IS 3150 Introduction to Information Systems
Spring 2018

1. Course Detail
   Professor: Dr. Misuk Lee
   Office: Pigott 413
   Email: leem@seattleu.edu
   Office Hours: 1:30pm- 4:30pm, Wednesday
   Website: All assignments and class materials will be posted on Canvas.

2. Course Objective
   This course provides the undergraduate business majors with understanding of the many complexities of managing technology in today’s organizations. You will learn to think critically about how information systems are transforming business and how they impact your day-to-day life and career. 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?

   The focus of the class will be to interactively discuss contemporary topics of information systems. The methodology will include lecture, in-class exercise, group discussion, minicase studies, and group project.

3. Texts
   
   - Recommended Excel Reference
   
   - Reading materials:
4. Assessment

- Two Exams: 50% (25% each)
- Excel Exam: 10%
- Final Group project: 15%
- Assignment/Class Exercises/Attendance: 20%
- Quizzes: 5%

**Exams are closed book:** you may not use any notes, electronic devices, books, or consult other classmates. You are allowed to bring 1 page of cheating sheet.

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

5. Grade

Final grades will be assigned based on the following rubric:

- 95.0 to 100 : A, 90.0 to 94.9 : A-
- 85.0 to 89.9 : B+, 80.0 to 84.9 : B, 77.0 to 79.9 : B-
- 74.0 to 76.9 : C+, 70.0 to 73.9 : C, 67.0 to 69.9 : C-
- 64.0 to 66.9 : D+, 60.0 to 63.9 : D, 50.0 to 59.9 : D-
- <50 : F

6. Excel Exam

All Albers undergraduate students are required to pass EXCEL Level I Certification in order to progress in your 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/business/undergraduate/excel-certification/](https://www.seattleu.edu/business/undergraduate/excel-certification/)

7. Class Exercises and Assignments

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 exercise contained. Class exercises will be in the following forms;

- Excel Lab
- Individual IT practice
- Group Case Study
Note that excel labs will be graded on Pass/Fail basis. You are required to do the assignment and post the answer on Canvas. If it’s a group case study, one or two groups will give a short informal presentation on each case study. Also, I would give extra credits for the class participation.

8. **Final Group Project**

Through the group project, you will gain experience in a process of information system analysis and design. Each group will work on a systems analysis and design project. 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. Each team will select a real-world application. The project will be divided into three milestones.

- **Milestone 1**: Project proposal due on May 22nd.
- **Milestone 2**: Initial draft of your paper needs to be submitted by June 4th. After submitting your draft, each team will have an one-on-one meeting with me. I will review the draft with each team and, if necessary, your paper will be revised.
- **Milestone 3**: Final paper due on June 9th.

More details about the group project will be announced in class. Also, note that **peer evaluations** will be administered at the end of the quarter.

9. **Tentative Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information systems overview</td>
<td>Ch1 (1.1,1.2,1.4)</td>
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<tr>
<td></td>
<td></td>
<td>Ch2 (2.1.2.2)</td>
<td></td>
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<tr>
<td>2</td>
<td>IT infrastructure HW/SW</td>
<td>Ch5</td>
<td></td>
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<tr>
<td>3</td>
<td>SW, Database</td>
<td>Ch5, Ch6</td>
<td></td>
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<tr>
<td>4</td>
<td>Database</td>
<td>Ch6</td>
<td>Excel Exam (4/24)</td>
</tr>
<tr>
<td>5</td>
<td>Database</td>
<td>Ch6</td>
<td>Exam 1</td>
</tr>
<tr>
<td>6</td>
<td>Networking</td>
<td>Ch7</td>
<td></td>
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<tr>
<td>7</td>
<td>Systems analysis and Design</td>
<td>Ch12</td>
<td></td>
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<tr>
<td>8</td>
<td>ERP Game</td>
<td>Ch9</td>
<td>Project proposal (5/22)</td>
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<tr>
<td>9</td>
<td>Enterprise Applications</td>
<td>Ch9</td>
<td>Exam 2</td>
</tr>
<tr>
<td>10</td>
<td>Project one-on-one meeting</td>
<td>Group project (6/4, 6/9)</td>
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10. **Course Policy**

- No make-ups: If you miss a test, you will need to produce appropriate medical documentation. Your grade will then be based on the other test, group project, and homework.
- Late homework will be accepted but subjected to penalty of ten percent of the possible points every calendar day up to three days.

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1Course schedule is subject to change without announcement.
– All assignments are to be turned in through Canvas.

– 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 (10 percent off for each incident from your class exercise/attendance).

11. **Regrading**

Regrade requests must be made in writing and attached to the exam. The request must include a description of your objection and why you think your exam should have been graded differently. If a test is submitted for regrading, I will regrade the entire test—so it is possible to lose additional points. This policy does not apply to arithmetic errors.

12. **Disability**

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.

13. **Honor Code**

Seattle University is committed to the principle that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty will be addressed according to the Seattle University Academic Honesty Policy. The policy can be found at the address below: [https://www.seattleu.edu/media/redhawk-axis/registrar/registrar-policies/Academic-Integrity-2011-3.pdf](https://www.seattleu.edu/media/redhawk-axis/registrar/registrar-policies/Academic-Integrity-2011-3.pdf)

If you are not sure whether a particular action is acceptable according to the Academic Honesty Policy, you should check with your instructor before engaging in it.