MIS 2101 - Principles of Information Systems - Syllabus Spring 2015

Instructor Information	Name: Dr. Bruce Hohne				
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Assistant	Name				
	Email:				
CRN	6435	**Section**	4	**Location** Alter 033	**Time** Tues - Thur 8:00-9:20
Prerequisite	Basic Computer Literacy (see www.fox.temple.edu/foxclt).				

Course Objectives

The primary objectives are:
- Explain the role of technology as a business enabler
- Identify and explain applications in a business setting
- Evaluate the organizational fit and suitability of business applications
- Interpret the interaction between technology, customers, processes, data, infrastructure, participants, and environment an organization.

The secondary objectives are:
- Discriminate and synthesize between different sources of information as part of application acquisition or development
- List ethical and intellectual property challenges that arise from the use of technology
- Explain the evolving role of MIS in the organization, the MIS professional, and careers in MIS

Course Materials	
Required	Instructions for purchasing course materials will be provided to all enrolled students via email. This course uses a custom textbook (ISBN #9781269561969) with material from:
	1. Information Systems Today: Managing in the Digital World by Valacich and Schneider 6th edition with MyMISLab, and
	2. Processes, Systems, and Information: An Introduction to MIS by Kroenke and McKinney with MyMISLab.
	All of the above materials are **mandatory** for the course.

Grading	
Component	**% of Total**
Quizzes	25%
Assignments	25%
Exam #1	25%
Exam #2	25%
Total	100%

Grading Scale			
94-100	**A**	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Below 60	F

Please note that it is against my policy to discuss grades on any exam, graded assignment or any other direct component of your final grade via e-Mail. If you would like to discuss how an exam

or assignment was graded, please see me during office hours. If you are not available during office hours, please make an appointment with me for another time.

Please note that two weeks after a grade has been posted, the grade will be considered "final." If you have an issue with a grade you are required to meet with me or make an appointment to meet with me during this two week period. After this two week period a grade will be considered "final" and is not up for discussion.

Class Repeat policy
A grade of a 'C or better' is required for all MIS courses in order to move onto the next course in sequence. MIS students are ONLY permitted to repeat a course one time. Any MIS student repeating a course should seek the guidance of the Senior Program Specialist or their Fox School UG advisor. MIS majors WILL NOT be permitted to register for a course a third time. Each time a student registers for a course and earns a grade, including a "W" when withdrawing from a course, will count towards this limit.

Assignments
Assignments consist of hands on projects. These projects are one of the most important ways for you to learn and integrate the material of this class. If you do not do well with the projects then you will find it difficult to pass this class. The material involved in the projects is further tested in the exams. The primary projects for the course are:

- **Project 1: Business Applications**

This project has three major parts and will require students to understand how to use different application software to address a variety of business problems. Each section of the project involves reading, interacting with some software, copying computer screen images into your assignment to demonstrate your work, and responding to questions. Typical business applications addressed by this project will include: Customer Relationship Management (CRM), Decision Support Systems (DSS) and Business Intelligence (BI).

- **Project 2: SAP**

This project will give you hands on experience with a working SAP system, where you will be required to complete typical business functions in the areas of Procurement and Sales Orders Processing. SAP is the world leader in ERP, and this project will help demonstrate both the value and difficulty in integrating business functions, using a real world SAP system.

- **Project 3: Digital Identity Management**

This project will have several phases to it, where you will create an 'e-portfolio' for yourself, using WordPress and the Temple MIS E-Portfolio site to create a professional resume and portfolio of yourself, and make it available to internet users. You will then learn how to use Google Analytics to measure and analyze the data and traffic your e-portfolio ad generates.

All assignments will be graded using a "fail, pass, pass-high" approach.

- **Zero credit will be earned for late or missed assignments**.
- Partial credit will be earned for assignments handed in on time where the quality of work is unacceptable (i.e. "Fail" - one or more of the questions were not answered, little care was shown when constructing the answers, or there were numerous spelling and grammatical errors.)
- Substantial partial credit will be earned for assignments which are handed in on time and the quality of the work is acceptable (i.e. "Pass" - all questions were answered and the answers were well-reasoned. There are few significant grammar or spelling errors.)
- Full credit will be earned for assignments handed in on time with quality of the work clearly demonstrating the student's mastery of the subject matter, "Pass-High".

The following table specifies the number of points be earned for each assignment for "Fail", "Pass", and "Pass-High".

Assignment	Missing/Late	Fail	Pass	Pass-High
Project 1 - Business Applications	0	8	16	20
Project 2 – SAP	0	16	32	40
Project 3 – Digital Identity Management	0	16	32	40
Total	**0**	**40**	**80**	**100**

Graded assignments will not be returned in class. If you would like your graded assignments, please stop by my office during office hours within two weeks after grades have been posted. Assignments that have not been picked up during this two-week period will be discarded.

Availability of Instructor	o Please free to use office hours (without an appointment) to discuss any issues related to this class. o While every student is encouraged to visit with me during office hours to help them gain a better understanding of material which they didn't fully understand when they were in class, office hours are **NOT** for helping students catch up on material they missed because they were absent.
Attendance Policy	o Class discussion in intended to be an integral part of the course. Accordingly, **full attendance is expected by every student in the class**. o If you are absent from class, speak with your classmates to catch up on what you have missed.
Class Etiquette	o Please be respectful of the class environment. o Class starts promptly at the start time. Please make EVERY effort to be on time, as I will communicate important information in the first few minutes of class. o Cell phones must be turned off and put away during class. o Refrain from personal discussions during class. Please leave the room if you need to speak to another student for more than a few words. If a student cannot refrain from engaging in private conversation and this becomes a pattern, the students will be asked

	to leave the classroom to allow the remainder of the students to work.
Class Discussions	o **Come to class prepared to discuss the required reading from your textbook!**
	o The focus of class will be to discuss the material in the text, **<u>NOT TO COVER</u>** the material in class.
	o Students will be called upon to share their thoughts on the required reading in a random fashion. Students may share their understanding of the material or, if they had questions about the material, ask insightful questions about the aspects they didn't understand. Either way, students must demonstrate that they have completed the required reading and have thought about the material.
	o If a student is not prepared for class and is not in a position to discuss the material intelligently they may simply respond "Pass" and I will move on to another student and will not call on this student again during this class. However, if you choose to "Pass" during one class it will be extremely likely that you will be called upon during the next class.
	o Being absent from class or failure to be prepared for class when called upon will impact your final grade. **<u>For every three times you are called on and you are absent or not prepared for class, you final grade will be reduced by one fraction of a letter grade.</u>**
	o Being absent from class when called upon will be equivalent to using a "Pass."
Blackboard vs. Community.MIS. Temple.Edu	o We will not be using Blackboard for this class. Instead, we will be using the web site community.MIS.temple.edu. This is a social networking site that has been set up by the MIS department. This site is essentially a fancy blogging tool. We will use it instead of Blackboard to share course document and to facilitate online discussions outside of the classroom. You will find things like the syllabus, the slides we use in class, and just about everything else out on this site. To access the blog you will need to enter your Temple AccessNet account and password.
	o Towards the right you will see a section which lists the courses offered by the MIS department this semester. You should see a link for this course followed by my last name. Follow this link to get to the blog for our class.
	o Please note that, like many other social networking sites, anything you post to this site is completely open; anyone in the world can read it. Please try to keep any posts on topic and professional.
Extra Credit	o You may have an opportunity to earn extra credit worth 1% on your final grade. This opportunity will be announced in class and on the course blog.
Exams	o There will be two examinations during the semester. The exams cannot be made up, regardless of the reason for absence.

Late Assignment Policy	o All assignments are due at the beginning of class. As you will note in the tentative schedule, we will typically discuss your deliverables on the due date. Accordingly, I cannot accept any late deliverables. **A deliverable is considered late if it is turned in after the beginning of class.** This time will be strictly enforced. o Equipment failure is not an acceptable reason for late submission of a project. During the semester, thumb drives will fail, printers will be out of service, and your e-mail will mysteriously not work. You should always make a backup of your files (if it is really important, make two backups). **You should make sure you print out your work early enough that you can find an alternate location to print.**
Submission of Work	o Please submit all assignments as printouts. The only exception is part of Project 3, which should be submitted via email.
Reading and Class Participation	o The primary source of material for this course is the textbook. In addition, supplemental materials will be provided to you as either hyperlinks to documents on the web, or materials posted to the class blog. o During many classes, we will have an interactive discussion of a case or a scenario. Without reading the assigned material, you will not be able to participate and you will find yourself lost o We will use PowerPoint slide decks to lead us through class discussions. Slide decks have been posted to the class blog. I **strongly encourage** you to print these slide decks out, take notes on them while completing your required reading, bring them to class, and use them to take notes. Students who do this consistently perform better on exams and earn significantly higher grades in this class. If you have issues with your grades in this class, one of the first things I will ask you is to show me your set of slides and notes.
Appropriate use of Technology in the classroom	o Please turn off cell phones at the start of class. If you have an urgent, personal situation and may be receiving an important phone call during class, please let me know this at the beginning of class, sit near the door, and step out of the classroom if you need to take a call. o While the use of laptop computers in the classroom is permitted for taking notes, using a laptop for any other purpose is prohibited. This distracts the students sitting around you. If I find that you are using a laptop for something other than taking notes, you will be asked to put your laptop away and you will no longer be permitted to use a laptop in the classroom.
Pearson Technical Support	o MyMISLab is provided by and supported by the publisher of our textbook, Pearson. o If you experience any problems accessing the textbook chapters or quizzes, please work with Pearson Technical Support to resolve these issues. o You have three ways of contacting Pearson Technical Support

	o Self-Help (24x7): http://247pearsoned.custhelp.com o Chat (24x7): http://247pearsoned.custhelp.com o Phone (Mon-Fri 11:00 AM-7:00 PM): 800-677-6337 o Please note, if you call Pearson Technical Support, please get an "incident number". Our representative from the publisher can use that incident number to follow up on issues and help ensure that they are resolved in a timely manner. Without this incident number, our representative cannot help you.
Macintosh Computer Users	o Please note that many students encounter problems accessing textbook materials and quizzes on MyMISLabs when using a Macintosh computer with the default system/browser settings. When a Macintosh computer is configured properly, it works well with MyMISLabs. Directions for properly configuring a Macintosh computer to accesses MyMISLabs will be e-mailed with the syllabus and will be posted to the class blog.

Plagiarism, Academic Dishonesty and Citation Guidelines

Plagiarism and academic dishonesty can take many forms. The most obvious is copying from another student's exam, but the following are also forms of this:

- Copying material directly from the Internet (or another source) without a proper citation crediting the author
- Turning in an assignment from a previous semester as if it were your own
- Having someone else complete your lab assignment and submitting it as if it were your own
- Signing someone else's name to an attendance sign-in sheet
- Use of assignments completed in one class as any part of a project assigned in another class
- Sharing/copying homework assignments.
- Use of unauthorized notes during an examination
- In cases of cheating, both parties will be held **equally responsible**, i.e. both the student who shares the work and the student who copies the work.

Of course, behavior like this will not be tolerated in this class. Penalties for such actions are given at my discretion, and can range from a failing grade for the individual assignment, to a failing grade for the entire course.

If you use text, figures, and data in reports that was created by others you must identify the source and clearly differentiate your work from the material that you are referencing. If you fail to do so you are plagiarizing. There are many different acceptable formats that you can use to cite the work of others (see some of the resources below). The formats are not as important as the intent. You must clearly show the reader what is your work and what is a reference to somebody else's work.

Plagiarism is a serious offence and could lead to reduced or failing grades and/or expulsion from the university. The Temple University Student Code of Conduct specifically prohibits plagiarism (see temple.edu/studentaffairs/policies/student-code-conduct.asp). The following excerpt defines plagiarism:

> *The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.*

Resources
- For a more detailed definition of plagiarism: Princeton University Writing Center on Plagiarism, http://web.princeton.edu/sites/writing/Writing_Center/WCWritingRes.htm
- How to successfully quote and reference material: University of Wisconsin Writers Handbook, http://www.wisc.edu/writing/Handbook/QuotingSources.html
- How to cite electronic sources: Electronic Reference Formats Recommended by the American Psychological Association, http://www.apastyle.org/elecmedia.html
- Temple University Writing Center, http://www.temple.edu/writingctr/

Projected Schedule
The schedule below is a tentative and is subject to updates and modifications as the course progresses. Updates to the schedule will be announced in class and posted to the class blog. **It is your responsibility to ensure you are aware of the updated class schedule.** Please get into the habit of checking the class blog before each class to make sure you get the most out of class time.

Weeks	Days	Topics	Reading	Deliverable
1 & 2	1/13, 15, 20, 22	Course Introduction Managing in a Digital World *The World Is Flat video*	Valacich: Chapter 1	
3	1/27, 29	Gaining Competitive Advantage Through Information Systems	Valacich: Chapter 2	1/27 - Chapter 2 Quiz
4	2/3, 5	Enabling Commerce Using the Internet	Valacich: Chapter 4	2/3 - Chapter 4 Quiz
5	2/10, 12	Enhancing Collaboration Using Web 2.0	Valacich: Chapter 5	2/10 - Chapter 5 Quiz
6	2/19, 24	Enhancing Business Intelligence Using Information Systems	Valacich: Chapter 6	2/17 - Chapter 6 Quiz 2/17 - Project 1 – Business Applications
7	2/26, 3/10	Enhancing Business Processes Using Enterprise Information Systems	Valacich: Chapter 7	2/24 - Chapter 7 Quiz
	3/12	**Exam #1 - covers weeks 1-7**		
8	3/17, 19	Supporting Processes with ERP Systems	Kroenke: Chapter 1	3/12 - Chapter 1 Quiz (Kroenke) 3/12 - Project 3 Part 2 – e-Portfolio due
9	3/24, 26	Supporting the Procurement Process with SAP The Supply Chain Game	Kroenke: Chapter 2	3/19 - Chapter 2 Quiz (Kroenke)
10	3/31, 4/2	Supporting the Sales Process with SAP ERP Project Introduction	Kroenke: Chapter 3	3/26 - Chapter 3 Quiz (Kroenke) 3/26 - Project 3 Part 3 – Google Analytics
11	4/7	Improving Supply Chains and Strengthening Customer Relationships Using Enterprise Information Systems	Valacich: Chapter 8	4/2 - Chapter 8 Quiz 4/2 - Project 2 – ERP
12	4/9, 14	Developing and Acquiring Information Systems	Valacich: Chapter 9	4/7 - Chapter 9 Quiz
13	4/16, 21	Securing Information Systems Case discussion: No Place to Hide (video)	Valacich: Chapter 10	4/14 - Chapter 10 Quiz
14	4/21	Project 3 Discussion		4/21 - Project 3 Parts 1-5 deliverables
	4/23	**EXAM #2 (covers weeks 8-14)**		

Revision history:
      1/6/15 – Original version
      2/17/15 – Delayed Exam 1 due to snow days.