

IS 3150
Introduction to Information Systems
Course Syllabus
Spring 2020

Course Information		Instructor Information	
Course Code	IS 3150	Professor	Eric Lloyd
Credits	5	Email	elloyd@seattleu.edu
Class Times	T, Th 3:45 – 5:50	Office	PIGT 409 (via Zoom this quarter)
Location	Online	Office Hours	M, T, W, Th: 2:30 – 3:30 Or by appointment (via Zoom)

Course Description:

This course provides the undergraduate business major a basic understanding of business information systems and technology. Topics include, but are not limited to, software applications in business, infrastructure, database management, networking, systems development, security, legal and ethical issues. Lab assignments will include various business application software. It is an introduction to the technologies, applications, data and the management of Information Systems in organizations. It is designed to provide the necessary framework to guide students to understand, manage and effectively address the issues pertaining to the discipline of Information Systems.

The vast majority of IS decisions are NOT technical decisions but business decisions involving people, policies, processes, procedures, and financial analysis. Successful business models will require a combined effort of both management and information technology vision. To be able to participate in such efforts, one needs to understand IS fundamentals.

In addition, students will be required to take and pass the Microsoft Office Specialist (MOS) Excel 2016 Exam. You will be required to take it in class and must pass it to graduate from the Albers School of Business and Economics.

Course Model:

The model for this course is one using a combination of lecture, discussion and dialog, in-class activities, quizzes and the completion of a term project. You will be expected to attend all classes and submit coursework on time as there is a lot to cover and not a lot of room for late work or absences. Emphasis will be on active learning and team collaboration which requires student preparation and active participation in class discussions and project teamwork. **This online version of the class will hold synchronous class time where attendance will be accounted for. A provision will be made for those in time zones where the class time falls in an unreasonable hour. Advanced email request to be excused from synchronous class time is required (see below). "In-class" activities will be done with Zoom on to allow for discussion.**

Required Textbooks

1. Introduction to Information Systems: People, Technology and Processes (3rd Edition) by Patricia Wallace
 1. ISBN-10: 0134635191
 2. ISBN-13: 978-0134635194
 3. [Amazon link](#)

Recommended Textbooks

1. MOS 2016 Study Guide for Microsoft Excel (1st Edition) by Joan Lambert
 1. ISBN-10: 0735699437
 2. ISBN-13: 978-0735699434
 3. [Amazon link](#)
 4. **Note: A digital version of this book will be provided via a OneNote notebook link in Canvas. You will only need to purchase this book if you prefer having a physical book in your hands when you study for it.**

Assignments & Exams:

- **Reflection:** These assignments will be a reflection of the previous week's content and what stuck out to you as important, how you think it may change how you view things and any general reflection around the content. Please try to limit using this assignment as a place to complain. You are free to send any complaints to me in an email or in person.
 - Reflections will be available the Friday of the week the class is taught and due on Sunday two days later.

- **Discussion Boards:** Each week, you will be required to participate in a discussion board assignment. This will allow us to have student to student interaction when our class is done remotely.
 - You are expected to answer the topic question robustly according to the guidelines in each discussion board instructional assignment page.
 - You will also be required to reply to two students posts in order to receive full credit.
 - Discussion Boards will be available the Sunday of the week when the topic is covered and due the following Sunday.

- **Weekly Quizzes:** Each week you will be required to take a 9 question quiz on Canvas.
 - The quiz will always contain 8 multiple choice questions and 1 essay question which you must answer in 2 sentences or more.
 - The quiz will be available at midnight the day the lesson is taught and due the following Sunday. Be aware that some weeks, including the first one, we will be going over two chapters. If this is the case, two quizzes will be due on Sunday. Plan accordingly.
 - You will be given 45 minutes to complete the quiz. You are permitted to use whatever materials you want (other than each other or a solution manual) to complete the quiz, but if you want to truly assess your learning accurately, you will use as little as possible.

- **Book Labs:** Each day in class, we will work on a lab together, usually breaking into groups and having discussion. Most of the time it will involve submitting a paper solution per group or per person. **In this online version, you will complete your lab individually and submit it individually. You will have time to do it during the synchronous class time after the lecture. The labs will be due the following day at midnight.**

- **Term Project:** The topic of the term project is an Information Technology Department Simulation. The exact details of the project are detailed in a separate document, but the summary is that all students in a class will break up into 5 person teams and take on a variety of Chief/Manager roles and play out a simulation of an IT Department. The group will create a fictional company, assign roles and every other week a Scenario Development will be presented which each role will have to act on. At the end of the quarter, each group will do a presentation on the simulated responses from the company to the rest of the class during the Exam Week. Please see the Term Project Overview document for more information. **For this online version, I will be assigning everyone to groups. This will be delivered to you on the first class day and via email. You will have a Slack channel available for your group and your own group Canvas page as well. You will be expected to communicate with your virtual team on your own time to produce quality group work.**

- **Extra Credit In-Class Game:** Towards the end of the quarter, we will play an in-class competitive game that could net you some extra credit on your Term Project.

Course Policies:

- **Late Work**
 - The following applies to all work EXCEPT Book Labs and Quizzes:
 - Please do your best to get assignments submitted on time. There will be a 48-hour grace period after an assignment is due to receive reduced credit for a submission.
 - If the assignment is submitted within **24 hours** of the due date/time, it will receive –10% to its grade.
 - If the assignment is submitted within **24-48 hours** of the due date/time, it will receive –25% to its grade.
 - If the assignment is submitted after 48 hours of the due date/time, it will receive –100% to its grade. Most of the time, submit buttons won't be available for assignments during this period so it won't matter.
- **Contacting me**
 - Email: elloyd@seattleu.edu
 - I will answer emails usually within a few hours of them being sent depending on the time it is sent and the circumstances. I work hard to be attentive to my communication with my students.
 - Commenting on Canvas Assignments
 - I will do grading once or twice per week so I will only see your comments when I grade. If its urgent to get my attention sooner, please email me.
 - Office Hours
 - Due to the online nature of this course, I will hold office hours via Zoom at 2:30 Monday - Thursday. I will post a link and anyone can come into the office hours and receive some time with me. Its best if you email ahead of time to let me know you're coming but not necessary. Any Zoom meetings to be done outside of the office hours will have to be set up by email appointment.
 - Voice chat outside of class
 - If you need to have a voice conversation out of class, let me know and I will send a Zoom online meeting invite to you. Policy forbids us from providing our cell phone numbers.

- **Academic Honesty Policy:** I expect all students to submit only the work they have created. There will be group work in this class and academic honesty comes into play there in that I expect all students to *pull their weight* in each group otherwise they will face consequences. This group work expectation will be fleshed out more in the explanation for the Term Project.
 - *In regards to reports, I expect your answers to be original. I will be verifying originality. Any violation of this will receive a zero. Original means:*
 - *Not copied from another student.*
 - *Not copied word for word from the Internet unless it has a clear citation.*

- **Cheating Consequences:** As per the policies of the University, any student caught cheating is required to receive a zero on the assignment and will be reported to the Department Chair and the Associate Dean, Madhu Rao.

- **Attendance:** Attendance will be taken at the start of class and kept record of. You will be allowed 3 absences for the quarter without penalty (other than missing the material and possibly getting zeros for in-class work). Starting with the 4th absence, -5 points will be deducted from the Term Project's Quarter Report's grade at the end for every day missed after. If you have a valid excuse, email me or contact me somehow. I'm reasonable and will often work with you to avoid consequences. Note: religious observances will not count against your attendance limit.
 - **For this online version of the class, attendance will be taken via the Zoom participant's list for the synchronous class with the exception being any student who has made provisions ahead of time. A valid provision would be that the student had to return to live in a time zone where attending the synchronous class time was unreasonable. For example, if you had to return to China, that would mean this class would start at 6:30 AM which you could make a case for not being accountable to attendance. My parameters are anything before 8 AM or after 7 PM would be considered as a possible unreasonable time start for the class. Please email me ASAP if you think you fall into this category.**

- **Snow Day Guidelines:** Here are some guidelines to keep in mind for days when you cannot get to class because of "too much snow".
 - All assignments and due dates will remain the same for students who miss class, unless otherwise announced.
 - Missing a classroom day because of "too much snow" will not count against your unexcused absences BUT you will need to contact me via email and let me know your situation otherwise it WILL count as an unexcused absence. (Unless it's a campus closure - see below)
 - In the event of an official campus closure:
 - Obviously, your absence will not count as a unexcused absence.

- I will be recording class and posting it on campus BY the time that the class happens normally. You will be expected to watch the recording and complete coursework accordingly.
 - All assignments and due dates will remain the same for students who miss class, unless otherwise announced.
 - In the event that you lose power or internet connectivity, please email me if you can and let me know and accommodations will be made. If you are unable to email, please see me or email me as soon as you can about the situation past and we will handle it as a per-needed basis.
- Any updates to these policies will be done via Announcements on Canvas as a per needed basis.

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 NOT be taking the exam within the class due to the current campus closure. **You need to purchase a voucher (Certiport MOS Excel Exam Test Access Code) at the SU Campus Store or online. This doesn't have to be done this quarter but at some point before you graduate.** For more information, you can refer to this [Link to Excel Certification Information](#).
- Training/Sample Test
 - GMetrix site: <https://www.gmetrix.net/>
 - GMetrix Access Code: 12851-ALBERS-35477
- Please refer to the MOS Excel Exam Information Guide 2020 in Canvas for more information on this.
- We will be going over training in Excel according to the MOS Excel Exam study guide.

Assignment Grades by Percentage	
Reflection	5%
Weekly Quiz	25%
Discussion Board	10%

In-Class Book Lab	10%
Excel Exam	10%
Term Project	45%

Term Project Grading Breakdown	
Term Project Assignment (40%)	% of Final Grade
Development Scenario Reports	15
Quarter Reports	15
Presentation	15

Course Outline (subject to change if necessary)				
Week #	Class #	Date	Topics and Chapters	Term Project Items
1	1	4/7	<ul style="list-style-type: none"> • Introduction • Chapter 8 • Term Project Introduction 	Development Scenario 1 Assigned
1	2	4/9	<ul style="list-style-type: none"> • Chapter 1 	
2	3	4/14	<ul style="list-style-type: none"> • Chapter 2 	Quarter Reports Assigned
2	4	4/16	<ul style="list-style-type: none"> • Intro to Excel • Excel 1 	
3	5	4/21	<ul style="list-style-type: none"> • Chapter 3 	
3	6	4/23	<ul style="list-style-type: none"> • Excel 2 	

4	7	4/28	• Chapter 10	Development Scenario 2 Assigned
4	8	4/30	• Excel 3	
5	9	5/5	• Chapter 4	
5	10	5/7	• Chapter 6	
6	11	5/12	• Chapter 7	Development Scenario 3 Assigned
6	12	5/14	• Excel 4	
7	13	5/19	• Chapter 5	
7	14	5/21	• Excel 5	
8	15	5/26	• Chapter 11	Development Scenario 4 Assigned
8	16	5/28	• Chapter 12	
9	17	6/2	• Guest Speaker: Art Morton	Presentation Assigned
9	18	6/4	• Jeopardy Game	

Deadlines are below in a summary form to help you get a bird's eye view. Please use Canvas Calendar in order to track due dates throughout the quarter.

Deadlines		
Week #	Date	Assignments
1	4/8	• Book Lab: Chapter 8

1	4/10	<ul style="list-style-type: none"> • Book Lab: Chapter 1 • Icebreaker Discussion Board
1	4/12	<ul style="list-style-type: none"> • Chapter 8 Quiz • Chapter 1 Quiz • Development Scenario 1 • Discussion Board: Online Collaboration • Reflection Week 1
2	4/15	<ul style="list-style-type: none"> • Book Lab: Chapter 2
2	4/19	<ul style="list-style-type: none"> • Chapter 2 Quiz • Discussion Board: Value Chain Example • Reflection Week 2
3	4/22	<ul style="list-style-type: none"> • Book Lab: Chapter 3
3	4/26	<ul style="list-style-type: none"> • Chapter 3 Quiz • Discussion Board: Cloud Computing • Quarter Reports • Reflection Week 3
4	4/29	<ul style="list-style-type: none"> • Book Lab: Chapter 10
4	5/3	<ul style="list-style-type: none"> • Chapter 10 Quiz • Discussion Board: Information Security Threats • Reflection Week 4
5	5/6	<ul style="list-style-type: none"> • Book Lab: Chapter 4
5	5/8	<ul style="list-style-type: none"> • Book Lab: Chapter 6
5	5/10	<ul style="list-style-type: none"> • Chapter 4 Quiz • Chapter 6 Quiz • Development Scenario 2 • Discussion Board: Mobile Payments • Reflection Week 5

6	5/13	<ul style="list-style-type: none"> • Book Lab: Chapter 7
6	5/17	<ul style="list-style-type: none"> • Chapter 7 Quiz • Discussion Board: Data Mining • Reflection Week 6
7	5/20	<ul style="list-style-type: none"> • Book Lab Chapter 5
7	5/24	<ul style="list-style-type: none"> • Chapter 5 Quiz • Development Scenario 3 • Discussion Board: Information Management Systems • Reflection Week 7
8	5/27	<ul style="list-style-type: none"> • Book Lab: Chapter 11
8	5/29	<ul style="list-style-type: none"> • Book Lab: Chapter 12
8	5/31	<ul style="list-style-type: none"> • Chapter 11 Quiz • Chapter 12 Quiz • Discussion Board: Systems Development Life Cycle Example • Reflection Week 8
9	6/7	<ul style="list-style-type: none"> • Development Scenario 4 • Reflection Week 9
10	6/11	<ul style="list-style-type: none"> • Term Project Presentation (note, this assignment does not allow for late submissions due to its due date)

Academic Grade Percentages:

Final grades will be based on the following rubric:

Percentage Range	Letter Grade
95% - 100%	A
94% - 90%	A-
87% - 89%	B+
84% - 86%	B
80% - 83%	B-
77 - 79%	C+
74- 76%	C
70 - 73%	C-
67 - 69%	D+
64 - 66%	D
60 - 63%	D-
< 60%	F

Academic Resources

- Library and Learning Commons: [Link to Library Website](#)
(This includes: Learning Assistance Programs, Research [Library] Services, Writing Center, Math Lab)
- Academic Integrity Tutorial (found on Canvas and SU Online)

Academic Policies on Registrar website: [Link to Academic Policies Website](#)

- Academic Integrity Policy
- Academic Grading Grievance Policy
- Professional Conduct Policy (only for those professional programs to which it applies)

Notice for students concerning Disabilities

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 located in **Loyola 100, (206) 296-5740**. Disability-based adjustments to course expectations can be arranged only through this process.

Notice Regarding Religious Accommodations

It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during

certain days of their academic course or program. Please see, *Policy on Religious Accommodations for Students*

[Link to Website for about Religious Accommodations for Students](#)

Office of Institutional Equity

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct.

Seattle U requires all faculty and staff to notify the University's Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student.

For more information, please visit <https://www.seattleu.edu/equity/>. If you have any questions or concerns, you may also directly contact the Title IX Coordinator in the Office of Institutional Equity (email: oiie@seattleu.edu; phone: 206.296.2824) University Resources and Policies