CIS 2010 - Introduction to Computer-Based Information Systems

Sparks Hall 137
Spring 2008

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Required Textbooks

Haag, Stephen, Cummings, Maeve and McCubbery, Donald. (2007). *Management Information Systems for the Information Age*. (7th Edition). Boston, MA: McGraw-Hill/ Irwin, ISBN: **0-07-340291-5**.

Grauer, Robert T., Lockley, Maurie Wigman, and Mulbery, Keith. (2008). *Microsoft Office Access 2007*. Upper Saddle River, NJ. Pearson Education, Inc., ISBN: **0-13-225212-0**.

Course Description

This course provides an introduction to computer and information systems concepts including hardware, software, databases, data communications, and business applications. The student is introduced to methods of determining user requirements and developing application systems using databases and fourth generation languages.

Course Objectives

Upon completion of the course, each student will be able to:

1. <u>Analyze</u> and <u>apply</u> IT to solve common business problems,
2. <u>Propose</u> and <u>defend</u> effective solutions to business problems, and
3. <u>Create</u> a database application to solve a business problem.

Course Outline

Day	Topic	Text	Pages
Jan. 9	The Information Age in Which You Live	Haag Ch. 1	2-35
	Computer Hardware and Software	Haag ELM A	38-68
Jan 16	Major Business Initiatives	Haag Ch. 2	70-99
Jan 23	Introduction to Access	Access 2007 Ch. 1	69-128
	Relational Databases and Multi-Table Queries	Access 2007 Ch. 2	129-200
Jan 30	**Test 1: Haag Ch. 1-2, ELM A, Access 2007 Ch. 1-2**		
Feb 6	Customize, Analyze, and Summarize Query Data	Access 2007 Ch. 3	201-252
	Structured Query Language	SQL.ppt	On WebCT
	Create, Edit, and Perform Calculations in Reports	Access 2007 Ch. 4	253-316
Feb 13	Normalization	Normalization.ppt	On WebCT
	Databases and Data Warehouses	Haag Ch. 3	122-156
	Designing Databases and Entity-Relationship Diagramming	Haag ELM C	160-177
Feb 20	**Test 2: Haag Ch. 3, ELM C, Access 2007 Ch. 3-4**		
	Decision Support and Artificial Intelligence	Haag Ch. 4	179-215
Feb 27	Enterprise Infrastructure and Integration	Haag Ch. 7	316-348
	Enterprise Resource Planning	ERP Article	On WebCT
	Monday 3/3 Last day to withdraw and receive a "W"		
Mar 12	Electronic Commerce	Haag Ch. 5	239 to 273
Mar 19	Systems Development	Haag Ch. 6	279-312
Mar 26	**Test 3: Haag Ch. 4-7**		
Apr 2	Protecting People and Information	Haag Ch. 8	355-387
	Computer Crime and Forensics	Haag ELM H	391-418
Apr 9	**Presentations on Written Assignment 2**		
Apr 16	Emerging Trends and Technologies	Haag Ch. 9	
Apr 23	Review for Final Exam		
Final Exam	**To Be Announced Rooms to be announced later**		

<div align="center">**Policies**</div>

Academic Honesty

Students may have general discussions about assignments with fellow classmates, but each student must develop his or her solution to the assignments, unless assignments are identified as team projects. Students may not 'share' work in any form or any portion of an assignment except on team assignments. It is each student's responsibility to keep his/her own work secure. Failing to adequately protect one's work does not relieve the student from academic dishonesty charges.

University regulations will be enforced regarding dishonorable or unethical conduct (Cheating, Plagiarism, Falsification, Unauthorized Collaboration or Multiple Submissions). The penalties for incidents of academic dishonesty can lead to expulsion from the University (see General Catalogue p. 64, Student Handbook p. 130 or http://www.gsu.edu/~wwwcam/academichonesty.html). In this class, there will be zero tolerance for dishonorable or unethical conduct. Electronic or physical sharing of answers will be considered cheating and will not be tolerated.

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include sharing information with another student during an examination, intentionally allowing another student to view one's own examination, and collaboration before or after an examination which is specifically forbidden by the instructor.

Plagiarism is presenting another person's work as one's own. **Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else.** The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else. **Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the Internet or other computer based resource without properly referencing the source (for example, the URL) is considered plagiarism.** A complete reference is required in order that all parties may locate and view the original source. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with assistance from another person or source, or computer based resource, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance Collaborative work specifically authorized by an instructor is allowed. (*Collaboration on all assignments not expressly permitted by the instructo is forbidden. If your instructor discovers that you have had unauthorized assistance or collaboration, the instructor is obligated to file a report with the Dean's Office.*)

If a student is charged with Academic Dishonesty, for each charge, a zero (0) with be given for the assignment, a minimum of fifty (50) points will be deducted from the final course total points and a written Notice of Academic Dishonesty will be given to the Dean's office. The student will also receive a copy of the notice.

Assignments

Each assignment will be **submitted by 11:59 pm** on the assigned date as an uploaded file. Submit ONE (1) final electronic version through the Assignments section of ULearn. All assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment will have an additional 24 hours to submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours of the original due date and time, the student will lose five (5) points from the grade for this assignment. Any assignment received more than 24 hours after the original due date and time will receive a zero (0) for that assignment. Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn. **It is your responsibility to make sure that you properly submit the correct file. Even though clicking on a shortcut file (extension .lnk) will open your assignment file on your**

computer, submitting the shortcut file will NOT give your instructor access to your assignment file. Similarly, merely uploading an assignment file to your private folder in ULearn will not give your instructor access to your assignment file. No credit will be given for assignments submitted more than 24 hours after their original due date and time unless you can provide documentation to support a claim of a valid reason for submitting work late.

Attendance

Class attendance is expected, anticipated and rewarded. There are 30 points available for participation that will be based on in-class activities so you must attend class to receive these points. All classes are important and you cannot "make up" the experience of a class.

Bonus Points and Extra Credit

There will be **NO** bonus points or extra credit beyond the 500 points identified in this syllabus. (See Grading)

Canceled Classes

If classes are "canceled by the University," be prepared to cover both the missed and current reading assignments at the next scheduled class meeting.

Class Disruption

Do not disrupt, distract, or prevent others from learning by arriving late, leaving early, or failing to turn off all electronic devices during the scheduled class. (Laptop computers used for taking notes are the exception to this rule.) Please put cell phones on "silent" or vibrate mode.

Communication

All messages will be broadcast to the class electronically through the ULearn bulletin board. Students may respond to messages/questions on the class bulletin board or chat room. Anyone may send the instructor ULearn e-mail messages and the instructor will reply electronically to the student's ULearn account, in class, or both. It is important that you check your ULearn account regularly for questions, replies, corrections, and news.

Curve

There will be **NO** curving of grades in this class section. This class is part of a standardized course curriculum, which allows each student to have the same opportunity to succeed, no matter which section or instructor was selected.

Exam Conflict

A conflict final exam may be given by the department, if deemed necessary. For a student to take the conflict exam, one or more of the following conditions must be satisfied: (A) a religious observance prevents the student from taking an exam on the scheduled date, (B) the student has another exam scheduled on the same day, at the same time, or (C) the student has three (3) exams scheduled on the final exam day. It is the student's responsibility to check the exam schedule for conflicts (i.e., other exams or classes scheduled for the same time). Alert your instructor of the conflict by ULearn e-mail **before the end of the second week of class, if you need to take the conflict exam.**

Grading

<table>
<tr><th colspan="3">Weighting</th></tr>
<tr><th>Item</th><th>Points</th><th>Percent</th></tr>
<tr><td>Getting Started</td><td>5</td><td>1%</td></tr>
<tr><td>Participation</td><td>30</td><td>6%</td></tr>
<tr><td>Written Assignment 1</td><td>30</td><td>6%</td></tr>
<tr><td>Written Assignment 1 Discussion</td><td>5</td><td>1%</td></tr>
<tr><td>Written Assignment 2</td><td>40</td><td>8%</td></tr>
<tr><td>Written Assignment 2 Team Evaluation</td><td>5</td><td>1%</td></tr>
<tr><td>Written Assignment 2 Presentation</td><td>25</td><td>5%</td></tr>
<tr><td>Individual Database</td><td>40</td><td>8%</td></tr>
<tr><td>Team Database</td><td>40</td><td>8%</td></tr>
<tr><td>DB Team Evaluation</td><td>5</td><td>1%</td></tr>
<tr><td>Second Life Assignment</td><td>25</td><td>5%</td></tr>
</table>

<table>
<tr><th colspan="2">Grade Distribution</th></tr>
<tr><td>465 - 500</td><td>A</td></tr>
<tr><td>450 - 464</td><td>A-</td></tr>
<tr><td>437 - 449</td><td>B+</td></tr>
<tr><td>415 - 436</td><td>B</td></tr>
<tr><td>400 - 414</td><td>B-</td></tr>
<tr><td>377 - 399</td><td>C+</td></tr>
<tr><td>363 - 376</td><td>C</td></tr>
<tr><td>350 - 362</td><td>C-</td></tr>
<tr><td>300 - 349</td><td>D</td></tr>
<tr><td>Less than 300</td><td>F</td></tr>
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Test 1	50	10%
Test 2	50	10%
Test 3	50	10%
Final Exam	100	20%
Total:	500	100%

Note

Half of your final exam score can replace your lowest regular test score if that number is higher than your lowest test score. There are various reasons why you may not do as well as you would like on a test. Perhaps you misread questions on Test 1, you thought you understood querying an Access database but you found out that you didn't when you got Test 2 back, you were sicker than you thought when you took a test, or you missed a test for discretionary reasons (you wanted to leave town early to attend a wedding, you couldn't document an illness, or you overslept and missed a test). If you cannot document that you had a valid reason for missing a test, you will not be able to take a makeup test, and your grade for that test will be a zero. As long as you only miss one test, you will be able to replace that zero grade with half of your final exam grade. No matter how well you do on your final exam, half of that score cannot replace more than one test score.

Incomplete

A student who, due to exceptional circumstances (e.g., a death in the immediate family or hospitalization), has a passing grade (C or better) and cannot complete the course (all but **ONE** deliverable) may qualify to receive a grade of "I" (see General Catalogue for additional detail).

Learning Disabilities

Students with special needs that have been certified by the Disability Services office must notify the instructor immediately in order for accommodation to be made in ULearn and instruction.

Make-Ups

NO make-ups will be given if you miss a test for reasons other than a documented religious observance, a documented illness, or a documented work-related reason. It is impossible to create an equivalent experience without placing the student at either an advantaged or disadvantaged status. Inform your instructor, if you will be unable to take an exam at the scheduled date and time.

Office Hours

Scheduled office hours are available each week. Preference will be given to students requesting specific dates and times. Appointments can be made for times other than scheduled office hours by e-mail or phone. Call to cancel appointments if an emergency arises and you cannot meet with your instructor. (See page 1)

Participation

The instructor encourages everyone to participate in class activities and discussions, and to respond to questions from other students. This type of class interaction will guarantee maximum points for participation. Participation is based on:

1. Attending class,
2. Being prepared to participate (by reading the assigned material),
3. Asking and responding to questions,
4. In-class activities,
5. and pop quizzes (which your instructor may choose to give)

Reading Assignments

Reading assignments relate directly to the material to be covered in class and should be **completed prior to the class** for which they are assigned.

Reassessment

If a request is made for any scored material to be reassessed, please recognize that it will be possible to retain, gain, or lose points in the reassessment process. Make any reassessment requests by ULearn e-mail within one (1) week of grading. Please make a follow-up appointment (ULearn e-mail or phone) to meet the instructor during office hours for review of the results of any reassessment. A request for reassessment will not be granted if more than a week has passed since the grade in question was posted. Check your grades in ULearn regularly.

Religious Observance

If you will miss any class(es) because of a religious observance, consult with the instructor before the end of the second week of class by ULearn e-mail.

Review of Materials

All materials will be retained for one (1) year after the end of the previous term for review or grade appeal. Contact the instructor for an appointment to review materials.

Solutions

Solutions to exams, cases, and projects are available for review during office hours or by appointment. Solutions will be shared with the class during a class review, but will not be posted, as these represent a student's intellectual property.

Study

In order to receive a satisfactory grade, students should anticipate studying at least six (6) hours per week (on average) outside of class. Computer classes, by their nature, require a greater investment of time than other courses in the curriculum.

Syllabus

Read and study this syllabus carefully. This is a contract between the instructor and student, which lays out the responsibilities of both parties. If there are questions, consult with the instructor before the end of the second week of class by ULearn e-mail.

Technology

GSU requires all students to have an e-mail account and to have access to a computer. GSU user IDs can be obtained from room 106, Library South.

All individual assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment before the deadline will have an additional 24 hours to submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours, the student will lose five (5) points from his/her grade. Any assignment received more than twenty-four hours after the original deadline will receive a zero (0). Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn.

If a student chooses NOT to use technology provided by Georgia State University and encounters problems, the student is still responsible for the submission on time. Do not wait until the last moment to submit assignments! ULearn can become busy just before an assignment is due, and you may encounter problems uploading and submitting. Even if you encounter problems with ULearn or your Internet connection, your instructor will not be able to waive the 5-point penalty for submitting work late.

Tests

Three (3) tests will be given using objective (multiple-choice) questions covering course materials from lectures and assigned readings. Failure to turn in both the exam and answer sheet will result in a zero (0) for the test grade.

Viruses

It is the student's responsibility to ensure that all submitted assignments are virus free. Infected files will **NOT** be opened or graded. Any infected assignment will receive a grade of zero (0). Every student can download and install Symantec AntiVirus software without charge. Point your browser to http://nav.gsu.edu/ for details. Either set your antivirus software to update automatically or run the virus definition update wizard regularly.

ULearn

This course will be taught in conjunction with ULearn. Registered students will receive assignments, instruction, feedback, and credit (points) through the ULearn interface. Submit all assignments as files by Midnight of the assigned day (plan on submitting before 11 p.m. of that day, to avoid last-minute problems). ULearn will be the principal medium for all course communication.

ULearn Abuse

The use of ULearn is a privilege. Correspond with colleagues as one would in a business letter by typing out all messages using proper grammar and spelling. Misuse of ULearn through actions such as cursing, insults,

profanity, swearing, sarcastic, racist, or negative comments will result in loss of ULearn privileges and can lead to dismissal from class.

ULearn Assignments

Submit all assignments as files (file names without spaces or special characters). See each assignment for the appropriate naming convention. Follow the steps in ULearn to upload files to the server and then attach the files to the specified assignment or Vista e-mail message.

ULearn Bulletin Board

This course will provide a common platform for students to communicate with each other through the ULearn Bulletin Board. This is the medium to post questions and responses related to course lectures, homework, programs, or exams. Students are encouraged to take an active role in their learning by asking and responding to questions from their peers. The instructor will also post messages.

ULearn E-mail

This course will provide students with direct access to the instructor through ULearn e-mail. Use this medium for questions that **CANNOT** be answered by fellow students through the bulletin board and require the instructor's response.

ULearn Grading

All individual assignments must be "uploaded" and "submitted" through the ULearn assignment drop box. A student who fails to upload and submit an assignment by the due date and time will have an additional 24 hours to upload and submit the assignment to the instructor through the same ULearn drop box. If the assignment is submitted through ULearn within 24 hours after the deadline to receive full credit, the student will lose five (5) points from his/her grade. Any assignment received more than twenty-four hours after its original deadline will receive a zero (0). Georgia State University provides 1,500 seats in its technology labs for its students. Ask the Lab Assistant for help in downloading, uploading, or submitting materials using ULearn.

ULearn Submissions

There is a two-part procedure to submit assignments. First, you must "upload" the file to the ULearn server. Second, you must "submit" the assignment to be graded. Your instructor does not have access to and cannot give you credit for files that were not attached to an assignment or e-mail message.

Withdrawing from the Course

Students withdrawing after the last date to withdraw will receive a grade of WF unless a hardship authorization is obtained from the Dean of Students. Students can only attend the classes for which they are registered.

Special Considerations

All student work submitted in fulfillment of course requirements and any student activity recorded is deemed to be granted in the public domain (copyright-free) for the purposes of use as instructional or research material or for examples of student work in current and future courses.