SYLLABUS

MIS 3000 - Management Information Systems: Concepts and Applications

#### Fall 2019

**Class**

Venue: BDC 163

Home page: <http://www.csub.edu/~ychoi2>

**Instructor**

Name: Yong Choi, PhD

Office: BDC 103

Office Hours: Tu (2:30pm-4:00pm), Wed (3:30pm-5:00pm), and by appointment

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# Prerequisite

MIS 2000 Software Productivity Tools or equivalent

**Course Description**

Information and information systems (IS) are vital organizational resources and constitute an integral part of managerial decision making. It is important to understand how managers can effectively utilize IS to achieve organizational goals. The objective of this course is to train students to identify, understand, and resolve managerial issues surrounding the use and management of IS in organizations. The course adopts the perspective that, in a world where the half-life of a particular hardware or software technology is often measured in months, developing intuitions about the core concepts to assess and deploy Information Systems is more valuable to future managers than learning the intricate details of a

specific technology. The focus of the course is to develop - through cases, lectures, discussions, examples, application development assignments, and system analysis and design project - insights into when and how MIS can be used to create and enhance an organization’s competitive advantage.

**Required Materials**

* H. Bidgoli, MIS 6th thru 9th Edition (Management Information Systems), Cengage Learning, Mason, OH, 2015, ISBN-13: 9781305632004 - **No Textbook “Access Coe” is required.**
* Other class materials (e.g., syllabus, class announcement, lecture note, take-home quiz…) are available on our class website.

**Course Guidelines and Policies**

**\*\* Additional guidelines and policies are available thru the class website and will also be announced verbally during the class. Please remember that you are responsible for following those guidelines and policies. \*\***

Email Policy It is the policy of CSUB that every single student MUST use CSUB issued email for all the class-related communications. That is, **CSUB email is the ONLY official email.** If you email me using your private email, I will not reply. Also, I will not reply to your email if your question is about finding the due date and the instruction (i.e., assignment) because that kind of information is available thru the syllabus, the class website, and the verbal announcement during the class.

Microsoft Office is the official software for our university, and you can download the most current version of Microsoft Office through our university “Office365.” Unless it is specified by the instructor, please do not use other software tools.

**You** **must submit the assignment, the project, and the midterm exams through our Blackboard submission link. Otherwise, it will not be accepted.** If you’d like to avoid any problems, please submit using a PC in the school computer lab and also try to submit at least two days before the due date. When you submit the assignment/project/midterm exam, **you MUST CLOSE the Microsoft office application (i.e., Word, PowerPoint, Excel, and Access) COMPLETELY before you submit the file. Otherwise, you will receive ZERO POINT because the ONLY title of your assignment/project/midterm exam file will be processed and accepted without including the actual contents of your file.** And if the assignment requires submitting several files, you must submit all files together at once. That is, you must "UPLOAD" all the assignment files together at once.

The exam will cover anything discussed in the class, readings in the textbook, or principles applied in the assignments. Students will be informed about the exact format of an exam before the exam. If required, you must submit your exam file thru Blackboard. You are responsible for submitting the exam file correctly. That is, make sure to close the application you are using completely and then turn in the exam file. Otherwise, you will receive zero points. If you do not close the application you are using completely and then turn in the exam file, the only title (not actual contents) of your exam file will be accepted and processed by Blackboard. **You are not allowed to postpone the exam unless you are in an emergent situation, and you must prove your emergent situation by providing official and legal documentation (e.g., medical doctor’s official letter).There is no make-up.**

**Attendance Policy** Class attendance is required. The CSUB Catalog states: “The responsibility of the faculty is to establish specific attendance regulations and make-up policies that will maximize student learning, while avoiding penalties, where practical and possible, for university-related absences." The course is structured such that those who regularly attend class develop a better understanding of course material and subsequently perform better than those who do not. **More than two absences will negatively impact your final grade since it is a hybrid course.** **Minimum 30% penalty will be applied to your total score.** If you are not attending class, you cannot be participating in class. **Note also that attendance for only part of a class is treated the same as an absence.** There will be frequent announcements concerning course assignments. Therefore, you are responsible for any course changes I may announce throughout the semester. Course changes are likely due to the discussion emphasis of this course that eliminates a rigid time schedule for reviewing course material. Class attendance can be checked without notification.

**Note:** If you expect to be missing any significant class time due to such events as illness, marriage, work travel, etc., you MUST notify me details of your absence by E-Mail prior to the absence. After returning, you must submit proof document(s) (i.e., a copy of flight ticket). If you fail to notify me, it will significantly impact on your final grade.

**No Section Change Policy** You are not allowed to change your section since it is a hybrid course. In other words, you are only allowed to come to class on your class day. For example, if your class is on Tuesday, you are not allowed to attend the other day class.

Participation Class participation is an integral part of this course. Participation will be evaluated through my assessment of the quality of your class comments, and preparation for and participation in individual and group class exercises. Thorough preparation outside of class is very crucial to effective class participation. Participation will be used in determining where final grade cutoffs will be made.

Peer Group Evaluation Group evaluation is a part of the grading scheme. To prevent free-riding in the group, the contribution of each member will be assessed. Each member is expected to submit a peer group evaluation at the end of the semester. Your evaluation is confidential. No one is allowed to see your peer group evaluation (except the instructor) until the semester is completely over. It is *very important* that you contribute your share in the group assignment (which includes attending the group meetings, contributing your ideas, writing the paper, analyzing the case, etc.). *Please remember that your final grade can be up or downgraded significantly based on the evaluation result.*

***Civility and Respectful Conduct*** No interference will be allowed while the class is in session. Since we use a smart classroom, any computer-related interference such as web surfing without permission from the instructor, and typing (email, paper…) will not be allowed. Additionally, talking to your classmate during the lecture, leaving the class without any prior notification, and sending a text message will also not be allowed. A penalty for the interference is very severe. Up to 30% penalty from your total score will be applied depending on the level of interference.

***No Distraction Policy*** Without instructor’s permission, you are not allowed to do followings: (1) surfing the Internet, (2) typing using the keyboard, (3) computer mouth clicking, (4) using your cellular phone, and (5) talking to your classmate during the lecture. If you violate this policy, up to 30% penalty will be applied each time.

***Late Policy*** All Students must be on time to the class. If you are late more than 20 minutes, that will be counted as ABSENT. If you must late, you must notify me by email at least one day or 24 hours before. If you do not notify me but late for the class, minimum 10% penalty will be applied each time. Also, if you are late, you must stand at the door until I give you the OK signal. If you do not comply with this “Wait at the Door” procedure minimum 10% penalty will be applied. If necessary, the classroom door would be locked in 10 minutes.

***Bathroom Policy*** If you need to go to the bathroom, go to the back of the classroom (stand next to the printer) very quietly and wait for my signal. Remember, you MUST wait for my signal. If you violet this policy, at least a 10% penalty from your total score will be applied each time. However, if you have to go to the bathroom frequently due to your illness, you must let me know.

**Note:** The CSUB catalog states: “Faculty is obligated to recognize and respect student diversity, ideas, perceptions, and opinions. At the same time, the faculty has a fundamental responsibility to maintain the integrity of the learning environment. When confronted by an unreasonable disruption in the classroom, faculty are expected to initiate actions to correct such conditions. Such actions may result in disciplinary action ranging from removal from the classroom to formal disciplinary sanctions, including probation, suspension, or expulsion.”

***Late work Policy*** Each assignment will have a posted due date. **No late assignment will be accepted.** **There are no exceptions.** Submission of a written excuse from the appropriate person such as a medical doctor is the only acceptable form of excuse. This will result in a minimum extension to the due date to complete your work.

Office Hours Office hours will be held so that you may simply drop in if you need to discuss anything related to the course, your curriculum, your career, etc. I encourage you to take advantage of this time. If you have questions regarding assignments (other than about what is expected), I will expect you to demonstrate you have already put a reasonable effortinto solving the problems and/or analyzing the reading material and discussion questions. In this manner, we'll both benefit the most from the consultations. Please do not use office hours to try to make up for a missed class. If you have a valid excuse for missing one class, I will try to give you some direction in dealing with anything you might have missed; otherwise, please ask one of your classmates about what you have missed.

Computer Lab Policy, The Lab policy by Dean’s office, will be enforced all the time. Students are not allowed to stay in the MIS Lab without a faculty member present, and students will not be allowed to loan the MIS lab pass card under no circumstances. There are no exceptions to this rule. Dean’s office established a formal security system. That system first involves the special security locks with the swipe card, second, an ironclad rule that no students (or other people except for faculty, IT or facilities personnel) are allowed in the Lab without a faculty member present.

Academic HonestyStudents are expected to do all assigned work without unauthorized assistance. CSUB policy requires that instructors: (1) refer possible violations (with evidence) to the Office of Student Rights and Responsibilities for investigation and possible disciplinary action and (2) impose a grade penalty deemed appropriate, which includes possibly assigning a final grade of F. Campus policy on academic honesty can be found by doing a word search for "academic integrity" in the online CSUB Catalog. In this course, you are expected to do your own work on exams (including take-home components), following all guidelines for the use of calculators, allowable reference materials, etc. You are allowed to work in groups on homework assignments to discuss strategies for solving problems and programming spreadsheet models, but you are not authorized to copy another student paper-and-pencil solutions or spreadsheet files.

Accommodations for Students with Disabilities The mission of the Services for Students with Disabilities Office (SSD) is to provide support services that will enable every student, regardless of disability, to have access to university education. Students who think they may have a disability should contact the SSD Office in SA 140 to apply for services. SSD evaluates the application and recommends appropriate accommodations for the disabilities that it certifies. I follow all SSD recommendations. Do a word search for "Services for Students with Disabilities" in the online CSUB Catalog for a description of policies and support services and a listing of disabling conditions currently recognized by SSD.

Classroom Conduct. I expect that everyone in this class (Instructor included) will conduct him/herself in a professional manner. It is the policy of the California State University, Bakersfield to not discriminate on the basis of sex, sexual orientation, disability, race, color, religion, national or ethnic origin in its educational programs. The faculty of the School of Business and Public administration strongly support this policy.

**Course Activities**

You will be responsible for various in-class activities that will allow you to exercise your skills and knowledge, and stimulate your critical thinking. These activities include designing Internet home page/application, discussing cases, providing feedback to your classmates, making presentations, and presenting your views regarding the latest development in the area. These activities will help you develop and exercise skills that will be important in your future career as managers.

1. Quiz

A quiz will be given through Blackboard. 40 questions are given for each quiz. In order to pass the quiz, your score must be at least 32 out of 40 (80%). **That is, if you pass the quiz, you can keep your passing score.** If you fail, no points will be given. That is, your failed score (less than 80%) will be changed to zero. You are allowed to try each quiz two times, and each attempt must be completed in two hours. Otherwise, each quiz window will be saved and submitted by the system (Blackboard) when time expires. Each quiz will not be available after the due date. See the due date of each quiz and detail instruction on the class website.

1. Assignment

Individual (or group) assignments can be given at any time. The format of the assignment can be either an essay or application development. See the due date of each assignment and detail instruction on the class website.

1. Application Development

You are required to develop applications using Microsoft Access and Microsoft Excel. These software tools are very useful and powerful weapons to solve many business problems in the information age. We are going to develop and implement a business database using Access. And Excel will be used for developing a retirement program DSS. See the due date of each application development and detail instruction on the class website.

1. Electronic Commerce Group Project

Your group project is about the development of a website based on your proposal. You are required to establish your own E-Commerce business. First, you need to develop a proposal including your E-Commerce company name, website address, and other necessary information. Examples are available on our class website. The second part EC group project is about the development of a website based on your proposal. See the due date of the project and detail instruction on the class website.

**Course Evaluation**

\* The grading scales are subject to change \*

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| --- | --- |
| Quiz (3 points for each quiz)Assignments E-Commerce Project DB Midterm Exam 1 & 2 Final Exam  **---------------------------------------------------**Possible Total Points  | 21 Points25 Points 20 points 50 points50 points**-------------------**166 points |

Final grades will be determined by the following percentage scale:
95-100 A 84-87 B 74-77 C 60-65 D

90-95 A- 80-84 B- 70-74 C- 50-60 D-

87-90 B+ 77-80 C+ 65-70 D+ 0-50 F

**Tentative Class Schedule**

* The schedule is subject to change. That is why it is named as a tentative schedule!
* Please visit our course website for the most current, accurate, and detail class schedule.

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| **Week** | **In-Class** | **Online** | **Assignment** |
| **1** | [Introduction of Course](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300ClassInfo%5CSyl_MIS.ppt) | Textbook: 1. Information Systems: An Overview. |   |
| **2** | [Lecture - IS Revolution](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C01_IS%20revolution.pptx) | Textbook: [2. Computers: The Machines Behind Computing.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch02.ppt) |   |
|   | Files for Database Development: - DB File: [Restaurant 1](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CRestaurant_01.accdb), [Restaurant 2](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CRestaurant_02.accdb), and [Restaurant3](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CRestaurant_03.accdb) - Example DB: [Composite PK](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CCompositePK.accdb), [PK as FK](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CPKasFK.accdb), [FineFood database](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CFineFood.accdb) and [Referential Integrity](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CReferentialExample.accdb) - Excel File: [BillingAddress](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CBillingAddress.xls) - Excel File Importing Procedure: [import Excel file](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CImporting%20Process%20of%20Excel%20File.ppt) - Excel File for Relationship Practice: [Course](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CCourse.xls), [Instructor](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CInstructor.xls), and [Membership](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CMembership.xls) - DB File for Query Practice: [Roadrunner database](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CRoadRunner.accdb) - Othetr Files: [CSUB Logo](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CRunnercalLogo.gif), [NewRest HTML](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CNewRest.htm), and [Loan XML](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CLoans.xml) - [Access 2013 Tutorial](https://support.office.com/en-us/article/Access-2013-videos-and-tutorials-a4bd10ea-d5f4-40c5-8b37-d254561f8bce) and [Access 2016 Tutorial](http://www.gcflearnfree.org/access2016/) |   |
| **3** | [DB Development Lecture 1](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess1.pptx) | Textbook: [3. Database Systems, Data Warehouses, and Data Marts.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch03.ppt)Expression Web 4 Tutorial: [1 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=IdDeB3FHQXU&index=1&list=PL77A2C1E3078480DA) |  |
| **4** | [DB Development Lecture 2](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess2.pptx) | Textbook: [4. Personal, Legal, Ethical, and Organizational Issues of Information Systems.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch04.ppt)Expression Web 4 Tutorial**:** [2 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=ii02z1TQzE4&index=2&list=PL77A2C1E3078480DA) | [DB Assignment 1](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Asmt%5Cmis300_DBasmt01.htm) - 5 points |
| **5** | [DB Development Lecture 3](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess3.pptx) | Textbook: [5. Protecting Information Resources.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch05.ppt)Expression Web 4 Tutorial: [3 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=v9xmSsRi87g&list=PL77A2C1E3078480DA&index=3) |   |
| **6** | **Midterm Exam 1**[Midterm Guideline](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDB_Exam%5CDBexam_Guide.htm) | Textbook: [6. Data Communication: Delivering Information Anywhere and Anytime**.**](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch06.ppt)Expression Web 4 Tutorial: [4 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=RUmoFRA-0Po&list=PL77A2C1E3078480DA&index=4) | Quiz 1, 2, and 3 - Each 3 points  |
| **7** | [DB Development Lecture 3](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess3.pptx)  | Textbook: [7. The Internet, Intranets, and Extranets.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch07.ppt)Expression Web 4 Tutorial: [5 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=JoULTPvrKmE&index=5&list=PL77A2C1E3078480DA)  |   |
| **8** | [DB Development Lecture 4](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess4.pptx) (con't) | Textbook: [8. E-Commerce.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch08.ppt)Expression Web 4 Tutorial: [6 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=1BEtouy1y84&list=PL77A2C1E3078480DA&index=6)  | [DB Assignment 2](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Asmt%5Cmis300_DBasmt02.htm)- 10 points |
| **9** | [DB Development Lecture 4](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDBlecture%5CChoiAccess4.pptx) (con't) | Textbook:[9. Global Information Systems](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch09.ppt)Expression Web 4 Tutorial: [7 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=7TBwXZn5SNM&index=7&list=PL77A2C1E3078480DA) |  |
| **10** | **Midterm Exam 2**[Midterm Guideline](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Database%5CDB_Exam%5CDBexam_Guide.htm) | Textbook: [10. Building Successful Information](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch10.ppt)Expression Web 4 Tutorial: [8 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=36qIh4CIXR0&index=8&list=PL77A2C1E3078480DA)  |   |
| **11** |  DSS Development:  - [401k Lecture](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300DSS%5C401k.pptx), [401k worksheet](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300DSS%5C401k.xlsx), and 401k handoutType of DSS: [What-if Analysis](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300DSS%5Cwhatif.xls) &[Goal-seek Analysis](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300DSS%5Cgoalseek.xls)  | Textbook:[11. Enterprise Systems.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch11.ppt)Expression Web 4 Tutorial: [9 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=K6fIZSI-5G0&index=9&list=PL77A2C1E3078480DA) & [9a - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=ieM93xFIGCc&index=10&list=PL77A2C1E3078480DA) |   |
| **12** | Con't - DSS Development | Textbook:[12. Management Support Systems.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch12.ppt)Expression Web 4 Tutorial: [10 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=Q8qY4O7dxKI&index=11&list=PL77A2C1E3078480DA)  | [DSS Assignment](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Asmt%5Cmis300_DSSasmt.docx)- 10 points |
| **13** | Website development ([Sunny Website](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300EC_Website%5CSunny%5Clinks.htm) 1) |  |  |
| **14** | Website development ([Sunny Website](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300EC_Website%5CSunny%5Clinks.htm) 2) | Textbook: [13**.** Intelligent Information Systems.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch13.ppt)Expression Web 4 Tutorial:[11 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=pMNx7MGsvWE&list=PL77A2C1E3078480DA&index=12)  | Quiz 4, 5, 6, and 8- Each 3 points  |
| **15** | **E-Commerce Project Day!**- Final Exam Guideline | Textbook:[14**.** Emerging Trends, Technologies, and Applications.](file:///E%3A%5CMIS%20Class%202%5CMIS%20300%5C300Lecture%5C4LTR_MIS6_Ch14.ppt)Expression Web 4 Tutorial:[12 - Expression Web 4 Tutorial](https://www.youtube.com/watch?v=ycfggJis0VA&index=13&list=PL77A2C1E3078480DA)  |   |