# Syllabus for CIS 3100

**Management Information Systems**

**California State Polytechnic University, Pomona, California**
College of Business Administration, Department of Computer Information Systems

**Fall 2019**

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Office Hours: Tuesday, Thursday 1:50 - 3:50 pm

*This syllabus provides the guide for the entire course. This document may change.*

**Course Guide**

# Class Meetings and Office Hours, Holidays

## Term Dates

Classes run each week from August 22nd through December 5th, with some holidays per the University Academic Calendar.

## Final Exam Time

TBA, per university schedule, online

## Class Meeting Times and Locations

Section 8: 4 - 5:15 pm, Building 1 room 109
Section 9: 7 - 8:15 pm, Building 24C room 1228

# Course Description

Management and development of information systems in modern businesses from the customer and MIS perspective. Information as a strategic asset. Acquisition, analysis, integration, presentation of internal and external information. Information management in international and multinational enterprises. Ethical, social impacts. May be taken up to three times for a total credit of 9 units.

## Prerequisites

A minimum grade of C (2.0) in CIS 304, 305

## Textbook and Software

### Required Textbook

- Title: Information Systems Today: Managing in the Digital World, 8th ed
- Author: Valacich, Sneider
- ISBN-13: 978-0-13-463520-0

### Software
- Microsoft Office, Access and Excel included. Powerpoint and Word will be used extensively
- Web Browser, updated

# Lecture Format

Lectures will be delivered pertaining to each chapter of our textbook. A series of research and critical thinking exercises will follow, for class discussion soon after. Normally we will take an additional week for in-class exercises, which will take place with a group format. Students will perform research experiments with their groups, and present brief results with each discussion element. Five experiments will be conducted in this way, then four group experiments will be assigned, where they will work independently and outside of class. Expect to use each other week for discussions through the first 10 weeks of the course, then generate original work, more independently toward the final month.

## Assignments

Assignments are posted in the section titled 'Lecture Topics and Assignments,' below.

## Grade Change Requests

All grade change requests are to follow strict adherence to University guidelines. Do not ask for grade changes without a personal visit to the faculty during office hours. No emailed grade revision requests are accepted. Reasons for grade change cannot include **your desire for a different grade point**, and will not be accepted for this reason.

## Attendance

Attendance is required for each class session, barring hospitalization. Any illness treated with doctor visits are to be substantiated with a letterhead note from your physician. Attendance is scored in your team's weekly presentation and recorded on a time card with your name on it. Absences will be printed on the card, and the card is not to be altered by the student. Please pick up the attendance card at the start of each class, then return the card at the close, proving your attendance or absence.

## Make-up policy

There will be no make-up exams except for serious and compelling reasons that are substantiated with formal documents. For example, medical cases have to be substantiated with valid doctor or hospital note stating that the student is too ill to attend the exam.

## Late assignments or projects

There is an automatic 75% point deduction for all late work, except in cases where ADA accommodations are present or a legitimate medical emergency exists, where a signed doctor's letter will lift a deduction.

## Tutoring

For free tutoring on campus, contact the Learning Center in the library. Most likely, tutoring will be unavailable for CIS 3100, and require meetings with the Lecturer.

# Grading

The grade scale will follow this chart.

| Grade | Percentage |
|-------|-------------|
| A | 93.00-100.00 |
| A- | 90.00-92.99 |
| B+ | 87.00-89.99 |
| B | 83.00-86.99 |
| B- | 80.00-82.99 |
| C+ | 77.00-79.99 |
| C | 73.00-76.99 |
| C- | 70.00-72.99 |
| D+ | 67.00-69.99 |
| D | 63.00-66.99 |
| D- | 60.00-62.99 |
| F | 0-59.99 |

** Please see due dates for your assignments in the Lesson Plan, below.

# Class Communication

## Email Etiquette

1. Compose emails carefully, so to avoid offending your reader. Expect to read through your email several times to ensure its professionalism.
2. Avoid emails with more than several sentences. Ask questions which may be answered in a few words or sentences. Long emails run the risk of not being answered to your satisfaction.
3. Consult the syllabus and assignment before sending email. Remember, electronic communications are inherently limited, and cannot replace in-person office hours.
4. Unprofessional communications will not be responded to, and may be forwarded to University officials before reply. Avoid venting, hostile or other language deemed unwise to use personally.

## Blackboard

Grades will be posted on the University Blackboard. Announcements will be posted on Blackboard and forwarded through email.

## Official communications

Email is the official communication method of the University **and** CIS 315. Therefore, maintain your school email, as all official messages will flow to it.

## Blackboard communications

Messages sent by students via Blackboard do not reach the Instructor via email. Hence, use your university email for contact.

## Subject to Change

This syllabus and class schedule are subject to change. If the student is absent from class, it is the student's responsibility to check on announcements made and make up the work while absent. All lecture, assignment and learning materials will be posted to this syllabus, available on Github for each week.

## Assignments

Assignments bearing the bulk of course credit are available at the start of the course. Rubrics and other details may change. Assignments are always posted to this syllabus, on the course github.

# Course Policies

## Classroom environment

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

## Using laptops, cellphones and other electronic devices

- Using laptops during the class for anything other than this class, personal conversations, talking or texting on cell phones or other distracting behavior are prohibited.
- As a courtesy to all, please turn off all cell phones and pagers during class. If the student needs to be reached for family medical or significant work-related issues, the student must present evidence to the instructor before the class starts.
- Absolutely no cellphones or other electronic devices may be used during an exam or quiz.

## Attendance

- Arrive on time. Do not disturb other students by asking for directions or help on exercises when arrived late.
- If the student needs to leave early, the student must let the instructor know before the class starts, and choose a seat that minimizes disruption to the class when leaving.
- If the student has to miss the class, the student must send an email to let instructor know before class and explain the reason.
- If the student is sick and contagious, the student should not come to the class and risk getting others sick.

- If the student miss an exam due to this reason, a make up may be given. However students shall not abuse the trust - if the student appears to be sick very often then the student may be asked to present evidence such as doctor notes to the instructor.

## Student responsibilities

- Each student is responsible for the successful completion and submission of all assignments and projects. Corrupted files or incomplete submission will not be credited. Students are also responsible for keeping a backup copy of each submission.
- The instructor will not review your assignments or projects before grading for the entire class to ensure fairness. The instructor will, however, help you understand the expectations and clarify the requirements.
- The instructor will not debug assignments or projects for individual student. The instructor will, however, help you gain knowledge and skills in analysis and design, problem solving, coding, testing and debugging, and answer **specific questions** about course topics. Make sure you have spent significant and reasonable amount of time and effort in research and working on your own before asking help.

## Turnitin

Students written assignments may be checked through Turnitin.com for plagiarism detection.

# University Policies

**Students with Disabilities**
Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities at http://dsa.csupomona.edu/drc/.

## Academic Integrity

Students should understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism, or inappropriate collaboration); neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading; take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

# Cheating and Plagiarism

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university.

# Computing Resources

At Cal Poly Pomona, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own laptop/computer or have other access to a computer with all the recommended software for this course. Find out more about how to access to the university's information resources from [Information Technology Services](#).

# Copyright Policy

Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). A full description of Cal Poly Pomona's copyright policy is included in the [University's Intellectual Property policy](#). The course web site contains material protected by copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. Students may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

## Tentative Course Schedule

The Instructor will make the effort to deliver lessons along these guidelines. Students should use the Assignments Timetable as reference for homework that is due.

# Lecture Topics and Assignments in 3100

Each module will last two weeks. The lecture, concept portion will last the first week, then the exercise, teamwork and deliverable phase will take the second week. In each module, a set of readings will be assigned, generally one chapter per module. Each deliverable must show your team's integration of the readings, as well as the skills portion, demonstrated in lecture.

**3100 Graded Assignments** (7) due biweekly. one final exam paper.
GA 1 and 2, 5 => 10 points for both
GA 3, 4, 5, 6, 7 each 10 => 50 points for all
FE, 5 points
Total points, 65

| Week # | Week dates | 3100 08 (4pm), 09 (7 pm). Biweekly deliverable |
|--------|------------|-----------------------------------------------|
|  | Aug 22 | Syllabus, hello, motivational talk |
| Week 1 | **Aug 27, 29** | Lecture topics: IT Megatrends, relevance of data. Team creation<br>Reading: chapter 1, Basic skills: excel |
| Week 2 | Sep 3, 5 | **GA 1: Excel assignment workshop and work time with teams.** |
| Week 3 | **Sept 10, 12** | Lecture topics: Customer Resource Management, Business-to-Business ECommerce, Supply Chain IT, Value Chain Analysis<br>Basic skill 2: database/access. |
| Week 4 | Sep 17, 19 | **GA 2: Access assignment workshop and work time with teams** |
| Week 5 | **Sep 24, 26** | Lecture topics: organizational context of IT, privacy, intellectual property, ethics, business cases for IT |
| Week 6 | Oct 1, 3 | **GA 3: crafting a FinTech framework, integrating data and statistics. Data import, query design for financial analysis. Ratio #1,** Activity ratio test. |

| Week 7 | **Oct 8, 10** | Lecture Topics: how corporate strategy shapes IS, and reverse, SDLC, Business Cases for software development, software development methodologies<br>**Reading**: Chapters 2 and 9 |
| --- | --- | --- |
| Week 8 | Oct 15, 17 | **GA 4: ratio 1 & 2.** Liquidity ratio,<br>Solvency ratio |
| Week 9 | **Oct 22, 24** | **Topics**: IT Infrastructure, cloud computing, data centers and costs of IS, Amazon Web Services vs proprietary data centers, the influence of Google<br>**Reading**: Chapters 3 and 10 |
| Week 10 | Oct 29, 31 | **GA 5:** Profitability ratio |
| Week 11 | Nov 5, 7 | Lecture **Topics**: ecommerce and consumer economics. Big Data, Analytics, Decision science, Business Intelligence<br>Reading: Chapter 4 + ? |
| Week 12 | Nov 12, 14 | **GA 6: ratio 5, 6, 7** Equity: valuation ratio<br>Equity: industry-specific ratios |
| Week 13 | **Nov 19, 21** | **Topics**: Collaboration, modes of communication, social media, new corporate models based on collaborative technologies. Enterprise Information Systems, Enterprise Resource Planning, Internet of Things<br>Readings: n + n |
| Week 14 | Nov 26 | **GA 7: credit analysis and ratio 8.** Credit rating analyses |
| Week 15 | Dec 3, 5 | **Final Integration: leading sectors and leading firms. Prep for final exam paper deliverable.** |