# CS84.21: Management Information Systems: Section 0593: Rosen S

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## CS84.21: Management Information Systems with Dr. Scott Rosen

## Class Syllabus Fall 2017

## Course Description

An examination of the use of information systems to support the management activities of an organization. Topics include: the fundamentals of hardware, software, database management, data communications, transaction processing information systems, decision support systems, information reporting systems, office automation, networks, expert systems, and systems analyses and design. Case studies and several software packages will be utilized to illustrate the principles covered. Required for the computer programmer and the Microcomputer Systems Specialist certificates.

**Recommended Prerequisites:**
Course Eligibility for ENGL 1A and Course Completion of CS 5

Because of the reading required, eligibility for **English 1A or equivalent** reading level is recommended. If you are not sure what your reading level is, contact the Assessment Office **http://www.santarosa.edu/app/placement/ (http://www.santarosa.edu/app/placement/)**

**Note:** CS 84.21 is a 3-unit course. We meet each week for a total of 2 hours in the classroom and 1 hour in lab. To do well, **plan on spending two or more hours of outside work** (reading, study, projects, etc.) **for each hour you spend in class**.

## Student Learning Outcomes

Students will be able to:

1. Evaluate the role of information systems in today's competitive business environment.
2. Identify and describe important features of organizations in order to build and use information systems successfully.
3. Demonstrate systems analysis, design and decision making in a business setting.
4. Define and describe the fundamentals of hardware, software, database management, data communications and systems related to the management activities of an organization.
5. Assess how information systems support the activities of managers and end-users in organizations.
6. Identify the principal management challenges posed by the ethical and social impact of information systems and management solutions.

## Class Meetings

**Monday Evenings**
6:00 - 9:00pm

2921 Maggini (classroom/Lab)

## Instructor Contact

**Dr. Scott Rosen**
**Office:** 654 Call Hall Petaluma
**Phone/Text:** (707) 478-8649 (text is fastest)
**Fax:** (707) 778-3910
[srosen@santarosa.edu (mailto:srosen@santarosa.edu)](mailto:srosen@santarosa.edu)

Text is the fastest but I usually respond to emails within 48 hours.

## Instructor Schedule

**Monday**

- 11:00 - 11:30am   **Office Hours** PC 643
- 11:30am - 1:30pm   **CS 80.15 IT Essentials** PC 643

- 5:15 - 6:00pm **Office Hours**   2921 Maggini (Santa Rosa Campus)
- 6:00 - 9:00pm CS 84.21 **MIS** 2921 Maggini (Santa Rosa Campus)

**Tuesday**

- 2:00pm - 4:00pm **Department Activities** CS Department

- 5:00 - 5:30pm **Office Hours** PC 643
- 5:30 - 9:30pm **CS 80.15 IT Essentials** PC 643

**Wednesday**

- 11:00 - 11:30am   **Office Hours** PC 643
- 11:30am - 1:30pm   **CS 80.15 IT Essentials** PC 643

- 3:00 - 5:00pm **Academic Senate**

- 5:00 - 5:30pm **Office Hours** PC 643
- 5:30 - 9:30pm **CS 5** PC 643

**Thursday**

- 5:00pm - 5:30pm **Office Hours** PC 643
- 5:30 - 9:30pm **CS 84.13 IT Support** PC 643

## Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.
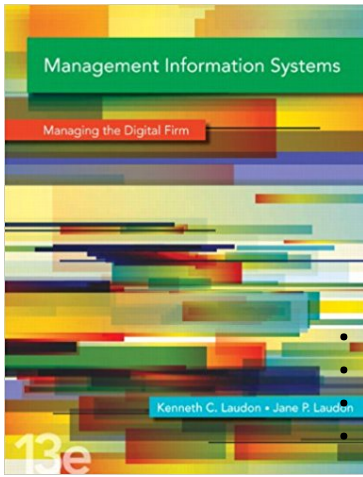
## Textbook

**The textbook is required.**

# Management Information Systems: Managing the Digital Firm, 13th Edition 13th Edition

by **Kenneth C. Laudon**  ☑ **(https://www.amazon.com/Kenneth-C.-Laudon/e/B000AQ3MIQ/ref=dp_byline_cont_book_1)**  (Author), **Jane P. Laudon** ☑ **(https://www.amazon.com/s/ref=dp_byline_sr_book_2?ie=UTF8&text=Jane+P.+Laudon&search-alias=books&field-author=Jane+P.+Laudon&sort=relevancerank)**  (Author)
ISBN-13: 978-0133050691

ISBN-10: 0133050696

You can locate and order textbooks online via the **SRJC Bookstore (http://bookstore.santarosa/santarosa/home.aspx)** . If your class is based out of Petaluma, your books will be listed on the **Petaluma Bookstore (http://bookstore.santarosa.edu/petaluma/Home.aspx)** web site.

## Materials and Supplies

**You will need:**

- 1 USB Flash Drive
- Binder for CS 5 notes and handouts
- Although not required, it is helpful for MIS students to own a PC or Mac computer with Microsoft Office.
- Here is a link to a super deal on Microsoft Office from the Foundation for California Community Colleges:

   **http://www.foundationccc.org/** ↗ **(http://www.foundationccc.org/)**

## Important Dates

| | | | |
|---|---|---|---|
| **Date Class Begins:** | 8/21/2017 | **Date Class Ends:** | 12/11/2017 |
| **Last Day Add w/o add code:** | 8/27/2017 | **Last Day Add with add code:** | 9/10/2017 |
| **Last Day Drop for Refund:** | 9/3/2017 | **Last Day for P/NP option:** | |
| **Last Day Drop w/o W:** | 9/10/2017 | **Last Day Drop with W:** | 11/19/2017 |
| **FIRST CENSUS DATE:** | 9/11/2017 | **Date Final Exam:** | 12/18/2017 |
| | | **Date Midterm Roster:** | 10/16/2017 - 11/19/2017 |

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.
If you feel you must quit the class, please talk with me first. Together we may find a way for you to complete the course successfully. If you quit without officially dropping, you are still graded on all the remaining work, usually resulting in an "F" grade.
**https://www.santarosa.edu/app/admissions/ (https://www.santarosa.edu/app/admissions/)**

## Attendance

**I expect you to attend regularly.**
If for any reason you will be absent, late, or leaving early, please let me know in advance (or as soon after as possible in case of emergency). Any absence without notifying me is unexcused. More than three unexcused absences may result in dismissal from class. After any absence, you are responsible for getting class handouts from the class Web page and notes from a classmate. You might also talk with me about when to turn in any assignments you missed.

**Note:** Students who fail to attend the first class meeting may be dropped by the instructor.

## Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences.

## Late Policy

All assignments are due at midnight PST on the due date. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement.

## Reading

The chapter reading assignments should be done prior to the week that covers that topic. By doing the reading ahead of time, you will have a better understanding of the lectures and will be able to raise questions concerning the text while we are covering that material in class.

# Projects

In addition to lab exercises, three projects will be assigned. Projects allow you to apply the knowledge, skills, and abilities acquired. Assignments will require employing software tools in such areas as word processing, database management, spreadsheets, expert systems, programming, electronic mail, use of the Internet and operating systems. You will work in teams on some, on others you will work on your own. Your work on team projects will be graded based on your self-evaluation, and my observations of your participation. Projects include completing the assigned activity as well as preparing a report or presentation. Details about each project will be discussed in class

Group Activities (in class)

In class group activities to be assigned will include specific case study analysis projects, current news items and a final group presentation.

# Exams

There will be one midterm and final exam. The material comes from the textbook, class lectures and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the exams by the due date.
Each test will require you to prepare a summary of the material covered, which you may use for reference on the test. Your summary will be turned in with the test. All tests and the final exam will be turned in at the end of the test time, whether you finish or not. Students with special needs for alternate testing accommodations or extra time must provide verification and make arrangements with me well in advance.

**Missed Tests**
If you cannot be in class for a test or the final exam, contact me in advance (or as soon afterwards as possible in case of emergency) to arrange a make-up time. You will not be allowed to make up the test or exam if you do not meet this requirement.

Grading Policy

Click the "Grades" link in Canvas to keep track of your grades. I usually grade once a week and post grades and comments in the Canvas gradebook.

Grades will be based on the total percentage of points earned during the course, assigned as follows:

Grades will be assigned as follows:

- -10 Lab Projects (20 points each)
- -Final Presentation (100)
- -1 Mid Term Exam (100)
- -1 Final Exam (100)

-Total Points (500)

The following percentages earn at least these grades

- 90 - 100% A
- 80 - 89% B
- 70 - 79% C
- 60 - 69% D

Note: If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

# Standards of Conduct

**Respect**
The best way to learn is through active participation; therefore, we respect others when talking by being on-time, listening actively, and by being polite even when we disagree with another's viewpoint.  Please turn off all electronic devices.  If you use a laptop for note taking, please sit in the front row with the sound off.  No food in class please.
Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the **Student Code of Conduct page (http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml)**

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism:
**SRJC Writing Center Lessons on avoiding plagiarism** ↗ (http://srjcwritingcenter.com/research/plagiarism/plagiarism.html)
**SRJC's statement on Academic Integrity** (http://www.santarosa.edu/polman/3acadpro/3.11P.pdf)

## Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at  a designated spot to make sure everyone got out of the building safely and to receive further instructions. (If the class is on a second or higher floor, provide clear directions to the stairs). If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

## Special Needs

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Disability Resources Department
Tel: (707) 527-4278 Santa Rosa
Tel: (707) 778-2491 Petaluma
Email: **disabilityinfo@santarosa.edu** (mailto:disabilityinfo@santarosa.edu)

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

## Course Summary:

| Date | Details | |
|---|---|---|
| Fri Aug 25, 2017 | 📝 **Check-In Discussion** (https://canvas.santarosa.edu/courses/24403/assignments/170672) | due by 11:59pm |
| Mon Sep 18, 2017 | 📝 **Binary Mathematics** (https://canvas.santarosa.edu/courses/24403/assignments/170673) | due by 11:59pm |
| | 📝 **Evaluating Hardware and Software for business** (https://canvas.santarosa.edu/courses/24403/assignments/170676) | due by 11:59pm |
| Mon Sep 25, 2017 | 📝 **Network Diagram** (https://canvas.santarosa.edu/courses/24403/assignments/170682) | due by 11:59pm |
| Mon Oct 2, 2017 | 📝 **Flowcharting** (https://canvas.santarosa.edu/courses/24403/assignments/170677) | due by 11:59pm |
| Mon Oct 9, 2017 | 📝 **Virtual Desktop Build** (https://canvas.santarosa.edu/courses/24403/assignments/170684) | due by 11:59pm |
| Wed Oct 18, 2017 | 📝 **Workin w Wikis** (https://canvas.santarosa.edu/courses/24403/assignments/170685) | due by 11:59pm |
| Wed Nov 1, 2017 | 📝 **Midterm Self Evaluation** (https://canvas.santarosa.edu/courses/24403/assignments/170678) | due by 11:59pm |

| Date | Details | |
|---|---|---|
| Wed Nov 22, 2017 | 📝 **Business Charter** (https://canvas.santarosa.edu/courses/24403/assignments/170674) | due by 11:59pm |
| | 📝 **MIS Plan** (https://canvas.santarosa.edu/courses/24403/assignments/170681) | due by 11:59pm |
| Wed Nov 29, 2017 | 📝 **Cyber Security** (https://canvas.santarosa.edu/courses/24403/assignments/170675) | due by 11:59pm |
| Wed Dec 6, 2017 | 📝 **MIS Final Project: Paper** (https://canvas.santarosa.edu/courses/24403/assignments/170679) | due by 11:59pm |
| | 📝 **MIS Final Project: Presentation** (https://canvas.santarosa.edu/courses/24403/assignments/170680) | |
| | 📝 **Roll Call Attendance** (https://canvas.santarosa.edu/courses/24403/assignments/170683) | |