IS 3150 - Introduction to Information Systems
Syllabus and Schedule | Fall 2017

Course Information
Course Code: IS 3150-02
Credits: 5
Class times: MW 08:00-10:05
Location: PIGT 328

Instructor Information
Professor: Andrew Snodgrass
Email: asnodgrass@seattleu.edu
Office: PIGT 516
Office Hours: MW 10:15-11:00a

Course Description
This course is an introduction into the technologies, applications, and the management of Information Systems (IS) in organizations. It is designed to provide the necessary framework to guide you to understand and effectively address the issues pertaining to the discipline of Information Systems.

The majority of IS decisions are usually NOT technical decisions, but business decisions involving people, policies, processes, procedures, and financial analysis, such as how much should be spent of IS and what business processes are required to support IT systems.

You, as a business manager, will need to make those decisions in the environments of integrated and connected businesses. Successful business model requires a combined effort of both management and information technology vision. To be able to participate in such efforts, you will need to understand IS fundamentals.

At present, I plan to cover the following topics:

• **Information Systems Overview**: We discuss the critical role of information systems in business today, the perspectives of information systems and information technology, and types of business information systems.

• **Information Technology Infrastructure**: This topic provides the technical foundation for understanding information systems by examining hardware, software, databases, and networking technologies.

• **Key System Applications**: We examine the core information system applications businesses are using today, including enterprise systems (systems for supply chain management, customer relationship management, and ERP systems) and business intelligence systems.

• **Information Systems Analysis and Design**: We learn how to use the knowledge acquired in the previous topics to analyze and design information system solutions to business problems. This topic answers the key question of this course; How can I develop a solution to an information system problem that provides business benefits?

Text and Materials


• MICROSOFT EXCEL 2016 CORE CERTIFICATION GUIDE Print ISBN: 978-1-55332-473-7
Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Two Exams</td>
<td>200 each</td>
<td>40%</td>
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<tr>
<td>Class Exercises and Quizzes</td>
<td>150</td>
<td>15%</td>
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<tr>
<td>Group Project</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Excel Certification Exam</td>
<td>150</td>
<td>15%</td>
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**Note:** You are guaranteed to be awarded an A grade if you get over 94% overall, at least a B if over 83%, and at least a C if over 72%.

**Exams are closed book:** you may bring 1 page of notes only. All other resources, including notebooks, electronic devices, books, and consulting other classmates are prohibited.

**Quizzes are open book:** you may refer to class notes or books, but you should not consult other classmates.

**Class Exercises**
Almost every lecture is followed by class exercises. Class activities will be posted weekly on Canvas in advance. Each student will be required to read the chapter assigned, and be prepared to work on the contained exercise.

Class exercises will be in the following forms;
- Excel Lab
- Access Lab
- Quizzes
- Group Project work

For most of the work you are required to do the assignment in class and post the answer on Canvas. If it’s a group project session, one or two groups will be called on to give a short informal presentation on what progress has been achieved.

**Group Project**
Through the group project, you will gain experience in the process of evaluating the requirements for replacing an existing information system within a business.

Each group will select a business information system and develop an analysis plan that includes business processes, human resources, information resources, and financial analysis.

This project is an integral part of the course, since it allows students to apply the concepts, methodologies, and tools in the context of a real-world application.

The project is divided into multiple milestones:
- Milestone 1: Project proposal
- Milestone 2: Present and defend topic
- Milestone 3: Initial draft of your paper
  - After submitting your draft, each team will have a one-on-one meeting with me.
  - I will review the draft with each team and, if necessary, your paper will be revised.
Milestone 4: Initial draft of presentation
Milestone 5: Final paper and presentation

Excel Certification Exam
All Albers undergraduate students are required to pass EXCEL Level I Certification as part of their BABA or BAE program. You will be taking the exam within IS-3150.

*You need to purchase a voucher (Certiport MOS Excel Exam Test Access Code) at the SU CampusStore or online.*

For more information, you can refer to [https://www.seattleu.edu/albers/undergraduate/student-resources/excel-certification/](https://www.seattleu.edu/albers/undergraduate/student-resources/excel-certification/)

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Course Policies and Expectations

You are adults pursuing a business major and are expected to act as you would in a business environment.

- No late submissions, no make-ups, and no late work will be accepted.
- All assignments are to be turned in through Canvas.
- Participation is an indication of your future business success and you are encouraged to participate actively in discussion in class. Your innovative and creative comments are a critical part of your work.
- You are expected to attend all the sessions and come to class before it starts. Please do not come late to class.
- The use of computer during the class hours is only limited to course materials. If a student misuses a computer (such as web browsing, chatting, doing homework, etc), it will lower his/her final grade (20 points off for each incident from your attendance).
- Cell Phones and PDAs: Cellular phones and PDAs must be turned off before entering the classroom.

If you have, or think you may have, a disability (including an invisible disability such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff in the Learning Center, Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

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**NOTE: Official Course Schedule is on Canvas**