

Course Title: Using Information Systems for Solving Business Problems

Semester: Summer I 2011

Course number: M&IS 34054 section 001

CRN: 10799

Course description: This course is a continuation of M&IS 24053 and provides students with further study of use of information systems in solving business problems.

Location: Online

Instructor Information

Name: Janet Formichelli, MS

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Prerequisite: M&IS 24053

During the initial registration period, this course is open only to business management majors. If space is available after the initial registration period, the course is open to any business major on a first-come first-serve basis. This course 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) during the first four days of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until Thursday, June 9, 2011 to correct the error with your advising office. If registration errors are not corrected by this date and you continue to attend and 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 use this knowledge to solve business problems. To complete projects using common business application software and XHTML.

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
- XHTML
 - 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 XHTML 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, Ninth Edition, 2011, ISBN-13: 978-0-13-611099-6, ISBN-10: 0-13-611099-1.

Software: For some of our assignments we'll use Microsoft Office 2007 or 2010 software. It is available on all computers in the labs in the College of Business at Kent. In all likelihood, it is available in other labs on the Kent and regional campuses as well.

Microsoft also offers Microsoft Office 2010 for students at a good price, \$79.95, at this site:

<http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>

Vista 8.0:

The Vista site, <http://vista8.kent.edu>, will basically manage the course. The syllabus, assignments, Power Point slides, videos, exams and other course information will be found there. If you need help with Vista 8, there should be some training material on the site after you log on.

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, go to Settings and then Forwarding and POP/IMAP.

Course Requirements:

1.	5 assignments: (25 points each):	125 points
2.	3 discussion forums:(15 points each)	45 points
3.	3 course exams: (50 points each):	<u>150</u> points
		320 points

Homework Assignments:

For most of the homework assignments, there will be videos explaining how to do them. The first 3 assignments involve XHTML 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. View either 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 Videos. You may want to 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 Vista. (In the case of the first three assignments, you'll just put your name and URL in to submit. The actual files will be on the server.) Each assignment will explain how to do this if you haven't done it before. 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. Of course, assignments can always be submitted early. (The semester ends on July 9th. I made the due date for Assignment 5 July 10th just to give you more time. You can turn it in early if you wish.)

Discussion Forums:

You will be assigned to a group for discussions on current IT topics. There will be three discussion forums to which you will be expected to contribute and there are dates by which you must have made your contributions. Of course to be an ongoing discussion in an asynchronous environment (where people are online at different times) you have to be contributing on a regular basis or there can't be any discussion. I will expect you to do some research for each discussion, so you can intelligently participate. A rubric for what is expected of you is given on Vista.

The five additional discussion forums, one for each homework assignment, are not gradable and you are not required to participate. They are just a means of students and the instructor asking and answering 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.

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 Vista 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 Vista. You will not be responsible on the exams for XHTML, Access or Excel knowledge which you will use in the assignments.

You will take the exams online in Vista 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 on each exam. You will have to download a piece of software called LockDownBrowser and have it running or you won't be able to take the exam. More information can be found on Vista under Exam Resources/ Exam Directions.

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

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 you give help to another student, then it is your responsibility to make sure that they fully understand the concepts.

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.

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 <<http://www.registrars.kent.edu/disability/>> for more information on registration procedures).

See Tentative Schedule Below:

Remember the dates given below are due dates.
 Ten percent per day will be deducted for late assignments.
 All assignments and exams are due at 11:59 PM on the date given.
 You will need to be reading the material from the book and viewing the Power Points to study for the exams.
 You will need to watch the videos to learn how to do the assignments.
 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 before the due date.

Week 1	Monday, June 06, 2011	
	Tuesday, June 07, 2011	
	Wednesday, June 08, 2011	
	Thursday, June 09, 2011	
	Friday, June 10, 2011	
	Saturday, June 11, 2011	
	Sunday, June 12, 2011	11:59 PM Assignment 1

Week 2	Monday, June 13, 2011	
	Tuesday, June 14, 2011	
	Wednesday, June 15, 2011	
	Thursday, June 16, 2011	
	Friday, June 17, 2011	
	Saturday, June 18, 2011	11:59 PM Discussion 1
	Sunday, June 19, 2011	11:59 PM Assignment 2

Week 3	Monday, June 20, 2011	
	Tuesday, June 21, 2011	
	Wednesday, June 22, 2011	
	Thursday, June 23, 2011	
	Friday, June 24, 2011	
	Saturday, June 25, 2011	11:59 PM Exam 1
	Sunday, June 26, 2011	11:59 PM Assignment 3

Week 4	Monday, June 27, 2011	Last Day to Withdraw	
	Tuesday, June 28, 2011		
	Wednesday, June 29, 2011		
	Thursday, June 30, 2011		
	Friday, July 01, 2011		
	Saturday, July 02, 2011	11:59 PM Exam 2	Discussion 2
	Sunday, July 03, 2011	11:59 PM Assignment 4	

(continued below)

Week 5	Monday, July 04, 2011	Independence Day Observed	
	Tuesday, July 05, 2011		
	Wednesday, July 06, 2011		
	Thursday, July 07, 2011		
	Friday, July 08, 2011		
	Saturday, July 09, 2011	11:59 PM Exam 3	Discussion 3
	Sunday, July 10, 2011	11:59 PM Assignment 5	