



MIS 101 - Computer Information Systems for Management Spring 2018



UPDATED November 15, 2017
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Business Administration

SPRING 2018 COURSE OUTLINE

WEB ONLINE SECTION

INSTRUCTOR: Thomas E. Sandman, Professor Emeritus

FACULTY OFFICE: TAH-2060

TELEPHONE: 278-6670

E-MAIL: Course related email messages will only be accepted through the SacCT messaging system. One should expect responses to course related email messages during the next scheduled office hours.

WWW: Course website is via the SacCT system (<http://www.csus.edu/sacct>). Instructor website is: <http://www.csus.edu/indiv/s/sandmant/>.

OFFICE HOURS: Tuesdays and Thursdays: 10:30a.m. - 11:30a.m. and 1:30p.m - 2:00p.m.

CLASS TIMES: **Web Online Section:** There are no class meetings. All examinations and assignments will be online. Beginning the week of January 22, check the course SacCT environment every Tuesday, Wednesday, and Thursday for announcements and updates.

TIME REQUIRED: A normal 3 unit course over 15 weeks requires at least 135 hours of student engagement. Therefore, the normal expectation for this class is that student invest **over 9 hours per week** studying the subject!

BASIC REQUIREMENTS:

1. **SACLINK** Account - see: <https://mysamlink.csus.edu/Default.aspx>
2. Access to SacCT/Blackboard - see: <http://www.csus.edu/sacct>
3. Access to the **Respondus Lockdown Browser for SacCT:** -
See: <http://www.csus.edu/sacct/student/more-tools.stm#lockdown>
4. Ability to use and control a web browser
5. Access to a reliable internet connection
6. Ability to use electronic communication tools (e.g., email and discussion boards) in a professional manner, following appropriate "netiquette".

WARNING:

Success in this type of learning environment requires strong discipline and independent learning skills. Since there are no class meetings, students need to regularly check the course SacCT environment to keep abreast of any course announcements. Students need to pace themselves and be proactive if there are any issues that impact their understanding of the material for the course! Students should be prepared to invest a minimum of five (5) to ten (10) hours per week just to pass this course! Students wishing to get top grades can expect to double this minimum investment into the course.

REQUIRED TEXTS:



Hardcopy Text:

Using MIS, 9/E
David Kroenke and Randall Boyle
ISBN-13: 9780134106786
©2017 Pearson
Paper, 600 pp
Note: *The 'MyMISLab' access is not required*

COURSE PREREQUISITE:

Classified Business Standing (i.e. Business Major - no PreBusiness Students).

CATALOG COURSE DESCRIPTION:

MIS 101. Computer Information Systems for Management. Explores the application of computers to the organizational environment with a management perspective. Topics may include transaction processing systems, management reporting, decision support systems, strategic planning, security, controls and acquisition of hardware, software and services. The interface between the information systems professional and the manager will be defined. Case studies and use of appropriate software packages may be included. 3 units.

COURSE LEARNING OBJECTIVES:

This course is designed to be a critical component of the BS Business Administration program by addressing the following three learning objectives of the program:

3.3 Technology Applications: Recognize and apply appropriate information and management technologies to achieve organizational goals.

6.1 Reflective Thinking Skills: Review information, circumstances, and outcomes systematically for evaluation purposes.

6.2 Innovative Thinking Skills: Apply information to generate unique and original alternatives for effective problem solving and decision making.

ELECTRONIC DEVICE REGULATION:

No dissemination of any of the course material, including all posts to the course SacCT environment, is allowed without written permission of the instructor.

COURSE METHODOLOGY:

Electronic lecture files may be provided to supplement the subject matter covered in the text. Students are expected to progress through the course material and to understand any deadlines for the assignments that are posted on the course SacCT environment.

GENERAL SCHEDULE:

This course begins the week of January 22 and ends on May 17. Since there are no class meetings, it is up to students to keep on schedule for the course. Tentative deadlines for examinations and assignments are shown below. Students are expected to be fully engaged in the course, and are expected to regularly check SacCT. This schedule may change during the semester. Updates will be posted through SacCT. Official deadlines are as shown in SacCT.

ASSESSMENT DEADLINES:

Below are the tentative deadlines for the course. These deadlines have been set to ensure that students progress through the course material at a reasonable pace. Examinations and assignments **MUST** be accessed and initiated

prior to 5:00pm on the date shown below. **Examinations and assignments will not be available/accessible after 5:00pm on the date specified.** With the exception of a Pop Quiz, all examinations and assignments will be available/accessible on or before January 22. The Pop Quiz will be announced through SacCT on a Wednesday during the semester. Students are expected to be fully engaged in the course, and are expected to regularly check SacCT. Although unlikely, it is possible that this schedule may change during the semester. Any necessary updates will be announced through SacCT.

Warning: Do NOT wait until the last minute to complete the assignments or examinations. Start now! These deadlines are absolute, and if students miss the deadline they will receive a score of zero on that assignment or examination.

Warning: It is the student's responsibility to be aware of scheduled SacCT down times!

ASSIGNMENT/EXAM:	DEADLINE: <i>(Links to the assignments disappear at 5:00 pm on the following dates)</i>
Syllabus Quiz	Thursday, February 1
Exercise 1 - CW01 Exercise 2 - CW02 Exercise 3 - CW03	Thursday, February 15
Exam 1	Thursday, February 22
Exercise 4 - CW04 Exercise 5 - CW05 Exercise 6 - CW06	Thursday, March 8
Exam 2	Thursday, March 15
Exercise 7 - CW07 Exercise 8 - CW08 Exercise 9 - CW09	Thursday, April 5
Exam 3	Thursday, April 12
Exercise 10 - CW10 Exercise 11 - CW11 Exercise 12 - CW12	Thursday, May 3
Final Exam	Thursday, May 17

CLASS PARTICIPATION:

It is incumbent on the student to be an active learner. Students should be investing nine hours per week in this course. All of the course activities are centralized in the SacCT course environment. Announcements will be made in SacCT about any changes, and it is the responsibility of the student to keep up with, and to know about any such changes. In this course, the concepts tend to build on earlier concepts. Check SacCT in order to keep up with any course changes!! Be engaged!!

COURSE GRADE:

The course grade will be based upon the following components (weighted as indicated):

Assessment Tool:	Points:	Approximate Weight:
Examination 1	375	14.5%
Examination 2	375	14.5%
Examination 3	375	14.5%
Final Examination	750	29%
Exercises	600	23.5 %
Pop Quiz	30	1 %
Syllabus Quiz	75	3 %
Total	2580	

Students must complete all assignments and examinations no later than their due date. Students not submitting an assignment or examination prior to the deadline **will receive a zero** for that assignment or examination. There are no makeup assignments or examinations.

Final course grades will be awarded based on the following scale:

Accumulated Course Points:	Course Grade:
94% to 100%	A
91% to 94%	A-
89% to 91%	B+
84% to 89%	B
81% to 84%	B-
79% to 81%	C+
74% to 79%	C
70% to 74%	C-
60% to 70%	D
0% to 60%	F

The instructor reserves the right to modify this grading scheme, but will not make the grading more restrictive than the above grade distribution.

It is the student's responsibility to validate any grade that they receive. Sometimes an assignment may have a mistake in its grading. Students must review their graded assignments in a timely manner. Students must raise any questions regarding the grading of their assignments prior to the scheduled deadline for the course final examination **After the scheduled date of the course final exam (May 17), the recorded points for any grading component will not be changed.**

Special grades:

"W": The symbol "W" indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation.

"WU": *Withdrawal Unauthorized* indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F". This will only be considered for students who have not participated in the course after the fourth week of the course.

"I": The symbol "I" (*Incomplete Authorized*) indicates that a portion of required coursework has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete must be made up within the time limit specified by the instructor when the completed "I" grade is assigned.

ACADEMIC HONESTY:

All examinations and assignments in this course are to be done individually. Any violations, or perceived violations, of this policy will result in zero (0) credit for the examination/assignment for each of the parties involved **and a failing grade in the course**. Prosecution of any such violations will be rigorously pursued through the appropriate channels (e.g., Associate Dean for Student Affairs). Read the University policy statement on academic honesty online at: <http://www.csus.edu/umanual/student/STU-0100.htm>.

STUDENT BEHAVIOR:

Disruptive behavior, either online or in the classroom, will not be tolerated. A disruptive student is a student who engages in behavior that interferes with the process of teaching and learning. Refer to [the University's policy on student disruptive behavior](#). Disruptive students will be removed from class and issued a failing semester grade.

COURSE EXAMINATIONS:

All of the course examinations will be administered through the SacCT system using the Respondus Lockdown Browser (see <http://www.csus.edu/sacct/student/more-tools.stm#lockdown>). It is highly advised that students practice using the Respondus Lockdown Browser on the sample tests before attempting a course examination!

While the exams are open book/open note, they are to be done individually. DO NOT take the exam sitting next to someone else in the course. It is the student's responsibility to ensure that they are not next to someone taking the exam. Computer IP addresses may be used to verify this, as the IP addresses of computers accessing SacCT are logged. If evidence from these logs indicates that two students were sitting next to each other while they took the exam, it will be interpreted as conclusive evidence that the students have violated the terms of academic honesty. *See above!*

It is strongly recommended that students complete the examinations in a computer lab on campus. The campus computing infrastructure is the most reliable for completing assignments on SacCT. Furthermore, if there is a catastrophic failure (e.g., power outage) during an examination, a student can have the lab technician/supervisor document the incident. If such a failure occurs at a home, or anywhere else off-campus, the student will assume responsibility for the consequences.

In order to accommodate the unlikely event of a catastrophic failure during an examination, each student will be allowed **just one** 'reset' of an examination during the semester. Resetting an examination eliminates the first attempt and allows the student to retake the examination as if it were the first attempt. A reset eliminates any evidence of the first attempt. Students may request the resetting of one examination for any reason, but it is strongly recommended that students only make the request after a significant system failure. Resetting an examination will only occur if the request is received **prior to the end of office hours (2:00pm) on the day of the deadline for that examination**. **Resetting an exam does NOT extend the deadline for that exam**. In order to request the resetting of an examination, the student must contact the instructor using the SacCT course email messaging facility.

The exams are based on the test bank for the course textbook. Except for the final exam, the exams will have 75 questions. Each exam question will be worth five points, and the maximum score for the exams is 375 points. The comprehensive final exam will have 150 questions. The maximum score for the final examination is 750 points. Exam structures are described on the Course Examinations page of the SacCT environment.

Course examinations may also contain a verification question designed to ensure that the person taking the examination is enrolled in the course. These questions will not count toward the examination score. However, failure to answer any validation question correctly may be interpreted as a violation of academic honesty. *See above!*

WARNING: The exams require the use of the Respondus Lockdown Browser. The exams will be structured so that a student will only see one question at a time, and will not be able to go back and change an answer. Students will only have an hour to read and answer all of the questions (120 minutes for the final examination). Therefore, one will not really have time to look up answers. Students need to know the material, and they should practice the sample tests. That is why they are provided! There is a strong correlation between practicing the sample tests dozens of times and performance on the exams!

NOTE: When exams are submitted, they will be automatically graded and students will only see their resulting score. Students will only be able to see the actual questions they answered the day AFTER all of the students have submitted their exam (i.e., the day after the due date)! Access to exam feedback also requires the Respondus Lockdown Browser!

SAMPLE TESTS:

Short sample tests will be available on SacCT for students to test their knowledge on each chapter and to become familiar with the operation of the [Respondus Lockdown Browser](#). These sample tests are a random selection of the same questions that may appear on the actual course examinations. Each sample test contains 10 questions and is structured just like the course examinations - students will see one question at a time and will have the same relative time allotted to complete the sample test.

The sample tests are **not a part of the course grade**. However, they will help students perform better on all of the examinations!

To promote mastery of the subject, students must achieve 80% on the sample test for the current chapter before they will have access to the sample test for the next chapter! Once a student has access to the sample tests for a particular chapter, the student may retake the sample tests an unlimited number of times.

EXERCISES:

There will be crossword puzzle exercises for each chapter posted on SacCT. These exercises will have 25 questions each. After downloading the crossword puzzle from SacCT, one must complete the crossword puzzle and then complete the SacCT quiz to enter the answers into SacCT. The SacCT quizzes related to the crossword puzzles **MUST** be accessed and initiated prior to 5:00pm on the date on the specified Thursday (see the *Assessment Deadlines* section above). Students are allowed one attempt to complete the SacCT quizzes related to the crossword puzzles.

Be aware that the answers as entered on the actual crossword puzzle may not be the correct answer for the SacCT quiz! This is because the quizzes and exams **require correct grammar, spelling, and word spacing** that may not be present on the actual crossword diagram (e.g., the crossword diagram does not take into consideration the space between words). One should answer the quiz questions based on the course text, and one should use terms as they are used in the course text (e.g., hyphenation or acronyms).

While many of the answers to the crossword puzzle clues may be readily found in the text, some answers are not directly found in a sentence from the text but must be extrapolated/synthesized from the information presented in the text!

Students should read the assignment specifications carefully, start the assignment as early as possible, and check their work!

THESE exercises are to be done individually. See note on Academic Honesty above! Do NOT seek any assistance from, or provide any assistance to, other students.



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