Class Days: T R

Class Time: 11:00am – 12:15pm

Classroom: Howard Jordan 203

## Instructor: Dr. Seong No Yoon

## Office: Jordan 126

## Office Phone: (912) 358-3392

# E-Mail Address: [yoons@savannahstate.edu](mailto:yoons@savannahstate.edu)

Class Website: eLearning Systems

Office Hours: Tuesday & Thursday: 10:00am – 11am, 3:30-6:00pm

Wednesday: 11:00am-1:00pm

Others with an Appointment

# Text Book: Using MIS, 3rd Edition by David M. Kroenke, Pearson Prentice Hall Publishing Company (ISBN: 978-0-13-610075-1)

Prerequisite: Grade of “C” or better in CISM 1130 (Computer and Its Application)

Supplies: One USB Jump Drive

# **Course Descriptions**

## The objective of the course is to build a basic understanding of the value, development, and uses of information systems for business operations, managerial decision making, and strategic advantage areas. In other words, this course is designed to teach the attainment of information systems/information technology literacy through lectures, problems-solving cases with Excel and Access, and case presentation.

# **Course Learning Objectives**

## A student who takes and completes this course will meet the following five goals. Goals I, II, III, and IV will be met by reading chapters, listening to lectures, completing assignments, taking quizzes, solving case problems, and taking written exams. A case presentation will meet the requirement of the Goal V.

# **Goal I**

## Students can learn and demonstrate their competency comprehensively as to what the principles-, issues-, and opportunities of information technology and information systems are in the business world today. Through this course, the student will also develop a solid understanding of the evolving nature of information technology in management information systems/business information systems (MIS/BIS) and the impact that the MIS function can have on organizational success and competitive positioning through the use of strategic information systems in an organization.

# **Goal II**

## Students will comprehend how the information technology in MIS can be utilized in terms of the decision-making process in the level of operations-, tactical- and strategic management of an organization. For that purpose, students will learn fundamental information systems (IS) such as executive IS, decision support systems, MIS, transaction processing systems, office automation systems, which will support management and non-managerial employees in all the levels of management of an organization.

### **Goal III**

## Students will learn the basic building blocks of the information technology architecture which has two components: the tools and the basic operations. The basic tools are such as hardware, software and data. The basic operations are data storage, data transport, and data transformation.

# **Goal IV**

## Students can demonstrate their competency in how to use the business application software such as electronic spreadsheets, database, presentation software, web browser such as Internet Explorer in doing their assignments, and solving the hypothetical business case problems.

# **Goal V**

## Students will present a case using PowerPoint presentation tool.

**ATTENDANCE**

Attendance will be taken at the beginning of each class session and may be verified at the end of the class session, as well. Unless in cases of extreme emergency that are approved in advance by instructor, students who leave during class may incur the penalty of an unexcused absence. Points will be deducted from your grade for each unexcused absence.

Students may be excused from class by providing medical documentation, military documentation, or University documentation authorizing absence. Students must provide this documentation within 1 week of absence or the absence will be considered unexcused.

**Attendance Points**: Your attendances will be reflected for your participations points. If you are tardy, each tardy will count as one-half (½) of an absence (i.e., *twice tardy = 1 absence*).

1. If your absences are less than or equal to four through the semester, you will get a full mark in attendance point.
2. If your absences are between five and six, you will get a half point.
3. If your absences are more than six, you will get zero point for the attendance.

In the event of an absence, it is your responsibility to catch up with topic and/or any assignment covered/announced on the day of your absence.

**Drop/Withdrawals**: A student may not drop a course without receiving a “WF” after the deadline listed in the “Academic Calendar.” The only grade that can be assigned after this date is a “**WF**” regardless of the quality of the student’s work.

**Electronic Devices (CELL PHONES, PDA’S, BLUE TOOTH, IPODS, MP3 PLAYERS, ETC.)**

No electronic devices are to be seen or heard during regularly scheduled class time, quizzes, tests, or examinations – (note that this includes earpieces and ear buds).  If any are observed or heard during class, the student will be excused from class; and should such devices be observed or heard during assessment periods, there will be the presumption of academic dishonesty. Those found to be in violation of this policy will be subject to the consequences for academic dishonesty under the College of Business Administration Policy on Academic Dishonesty.

The students who use these devices in any way will be asked to leave the classroom and incur the penalty of an unexcused absence. Students who have and/or use cell phones during an exam or quiz will be ejected and receive a grade of “**F”** for the exam or quiz.

**ACADEMIC DISHONESTY**

If academic dishonesty (as defined in the Code of Student Conduct) is established, then the minimum penalty for the offending student will be a grade of **ZERO** for the assignment (as per university policy).  However, students should be apprised that the instructor may well assign a penalty grade of F for the semester and request that the student be expelled from the university. In all cases, students are apprised that all incidents of academic dishonesty will be reported to the Office of the Dean of the COBA, the COBA Student Services Office (for inclusion in the student’s academic record) and to the Vice President for Student Affairs.

**NO HAT POLICY**

Students should take off your hat before the class starts.

**Disability Accommodations**

Savannah State University is committed to providing reasonable accommodations to students with documented disabilities, as required under federal law. The purpose of disability accommodation is to provide equal access to the academic material and equal access to demonstrate mastery of the material. Students with disabilities must meet all the academic requirements and standards of the class, including the attendance policy. If you have a disability and need accommodations, please contact Amelia Castilian-Moore, Coordinator of Disability Services at (912) 358 3115 or [moorea@savannahstate.edu](mailto:moorea@savannahstate.edu). The Office of Counseling and Disability Services is located in King Frazier 233.  You will need to meet with Ms. Castilian-Moore, who can help you gather documentation of your disability or refer you to an appropriate resource for assessment. Once documentation of the disability is gathered and approved, Ms. Castilian-Moore will provide you with an Accommodation Letter, detailing the appropriate, approved accommodations, which you should present to me so we can discuss and implement your accommodations.

### **Student/Classroom Conduct and Course Expectations**

Class disruptions which interrupt the educational process will not be tolerated in accordance with the academic Code for Conduct described in the Student Handbook. Such disruptions include (but are not limited to) talking during class that is not related to class discussion. Students who consistently talk during lectures and class discussions will be asked to leave. This may result in a zero for the day for class participation and attendance.

Students are expected to check their e-Learning account daily for e-mail, assignments, changes and/or modifications to the schedule, coursework or assignments, etc. Therefore, it will be necessary for all students to update their email addresses in PAWS and become familiar with SSU’s E-learning resources.

## **Text Book:** You **must** bring your own textbook.

## **Exams and Quizzes**: Each exam may consist of multiple choices, True/False, and/or short essay type questions. Quizzes will be announced in advance in class, but pop quizzes may be given by the instructor at appropriate time during the course.

## **Makeup Test**: All tests (including quizzes) missed without **prior** permission of the instructor will receive a grade of **zero** unless other arrangements are made with the instructor.

## **Assignments**: The assignments are due at the beginning of the class period on the assigned due date. It is also important to use proper grammar and spelling on all written assignments, including, but are not limited to, any essay exam questions, and assignments.

## **Electronic submission**: Students are allowed to submit their assignment to an instructor’s e-mail address. Keep in mind that it is your responsibility to keep the e-mail used to submission of the assignments until the end of the semester. In case of being asked to resubmit any assignment, you need to forward the e-mail, not to send a new email with attachment.

1. **Paper submission**: Make sure your name, student ID, and exercise number appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of zero. If there are multiple sheets are to be handed in, sequence them according to the order you were told to print them in the exercise.
2. **Late Assignments**: No assignments more than one week late will be accepted. Assignments handed in within one week from their due date result in the penalty of 25%.
3. All of the assignments and projects must be a student’s own work. Do not copy or submit others’ assignment. Violators (those who allow copying their assignment and those who copy assignments from others) will receive a grade of **zero** for the assignment or may be dropped from the course with a grade of “**F**” for the semester.

# **Computer Lab**: You have the privilege to utilize the computer lab as is needed for your schoolwork. All users of the computer lab are expected to care for the equipment as if it were your own. Anyone who does not treat the equipment properly may find that his/her privilege is revoked.

**Appeals Policy**: To appeal a grade, send an e-mail to your instructor's e-mail address within **10 days of the grade** having been received. Overdue appeals will not be considered.

**Incomplete Policy**: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Grading Points of Each Element and Grading Scale**

**GRADE DETERMINATION**

All grades in this course will be based on 100 points. All grades will be posted on e-Learning account. Students should use your e-Learning account to track the progress of this course. (No Curve)

# 15%: Assignments

# 15%: Quizzes

## 40%: Four Written Exams (each test: 10%)

## 15%: Individual Projects (Personal Website: 10%, case presentation: 5%)

## 10%: Group project

## 5%: Participations in Class (Class Attendances)

## **Grading Scale**: 90-100=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F

**individual Projects**

**1. Personal Website project (10%)**

During the course, students will learn the basics of Web page development and will develop their personal Website. There will be tutorial type lectures for those who have no experience with Web page development. You need to bring your jump drive.

You are required to include the following six items in your Website:

1. A brief introduction of yourself.
2. A photo of yourself. If you need to scan a photograph, a scanner is available in the computer lab as well as other locations on campus.
3. Links to at least three of your favorite web sites and a brief description of each of them (i.e., what is the web site about and why is it your favorite).
4. A link to, or inclusion of, your resume (i.e., education, work experience, etc.).
5. A mail-to link for your e-mail address.
6. Information about the creation of your web site (e.g., created date)

Please feel free to include any other relevant information, graphics, animations etc. on your home page. Points will be deducted if your home page does not contain all of the above six items (1-6) or if navigation buttons or links is not working properly.

**2. Case Study Presentation (5%)**

Students will make a presentation on a case study from the textbook. The case will be assigned by the instructor. The power point slides (at least 10 slides) should include

1. Brief introduction of the case.
2. Answers to the questions belonging to the case

Please feel free to include any other relevant information, graphics, animations, etc.

PowerPoint Slides: 3%

Presentation: 2%

**group Projects**

Groups of 3-4 students (depending on the class size) will be formed for the following group assignments.

**Research article and Presentation**

Identify a major article published in business periodicals (e.g., Fortune, Business Week, Harvard Business Review), business newspapers (e.g., Wall Street Journal), business sections of newspapers (e.g., USA Today) and periodicals (e.g., Time, Newsweek, Economist), or WWW which describes/discusses a technology and its applications of interest to management. The technology can be a new, novel application or some future development in IT for management support. The assignment will be evaluated based on the relevance of the article to management, novelty of the technology/application, as well as the quality of the report. The article should be recent, i.e., published in this or last year. DO NOT make this a product review. To ensure there are no duplicate selections in the class, your group is required to email the source and title of your chosen article to the instructor (at yoons@savannahstate.edu). The instructor will provide e-mail confirmation. First-come, first-served policy will be applied to article selections.

Submit a copy of the article together with your report on the article (***at least 5 pages***, *double-spaced*). Your report should consist of the following:

1. Abstract (1/2 page): Highlight what the article is about.
2. Justification (1 page or more): Why did you select the article, or what is unique or critical about it?
3. Description (1page or more): Describe the technology, its application to management, its (potential) assimilation/use in one or more organizations, as well as its benefits to organizations.
4. Analysis and Critique (1 page or more): Your opinion of the article from a manager’s or a business student’s viewpoint.

Include with your submission a cover page that includes your names, the source of the article (e.g., name of periodical, or URL for WWW article) and the publication date. You will present the article in class at the end of the semester (i.e., prepare PowerPoint slides for a 10-15 minute presentation).

Summary Paper: 5%

Presentation: 5%

**Time Table for Class Topics, Assignments, Exams, and Oral Presentation \*\***

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| Weeks | Contents | Remark |
| 8/13 – 8/15 | Course Introduction:  * Course Syllabus, Assignments, Written Exams, Hands-on Test, Problem-Solving Cases, and Case Presentations   Chapter 1: MIS and You |  |
| 8/20 – 8/22 | Chapter 2: Information Systems for Collaboration  Assignment #1: Application Exercise 1 (p. 60) (due:8/28) | 8/21: NA report |
| 8/27 – 8/29 | Chapter 3: Information Systems for Competitive Advantage |  |
| 9/3 | **Exam 1: Chapters 1 – 3** |  |
| 9/5 | Lab: Microsoft Expression Web  Individual Website due 9/30 |  |
| 9/10 – 9/12 | Chapter 4: Hardware and Software  Assignment #2: Using your knowledge 1 (p. 129) (due:9/18) |  |
| 9/17 – 9/19 | Chapter 5: Database Processing |  |
| 9/24 – 9/26 | Lab: MS ACCESS Assignment #3 (Due: 10/2)  Chapter 6: Data Communication |  |
| 10/1 | Chapter 6 Continued  Assignment #4: Application Exercise 1 (p. 200) (due:10/11) | 10/3 –4: Fall Break |
| 10/8 | **Exam 2: Chapters 4 – 6** |  |
| 10/10 | Chapter 6 Appendix: How the Internet Works |  |
| 10/15 – 10/17 | Chapter 7: Information Systems within Organizations |  |
| 10/22 – 10/24 | Chapter 8: E-Commerce and Supply Chain Systems  Assignment #5: Using your knowledge 2 (p. 313) (due:11/1) |  |
| 10/29 | **Exam 3: Chapters 6 Appendix – 8** |  |
| 10/31 | Chapter 10: Systems Development |  |
| 11/5 – 11/7 | Chapter 10: Continued  Chapter 11: Information Systems Management |  |
| 11/12 – 11/14 | Chapter 12: Information Security Management |  |
| 11/19 – 11/21 | Chapter 12 Continued | 11/27 – 29: Thanksgiving Break |
| 11/26 | Group Presentation |  |
| 12/3 | **Final Exam: Chapters 10-12** | 10:15am-12:15pm |

## \*\* The timetable for class topics, assignments, exams and presentations are subject to change when necessary. \*\* Any changes will be announced in advance.