesday, May 14		