

IS 3150 Introduction to Information Systems

Spring 2021

1. Course Detail

Professor:	Dr. Misuk Lee
Office:	Pigott 413
Email:	leem@seattleu.edu
Class Meetings:	Wednesday (and certain Mondays), 10:55 AM - 12:20 PM, on Zoom
Office Hours:	By appointment. You can sign up for an appointment on Canvas.
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. 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, and databases 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) Laudon and Laudon, Essentials of MIS 12/E, Pearson, ISBN-10: 0134238249
ISBN-13: 978-0134238241
- Excel Reference
 - * MOS 2016 Study Guide for Microsoft Excel, ISBN:978-0-7356-9943-4
 - * Microsoft Office Excel 2016 Core Certification Guide, ISBN:978-1-55332-473-7

– Reading materials:

- * Systems analysis and design in a changing world (Chapter 1) : <https://www.cengagebrain.com.au/content/9781133830313.pdf>, Also available to download on Canvas

4. Course Format and Zoom Meetings

This course contains **both synchronous and asynchronous components**. You need to read weekly lecture materials, watch pre-recorded lecture videos, and submit weekly quizzes. In order to deepen the knowledge and practice key IT skills, we will meet over Zoom every Wednesday (and on certain Mondays) and do class exercises (individual IT practice or group work).

Unless otherwise announced, we will be having Zoom meetings on Wednesday (10:55 am - 12:20 pm). You can find more information of the course zoom meetings on Canvas.

5. Assessment

- Two Exams: 50 %
- Excel Exam: 10 %
- Final Group project: 20 %
- Class Exercises/Class Exercises/Excel Labse: 15 %
- Quizzes: 5%

6. 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

7. Exams

Two non-cumulative exams will be administered on Canvas. Exams are open book, but you should not consult anyone (your classmates, friends, family members,...). According to Settle University's Academic Integrity Policy (<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Integrity-2011-3.pdf>), examples of cheating include:

- Submitting work as ones own that has been substantially written by someone else
- Copying another persons work during an examination
- Allowing another person to copy ones work

- Sharing test materials with someone else

8. Excel Exam

All Albers undergraduate students are required to pass EXCEL Level I Certification (Microsoft Office Specialist exam 77-727) in order to progress in your BABA or BAE program. You will be taking the exam within IS 3150.

You must register with Certiport.com and pay for an exam session prior to your test date. If you have a disability that might affect your performance on this exam, you will need to apply for an accommodation with Certiport. Approval will take at least two weeks (at least 10 business days). You may also need to contact ExcelTest@seattleu.edu to arrange an extended testing time.

For detailed information, please visit <https://www.seattleu.edu/business/undergraduate/excel-certification/>.

9. Class Exercises and Assignments

During the weekly Zoom meetings, we will do class exercises. Class activities will be posted weekly on Canvas. Each student will be required to read the weekly materials assigned, and be prepared to work on the exercise contained. Class exercises will be in the following forms;

- Individual IT practice
- Group Case Study

You are required to do the assignment and submit it on Canvas. If it's a group case study, one or two groups will give a short informal presentation on each case study during the Zoom class meeting. Also, I would give extra credits for exceptional class participation.

10. Excel Labs

For the preparation of the Excel certification exam, Excel assignments will be posted every week. Reading the posted materials (PowerPoint file) and watching the lab videos, you need to complete the weekly excel lab and submit it on Canvas. Note that excel labs will be graded and counted toward the assignment component of your grade.

11. 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
- Milestone 2 :You will design the system you proposed in Milestone 1. Initial draft of your paper needs to be submitted. 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 needs to be revised.

- Milestone 3 : Final paper.

More details about the group project will be announced in class.

The prospect of working in teams carries with it the possibility that not all team members will pull their fair share of the load. For this reason, there will be **peer evaluations at the end of the quarter** after the final project is completed. You will rate yourself and your team members on the relative contributions that were made in preparing and submitting your group assignments and project. Individual evaluations are the property of the instructor and will not be divulged to other team members - your confidentiality is assured. Your project grade may be adjusted based on the peer evaluations.

12. Course Policy

- If you miss a test due to health issues for self or family and work-related emergency, you will need to provide appropriate documentation.
- All assignments are to be turned in through Canvas.
- Late homework will be accepted but subjected to penalty of ten percent of the possible points every calendar day up to three days.

13. 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 either gain or lose points. This policy does not apply to arithmetic errors.

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

15. Academic Integrity

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 integrity Policy.

Academic Policies on Registrar website (<https://www.seattleu.edu/redhawk-axis/academic-policies/>)

- Academic Integrity Policy

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

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

16. 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: oi@seattleu.edu; phone: 206.296.2824) University Resources and Policies.

17. 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:

<https://www.seattleu.edu/media/policies/Policy-on-Religious-Accommodations-for-Students—FINAL.pdf>

18. Academic Resources

- Library and Learning Commons (<http://www.seattleu.edu/learningcommons/>) (This includes: Learning Assistance Programs, Research [Library] Services, Writing Center, Math Lab)
- Academic Integrity Tutorial (found on Canvas and SU Online)

19. Tentative Course Schedule (Attached Below)

19. Tentative Course Schedule ¹

Week	Topic	Readings	Assignment
1	Information systems overview	Ch1 (1.1,1.2,1.4)	
2	IT infrastructure HW/SW	Ch5	
3	SW, Database	Ch5, Ch6	
4	Database	Ch6	
5	Systems analysis and Design	Ch12	Exam 1
6	Systems analysis and Design	Ch12	
7	Ethical Issues in Information Systems	Ch4	Excel Exam
8	Enterprise Applications	Ch9	Project proposal
9	Enterprise Applications	Ch9	Exam 2
10	One-on-one meeting		Final Group project

¹Course schedule is subject to change without announcement.