

# CS84.21: Management Information Systems

## Rosen S

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## CS84.21: Management Information Systems with D



## Class Syllabus Fall 2018

## Course Description

An examination of the use of information systems to support the management Topics include: the fundamentals of hardware, software, database management transaction processing information systems, decision support systems, information automation, networks, expert systems, and systems analyses and design. Case software packages will be utilized to illustrate the principles covered. Required 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. If you are not sure what your reading level is, contact the Assessment Office <http://www.santarosa.edu/app/placement/> (<http://www.santarosa.edu/a>

**Note:** CS 84.21 is a 3-unit course. We meet each week for a total of 2 hours in lab. To do well, **plan on spending two or more hours of outside work** (read 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 an organization successfully.
3. Demonstrate systems analysis, design and decision making in a business setting.
4. Define and describe the fundamentals of hardware, software, database management, network communications and systems related to the management activities of an organization.
5. Assess how information systems support the activities of managers and employees.
6. Identify the principal management challenges posed by the ethical and social implications 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.e](mailto:srosen@santarosa.edu)

Text is the fastest but I usually respond to emails withi

## Instructor Schedule

### Monday

- 1:30-5:30pm **CS 5 Computer Literacy**
- 5:30-6pm **Office Hours** 2806 Maggini
- 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

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

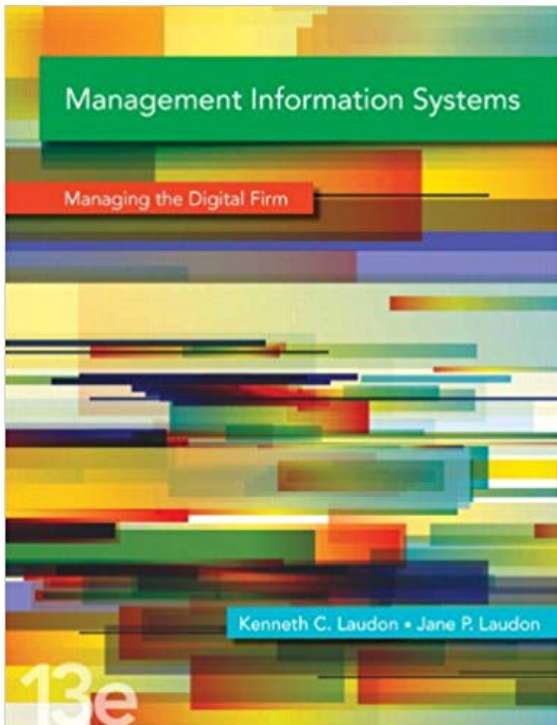
### Thursday

- 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, submit classmates' work, sharing resources, and viewing grades.

## Textbook



The textbook is required.

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

by [Kenneth C. Laudon](https://www.amazon.com/Kenneth-C-Laudon/e/B000AQ3MIQ/ref=dp_byline_cont_book_1) ([https://www.amazon.com/Kenneth-C-Laudon/e/B000AQ3MIQ/ref=dp\\_byline\\_cont\\_book\\_1](https://www.amazon.com/Kenneth-C-Laudon/e/B000AQ3MIQ/ref=dp_byline_cont_book_1))  
([https://www.amazon.com/s/ref=dp\\_byline\\_sr\\_book\\_1?ie=UTF8&text=Jane+P.+Laudon&search-alias=books&author=Jane+P.+Laudon&sort=relevancerank](https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Jane+P.+Laudon&search-alias=books&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.edu/santarosa/home.aspx) (<http://bookstore.santarosa.edu/santarosa/home.aspx>). If your class is based out of Petaluma, you can also be listed on the [Petaluma Bookstore](http://bookstore.santarosa.edu/petaluma) (<http://bookstore.santarosa.edu/petaluma>).

## 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
- Here is a link to a super deal on Microsoft Office from the Foundation for C:

<http://www.foundationccc.org/> (<http://www.foundationccc.org/>)

## Important Dates

Day Class Begins:	Monday, August 20, 2018
Day Class Ends:	Monday, December 10, 2018
Day/Time of Final Exam:	Monday, December 17, 2018 6:00 PM - 9:00 PM
Last Day to Add without instructor's approval:	Sunday, August 26, 2018
Last Day to Add with instructor's approval:	Sunday, September 9, 2018
Last Day to Drop	Sunday, September 2, 2018

and be eligible for enrollment/course fee refund:	
Last Day to Drop without a 'W' symbol:	Sunday, September 9, 2018
Last Day to Drop with a 'W' symbol:	Sunday, November 18, 2018
Last Day to Opt for Pass/No Pass:	
First Census Date:	Monday, September 10, 2018
Mid-Term Date:	10/15/2018 - 11/18/2018

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop from any class when that student's absences exceed ten percent (10%) of the strongly advised that if you need to miss more than one class/homework deadline, please talk with 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 solution.

the course successfully. If you quit without officially dropping, you are still graded usually resulting in an “F” grade. <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 (as possible in case of emergency). Any absence without notifying me is unexcused. Three unexcused absences may result in dismissal from class. After any absence, you will be responsible for getting class handouts from the class Web page and notes from a classmate. Please let me know 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 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 be accepted at the discretion of the instructor. 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 the material. Reading ahead of time, you will have a better understanding of the lectures and be able to ask 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 your knowledge and abilities acquired. Assignments will require employing software tools in such as database management, spreadsheets, expert systems, programming, electronics, and operating systems. You will work in teams on some, on others you will work individually. Team projects will be graded based on your self-evaluation, and my observation of your participation. Projects include completing the assigned activity as well as preparing a 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 and a final group presentation.

# Exams

There will be one midterm and final exam. The material comes from the textbook and supplemental materials. If any exam is missed, a zero will be recorded as the student is required to take the exams by the due date.

Each test will require you to prepare a summary of the material covered, which will be used on the test. Your summary will be turned in with the test. All tests and the final exam must be completed by the end of the test time, whether you finish or not. Students with special needs for accommodations or extra time must provide verification and make arrangements in advance.

## Missed Tests

If you cannot be in class for a test or the final exam, contact me in advance (or as soon as possible in case of emergency) to arrange a make-up time. You will not be allowed to take the 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 and comments in the Canvas gradebook.

Grades will be based on the total percentage of points earned during the course

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 the final exam to pass the class.

## Standards of Conduct

### **Respect**

The best way to learn is through active participation; therefore, we respect other's time, listening actively, and by being polite even when we disagree with another. No all electronic devices. If you use a laptop for note taking, please sit in the front row. No food in class please.

Students who register in SRJC classes are required to abide by the SRJC Student Code of Conduct. Violation of the Standards is basis for referral to the Vice President of Student Affairs.

class or from the College. See the [Student Code of Conduct page](http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml) ([http://www.santarosa.edu/for\\_students/rules-regulations/student-conduct.shtml](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 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://srjcwritngcenter.com/research/plagiarism/plagiarism.html)

(<http://srjcwritngcenter.com/research/plagiarism/plagiarism.html>)

[SRJC's statement on Academic Integrity](http://www.santarosa.edu/polman/) (<http://www.santarosa.edu/polman/>)

## Emergency Evacuation Plan

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

## Special Needs

If you need disability related accommodations for this class, such as a note taker, special furniture, etc., please provide the Authorization for Academic Accommodations form to the Disability Resources Department (DRD) to the instructor as soon as possible. Please contact the instructor privately during office hours about your accommodations. If you have already received accommodations 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) (<mailto:disabilityinfo@santarosa.edu>)












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



## Course Summary:

Date	Details
Fri Aug 24, 2018	 <a href="#"><u>Check-In Discussion</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
Mon Sep 17, 2018	 <a href="#"><u>Binary Mathematics</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
	 <a href="#"><u>Evaluating Hardware and Software for business</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
Mon Sep 24, 2018	 <a href="#"><u>Network Diagram</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
Mon Oct 1, 2018	 <a href="#"><u>Flowcharting</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
Mon Oct 8, 2018	 <a href="#"><u>Cyber Security</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )
	 <a href="#"><u>Virtual Desktop Build</u></a> ( <a href="https://canvas.santarosa.edu/courses/35072/assignments/1234567890">https://canvas.santarosa.edu/courses/35072/assignments/1234567890</a> )

Date	Details
Wed Oct 17, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Workin w Wikis</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Oct 29, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 1 - Business Charter</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Nov 5, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 2 - MIS: Data Flow Diagram - Process Task Flow Diagram</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 3 - MIS Plan</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 4 - Self Evaluation</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Nov 26, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Entity Relationship Diagram</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Dec 10, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">MIS Final Project: Paper</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Tue Dec 18, 2018	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Final Project Self Evaluation</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Fri Aug 23, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Check-In Discussion</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Sep 16, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Binary Mathematics</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Evaluating Hardware and Software for business</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>

Date	Details
Mon Sep 23, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Network Diagram</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Sep 30, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Flowcharting</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Oct 7, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Cyber Security</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Virtual Desktop Build</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Wed Oct 16, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Workin w Wikis</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Oct 28, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 1 - Business Charter</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 2 - MIS: Data Flow Diagram - Process Task Flow Diagram</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Nov 4, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 3 - MIS Plan</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Midterm Part 4 - Self Evaluation</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Nov 25, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">Entity Relationship Diagram</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>
Mon Dec 9, 2019	 <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">MIS Final Project: Paper</a> <a href="https://canvas.santarosa.edu/courses/35072/assignments/123456789">(https://canvas.santarosa.edu/courses/35072/assignments/123456789)</a>

## Date

## Details

Tue Dec 17, 2019



**[Final Project Self Evaluation](#)**

<https://canvas.santarosa.edu/courses/35072/assignments/1234567890>



**[MIS Final Project: Presentation](#)**

<https://canvas.santarosa.edu/courses/35072/assignments/1234567890>



**[MIS Final Project: Presentation](#)**

<https://canvas.santarosa.edu/courses/35072/assignments/1234567890>



**[Roll Call Attendance](#)**

<https://canvas.santarosa.edu/courses/35072/assignments/1234567890>



**[Roll Call Attendance](#)**

<https://canvas.santarosa.edu/courses/35072/assignments/1234567890>