

Using Information Systems for Solving Business Problems

M&IS 34054, sections 001 and 002

Spring 2014

CRN: 15068 and 21372

Course description: An overview of the role of information systems in business today, current trends in information systems and the basics of Web site creation.

Location: Online

Instructor Information

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Prerequisite: M&IS 24053

This course, M&IS 34054, will not count toward a CIS major or minor.

Enrollment: Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools/Flashfast) to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until Sunday, January 26, 2014 to correct the error with your advising office. If registration errors are not corrected by this date and you continue to participate in classes for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester for any class in which you are not properly registered.

Course Goals: To gain knowledge of information systems necessary for management. To become familiar with current topics in IT. To complete projects using common business application software and HTML.

Summary of key components of the course:

- Role of information systems in the organization
- Securing information systems
- Ethical and social issues surrounding use of information systems
- Types and components of system hardware
- Types of software, languages and business applications
- Managing data resources
- Telecommunications and networks

- Enterprise systems, supply chain management systems, customer relationship management systems
- Internet and information systems infrastructure
- Knowledge management, knowledge workers and artificial intelligence
- HTML
 - o Basic formatting, font formatting, links, unordered and ordered lists, tables, images, style sheets
- Web site
 - o Creating a Web site on the Kent server and adding to it as new HTML and Cascading Style Sheet concepts are learned
- Access
 - o Creating a database, using tables, forms, queries and reports
 - o Establishing a relationship between two tables
- Excel
 - o Using Solver in Excel

Textbook Kenneth C. and Jane P. Laudon, Essentials of Management Information Systems, Prentice-Hall, Tenth Edition, 2013, ISBN-13: 978-0-13-266855-2, ISBN-10: 0-13-266855-6.

Software:

For assignments 4 and 5, you will need Microsoft Access and Excel, which are part of the Microsoft Office Suite. Office is available in the labs in BSA. It is probably available in other labs on the Kent and regional campuses as well.

An offer for students to purchase Microsoft Office for \$10.00 is available at this link:

<http://www.microsoftup.com/hupus/home.aspx?culture=en-US&page=lookup&ClickID=arzk0svy9a0nanpn5lktzv9r5vyazkznnslk>

This is an enormous discount, so you may want to purchase this while you qualify as a student.

Learn

The Blackboard Learn site, <https://learn.kent.edu> , will manage the course. The syllabus, assignments, Power Point slides, exams, discussions and other course information will be found there. If you need help with Learn, this is the student training site, complete with videos: <http://ondemand.blackboard.com/students.htm> .

E-mail:

When there are schedule changes or other announcements, the instructor will e-mail you using your KSU e-mail address. Check this frequently. If you commonly use another address, forward your Kent e-mail to that address. In your Google e-mail, click the gear icon in the upper right corner and go to Settings and then Forwarding and POP/IMAP.

Course Requirements:

1.	5 assignments: (25 points each):	125 points
2.	5 quizzes:(5 points each)	25 points
3.	3 course exams: (50 points each):	<u>150</u> points
		300 points

Homework Assignments:

For the homework assignments, there will be videos explaining how to do them. The first 3 assignments involve HTML and putting up a Web site. Make sure you watch the videos to learn how to do this. There will be a link to take you to the videos. An icon appears to download the video, but I have disabled the download. You can watch them on the site, KSUtube, without the need to download. You will also need some software to upload your files to the Kent server in order to display your Web site. View the video "Moving Your Files to the Server for Windows Users" or "Moving Your Files to the Server for MAC Users" under Assignment Resources/Assignment 1 Resources/ Videos of HTML Files. I suggest you view this first and download the needed software, so that when your assignment is done, you'll be ready to upload it to the server.

Assignments are to be submitted to Learn. A video to teach you how to submit is at:

http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm

(In the case of the first three assignments, you'll just put your name and URL in the editor under Submission to submit. The actual files will be on the server.)

You may re-submit assignments up to the time the assignment is due with no penalty.

After that, late assignments will be penalized 10% per day. Assignments can not be submitted after one week beyond the due date.

Discussion Forums for Homework Questions:

The five discussion forums, one for each homework assignment are available as a means for students and the instructor to ask and answer questions about the assignments. I expect you to get your assignment questions answered through these forums, not by e-mail. Only e-mail me if you have personal questions.

Quizzes:

There will be 5 five-question objective quizzes on timely topics in IT. I will expect you to research these topics online and then take the quiz on the scheduled date.

You will take each quiz online in Learn on the date it is due. It can be taken anytime in the 24 hours of that day, but can not be taken before or after that date. There will be a time limit of 5 minutes on each quiz. You will have to download a piece of software called LockDownBrowser and have it running or you won't be able to take the quiz. More information can be found on Learn under Quiz Resources.

LockDownBrowser is available, for Windows and MAC, at:

<http://www.respondus.com/lockdown/information.pl?ID=814812903>.

Exams:

There will be three exams during the course, worth 50 points each. They will each be 50 multiple-choice and true/false questions. The material covered will be the book chapters indicated on Learn for each exam. You will also be responsible for any other material which is not in the book but was included with the Power Point slides on Learn. You will not be responsible on the exams for HTML, Access or Excel knowledge which you will use in the assignments. You will also not be responsible on exams for material covered in the quizzes unless it's also on the Power Points or in the book.

The faculty has been informed that we must use ProctorU for online exams now. If you are not familiar with ProctorU, go to this site and watch a short video about it:

<http://www.proctoru.com/portal/kent/index.php>

You will notice that you must take your exams on a computer with a Web cam. You must also set up an account prior to taking the first exam and schedule each exam at least 3 days in advance. If you do not allow 3 days, ProctorU will charge you between \$5 and \$10 to take the exam with less notice. You must show the proctor your ID at the time of testing. You will be asked a few other questions to confirm your identity.

Academic Honesty:**College of Business Policy**

Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to be cheating when one cooperates with another in any such misrepresentation. The use of the intellectual property of others without giving them

appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses may result in dismissal from the University.

Course Policy

Academic honesty is expected and required. HELPING fellow students is acceptable. COPYING is NOT acceptable, and will result in loss of credit for the assignment, and possibly failure of the course for all students involved.

If copying is suspected, both (or all) students involved will receive zeros for that assignment at the least, and possibly a failure for the course. DO NOT GIVE OTHERS YOUR WORK.

Grading Scale:

This scale is followed closely. There is no rounding up if you are close.
There is no extra credit.

Once I have completed grading for the semester I will enter grades into Learn and on FlashLine. Per university policy, "once grades are submitted, they are final and will not be changed except in the cases of administrative error". There are no exceptions to this policy.

A	(4.0)	93-100
A-	(3.7)	90-92
B+	(3.3)	87-89
B	(3.0)	83-86
B-	(2.7)	80-82
C+	(2.3)	77-79
C	(2.0)	73-76
C-	(1.7)	70-72
D+	(1.3)	67-69
D	(1.0)	60-66
F	(0.0)	0-59

Graduation:

It is your responsibility to apply for graduation before the set deadline. If you apply after the deadline you will be assessed a \$200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation. The graduation application deadlines are follows:

Graduation Application Deadlines:

May Graduation: Apply before September 15th

August Graduation: Apply before December 15th

December Graduation: Apply before March 15th

To apply for graduation complete the following steps:

1. Log onto your Flashline account
2. Click on the Student Tools tab
3. Look in the Graduation Planning Tool Box
4. Click on Application for Graduation

****If an error message appears, you must contact your advisor.**

Students with Disabilities:

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

See Tentative Schedule Below

In all likelihood the schedule will be followed as given. If a change is needed, I will email you at your Kent address and post an announcement of the change on Learn.

Remember the dates given below are due dates.
 All assignments, quizzes and exams are due at 11:59 PM on the date given.
 You will need to be studying the material from the book and Power Points
 for the exams, watching the videos to learn how to do the assignments
 and researching the quiz topics on the Internet.
 Do not procrastinate until the last minute.
 I will be available for help in the forums, but not 24/7.
 Leave yourself enough time to ask questions.
 Remember this is an online class. There will be no office hours.

Week 1	Monday	Jan. 13	Class begins			
Week 2	Sunday	Jan. 19	Quiz 1			
Week 3	Sunday	Jan. 26	Assignment 1			
Week 4	Sunday	Feb. 2	Quiz 2			
Week 5	Sunday	Feb. 9	Assignment 2			
Week 6	Sunday	Feb. 16				
Week 7	Sunday	Feb. 23	Exam 1--Chapters 1, 7 ,12			
Week 8	Sunday	Mar. 2	Assignment 3			
Week 9	Sunday	Mar. 9	Quiz 3			
Week 10	Sunday	Mar. 16	Assignment 4			
	Sunday	Mar. 23	<i>Last Day to Withdraw</i>			
			<i>Spring Break--</i>			
			<i>No assignments, no online help</i>			
Week 11	Monday	Mar. 31				
Week 12	Sunday	Apr. 6	Exam 2--Chapters 4,5,6			
Week 13	Sunday	Apr. 13	Assignment 5			
Week 14	Monday	Apr. 21	Quiz 4			
Week 15	Sunday	Apr. 27	Quiz 5			
Week 16	Sunday	May 4	Exam 3--Chapters 8, 9,10			