



# Management Information Systems

MIS 310

[CLICK HERE TO GO TO OUR COURSE ON CANVAS](#)

## INSTRUCTOR:



**Hua Dai**

**Professor of MIS**

### **Class Format**

In Person

### **Class Location**

Smith Center 1908

## HOW TO CONTACT ME:

- Email: [hua.dai@csuci.edu](mailto:hua.dai@csuci.edu)
- Zoom (by appointment)
- Canvas conversation
- Office Location: 2170 MVS Hall
- Office Hours: Please use email to communicate with me or schedule a meeting during office hours (10:30-noon, Mondays & Wednesdays.)

Dear students-

Welcome to MIS310 - Management Information System Fall 2023 class! I am really glad you are here. We have an exciting sixteen weeks together to learn and do quite a bit (starting officially in the week of August 21). 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 of 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



To download this syllabus in a printable format, select "File" (at the top of your screen), "Download as" and select your preferred format.

have any questions about the topics and schedule. Again, welcome to our MIS310 class. I am very much looking forward to working with each of you! Wish you a successful semester!

[Course Description](#)

[Pre-requisites](#)

[Student Learning Outcomes](#)

[Instructor Communication](#)

[Policies](#)

[Cheating & Plagiarism](#)

[Late Work](#)

[Accommodations for Students with Disabilities](#)

[Class Structure](#)

[General Module Structure](#)

[Required Materials & Other Tidbits](#)

[Textbook](#)

[Technology](#)

[Other Tidbits](#)

[Technology Support](#)

[Required Skills](#)

[9 Ground Rules for Online Learning](#)

[Tips for Being a Successful Online Learner](#)

[Are You a New Online Learner?](#)

[Tips for Success](#)

[Your Weekly Habit](#)

[Grading](#)

[Campus Resources](#)

\*This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the course. Necessary revisions will be announced in class or on course materials with fair prior notice.

[\*\*CLICK HERE TO GO TO OUR HOMEPAGE!\*\*](#)



## 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 the 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

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

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

- **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

[CLICK HERE TO GO TO OUR HOMEPAGE](#)



To download this syllabus in a printable format, select “File” (at the top of your screen), “Download as” and select your preferred format.

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.

- **Canvas Conversations.** Please use the Canvas Conversation feature 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.
- **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.**

- **Announcement.** You will receive weekly class announcements. Set your Canvas notifications to be notified about new messages via email and/or text messaging.
- **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](#).
- 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.***

### Attendance

I will not take attendance during the lecture sessions. If you choose to take the class asynchronously, you are required to “attend” online lectures by watching assigned online

[CLICK HERE TO GO TO OUR HOMEPAGE](#)



video-based lectures and interacting with instructors and other students online through discussion activities. 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 groupthink. In groupthink students seem to follow along with the first posts and reply similarly; this puts 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 coursework. Therefore, for a three-credit course, at least 9 hours/week are expected. This is a general guideline that 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 projects 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.
- 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.



To download this syllabus in a printable format, select “File” (at the top of your screen), “Download as” and select your preferred format.

- 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

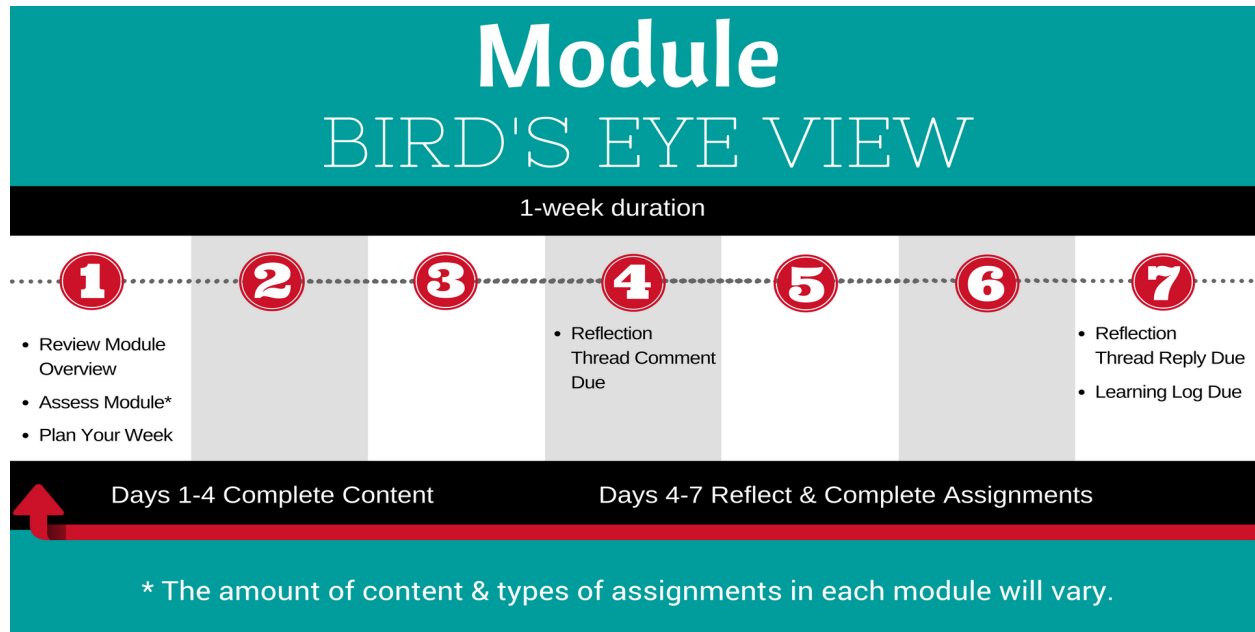
This is a required course for the Bachelor of Science in Business degree. An understanding of the role of information technology systems is essential for students of business. The course will use cases, projects, and hands-on exercises to illustrate the use of technology to address problems and opportunities 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 [Tentative MIS310 Schedule posted on Canvas](#).

This class is designed with one-week learning modules.

### General Module Structure

There are 7 days in each module:





**All modules will include the following:**

- Content items - videos, readings, etc.
- Assignments - things that require you to submit something (usually for points)
- Individual/group project or discussion activities

**All modules will have the following due dates**

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

- Day 4/5 - your discussion of 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) or newer version;
  - John Gallaugher, *Information Systems: A Manager's Guide to Harnessing Technology* (JG).

Here is the link to the book at no-cost available at Open Textbook Library:

<https://open.umn.edu/opentextbooks/textbooks/information-systems-a-manager-s-guide-to-harnessing-technology>

- All other materials will be available online within our modules.

[CLICK HERE TO GO TO OUR HOMEPAGE!](#)



## Technology

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.

### MICROSOFT OFFICE SOFTWARE

CI has begun providing Microsoft Office 365 Pro Plus for all faculty, staff and students at no cost via the Microsoft Campus Advantage program. This agreement between CI and Microsoft allows us to provide current faculty, staff and students with the latest full version of Office on their home computers. Included is a 1TB OneDrive for personal file storage needs.

To access the **Microsoft Excel/Access software**, please use instructions from [MS Office Software](#) to download MS Office to your PC if you are a Windows OS user (If you already installed MS Office even if it is the earlier version, you don't need to install it again).

If you are a Mac user or would like to use CI's Windows Virtual Desktop, here is the [link](#) for you to access: <https://www.csuci.edu/its/labs/index.htm>. The Microsoft Access is available on these virtual machines for you to complete the Access homework.

Another option for MAC users, you may want to get a [loaner laptop from Broome Library](#). Please make sure it has Access running on it. A limited supply of laptops are available for extended checkout from the Broome Library. Please review their [extended laptop loan program](#) details for more information.

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 may 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

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.
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.

---

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



# Tips for Being a Successful Online Learner

## Are You a New Online Learner?

[Click here to take the CI Online Learner Readiness Quiz!](#)

## 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 (Tuesday)
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 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.



To download this syllabus in a printable format, select “File” (at the top of your screen), “Download as” and select your preferred format.

Activity	Assessment
<b>Reading the chapters from suggested textbooks, reviewing PowerPoint slides, and other posted course material. Viewing the videos (as available)</b>	3 Exams (Total 45%)
<b>Completing the Discussion Activities</b>	5%
<b>Completing Hands-on Assignment</b>	15%
<b>Completing the individual Project</b>	Project#1 (5%), Project#2 (10%), Project#3 (10%)
<b>Completing final group project</b>	10%

Grade Distribution	
<b>A</b>	<b>&gt; 94 %</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>

## HOMEWORK

- You are expected to turn in your assignment files by the end of the learning module listed on your course calendar. The date/ time is the same date for uploading the file to Canvas.

[CLICK HERE TO GO TO OUR HOMEPAGE](#)



- You will be provided with *homework and project guidelines* for the required homework due dates.
- If files are not submitted to Canvas by the appropriate deadline the student will **receive a zero** for that assignment.

## 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 by the end of the last learning module and is available on Canvas. The completed peer evaluation form is worth a potential total of 5% 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 final research project. Example: You are evaluated as a 4/10 by your fellow team members, and your team received an 80/100 on the research project. Your final project grade would be 20/100. Thus, be sure you are pulling your own weight on the assignment.

# Campus Resources

## Campus Tutoring Services

The Learning Resource Center (LRC) offers free one-on-one peer tutoring for all MVS School undergraduate courses. The LRC tutors will help students with study skills, fundamental concepts, comprehension, homework, test preparation, and much more. The Peer Tutor Schedule is available via the LRC webpage.

## Writing & Multiliteracy Center

The Writing & Multiliteracy Center (WMC) provides all CSUCI students with free support services and programs that help them address the 21st Century challenges of creatively thinking about and composing in written, oral, visual, and digital forms of communication. Peer consultants help students at any stage of the composition process via one-to-one or group consultations, online consultations, and workshops. Students can make an appointment to work with a consultant or learn more by visiting the WMC webpage.



### **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); students can also email CAPS at [caps@csuci.edu](mailto:caps@csuci.edu) or visit the CAPS website.

### **Emergency Intervention and Basic Needs**

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.

### **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. CSUCI 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 CSUCI’s commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit the Title IX webpage.

