

# CIS 2010

## Course syllabus

(formerly BISM 2601)

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### COURSE DESCRIPTION

This course illustrates the various roles and uses of information in a business environment, both locally and globally. Technology that supports the collection, use, distribution, and analysis of an organization's information assets are explained, demonstrated, and discovered through real business examples, short problem sets, and other methodologies. In addition, students are challenged with typical problems associated with managing and developing information systems, securing information, aligning systems with business processes, and determining competitive strategies to create a competitive advantage.

**COURSE CREDIT HOURS:** 3

### EXPECTED EDUCATIONAL RESULTS

As a result of completing this course, the student will be able to demonstrate an understanding of:

1. Information Technology Infrastructure
2. Uses of Information Systems
3. Aligning Technology with Business Processes
4. Systems Development and Implementation Methodologies
5. Information Security
6. Ethical, Legal and Social Issues
7. Future Trends in Information Systems
8. Use of Relational Database Management Software

### REQUIRED TEXTBOOK and PUBLISHER APPLICATIONS

**Business Driven Information Systems by Baltzan; 5th edition ebook Plus SIMnet for Microsoft Excel**

**Purchasing Options**

The textbook for this course is available as an EBOOK and includes access to supplemental material such as PowerPoint slides. In addition, access to SIMnet, an online tutorial application for Microsoft Excel, is provided with the purchase of the textbook.

The Business Driven Information Systems ebook can be purchased in one of the following ways:

**Option 1:** GSU bookstores - \$47.75

Business Driven Information Systems 5e – Connect Access Card Plus SIMnet for Excel 2016

**OR**

**Option 2:** McGraw Hill Connect Widget in the Course Home Page - \$35.00

Business Driven Information Systems 5e – Connect Access Card Plus SIMnet for Excel 2016

**Note: The above options are identical. The only difference is the price**

## OTHER RESOURCES USED IN THIS CLASS

The following resources are used in this course to support the learning of Excel and the R Programming language. The resources listed below are available at no charge to students.

- DataCamp Tutorials
- Lynda.Com Courses
- SIMnet Tutorials

## TECHNOLOGY REQUIREMENTS

This course requires students have access to a reliable computer with Internet access. In addition, students need to have a computer with the following software applications in order to ensure successful completion of course assignments. The "Frequently Asked Questions" link contains additional information on how students can acquire the software applications listed below or free.

- **Microsoft Excel 2013** or higher (Windows Users)
- **Microsoft Excel 2016** (Mac Users)
- The R programming language
- **Adobe Flash Player**
- **Adobe Reader**

## COURSE GRADES

Course grades will be based on the following content and scale:

GRADED CONTENT	WEIGHT	GRADING SCALE	GRADE
Course Overview Quiz	2%	100 - 90	A
BDIS Chapter Discussions	5%	89 - 80	B
BDIS Chapter Review Quizzes	15%	79 - 70	C
BDIS Exams	50%	69 - 60	D
DataCamp R Programming Lessons	3%	59 - 0	F
SIMnet Excel Skill Review Projects	10%		
SIMnet Excel Lesson Quizzes	5%		
SIMnet Excel Exam	10%		
<b>Total</b>	<b>100%</b>		

**Note:** Final grades are not curved!

### COURSE OVERVIEW QUIZ (2%)

The Course Overview Quiz covers information provided under the Course Syllabus and Frequently Asked Questions links. The exam is a multiple choice and can be attempted up to **two times**. All attempts must be completed by the specified due date. The attempt with the highest score will be retained as the final quiz grade.

### BUSINESS DRIVEN INFORMATION SYSTEMS (BDIS) DISCUSSIONS (5%)

The discussion topics for this course can be accessed from the **Discussions link** on the course menu. The chapter discussions are intended to encourage thought provoking and interesting student interaction. There are no right or wrong answers to the discussion questions. Students are encouraged to express their own individualistic insight on the concepts being discussed.

Students must respond to each BDIS chapter discussion during the week the discussion is assigned. In addition, students should read the responses of at least 4 fellow students and reply to at least 2 postings of fellow students in a matter that contributes unique insight and/or an additional perspective for each of the chapter discussions. Discussion responses posted after the topic due date will not be graded.

### BUSINESS DRIVEN INFORMATION SYSTEMS (BDIS) REVIEW QUIZZES 15%)

Students will complete quizzes over the BDIS textbooks. The "Chapter Review" quizzes account for the remaining 15% and consist of **25 multiple choice** questions. The purpose of the review quizzes is to assess a student's ability to apply the concepts covered in a chapter. In addition, the review quizzes help prepare students for the major BDIS exams. These quizzes can be located under the **Quizzes link** on the course homepage. The chapter review quizzes can be attempted/submitted **up to 2 times**. The attempt with the highest score will be retained as the final quiz grade. Missed/late BDIS quizzes will be subject to a 15% penalty - no matter the reason for the late submission.

### BUSINESS DRIVEN INFORMATION SYSTEMS (BDIS) EXAMS (50%)

Students will complete two multiple choice BDIS exams over the assigned chapters in the Business Driven Information Systems (BDIS) textbook. Each BDIS Exam consists of **50 multiple choice** questions. The BDIS Exams are timed and can be **attempted only once**. Makeup exams will not be permitted. Students who miss or perform poorly on a BDIS Exam may take the optional BDIS Final Exam to replace up to one previous BDIS Exam.

### DATA CAMP R Programming LESSONS (3%)

McGraw Hill's SIMnet for Microsoft Excel is an online-simulation tool that provides step-by-step tutorials on using the R programming language. Students will use DataCamp tutorials to gain basic skills necessary on how to use the R programming language. Students may attempt the tutorials an **unlimited number of times**. The DataCamp can be accessed through the web link provided on the course home page.

### SIMnet REVIEW PROJECTS (10%)

McGraw Hill's SIMnet Application for Microsoft Excel includes "Skills Review" projects. These projects require using the application Microsoft Excel 2013 to create actual spreadsheets. Upon completion of a project, spreadsheet files will be submitted to SIMnet for grading. The "Skill Review" projects may be **attempted up to 2 times**. The project with the highest score will be retained at the final project grade. Missed/late SIMnet Projects are subject to a 15% penalty - no matter the reason for the late submission.

### SIMnet LESSON QUIZZES (5%)

Students will complete quizzes using McGraw-Hill's SIMnet application. The quizzes are designed to evaluate a student's ability to perform the tasks taught in the SIMnet Lessons on Microsoft Excel. All quizzes and can be attempted **up to 2 times**. Missed/late SIMnet quizzes are subject to a 15% penalty - no matter the reason for the late submission.

### SIMnet EXCEL EXAMS (10%)

Students will complete one major exam over Excel 2016 via the McGraw-Hill's SIMnet application. The exam evaluates a student's ability to mastery of Microsoft Excel. The SIMnet Excel exam is timed and can be **taken only once**. Missed/late SIMnet Exams are subject to a 15% penalty - no matter the reason for the late submission.

### LATE or MISSED WORK POLICY

Late SIMnet assignments, SIMnet quizzes and BDIS quizzes will be subject to a 15% penalty - no matter the reason for the late submission. **No late submissions will be accepted beyond one week after the due date. No late submissions will be accepted for major BDIS Exams or BDIS discussions.**

### EXTRA CREDIT POLICY

Student's who achieve an **average score of 80 or above** on the **chapter review quizzes** will receive **3 extra credit points** on the **BDIS Exam** subsequently following the review quizzes. No other attempts for extra credit are available in this course.

### CAMPUS COMPUTER LABS

Computer labs with the software used in this course are available for student use on all campuses of Georgia Perimeter College. The

following web site provides information on the hours of operations and location of the computer labs: <http://www.gpc.edu/~et/hours.htm>.

## **TUTORING**

The Learning and Tutoring Centers (LTC) on the Dunwoody Campus of Georgia Perimeter College offers FREE tutoring on Microsoft Excel. The following web sites provides the days and times CIS tutors are available: [Microsoft Excel Tutoring Schedule](#)

## **COURSE WITHDRAWAL**

Students who complete the Course Overview Quiz will be considered active class participants and will not be withdrawn from this course by the instructor. After completion of the course overview quiz, students wishing to drop or withdraw from this course must initiate this action via GSU's PAWS system. View the following video for a better understanding of the difference between dropping and withdrawing from the class: <http://registrar.gsu.edu/registration/registration-guide/dropping-or-withdrawing-courses/>.

Withdrawing from a class may impact a student's eligibility in various areas such as financial aid, athletics, benefit programs, etc. Hence, students should thoroughly assess the impact of dropping or withdrawing a class. Students should be sure to drop or withdraw from class prior to the stated deadlines in order to avoid substantial financial and/or academic penalties. The following web site contains additional information about the withdrawal process and semester deadlines: <http://registrar.gsu.edu/registration/withdrawals/>.

## **INCOMPLETE GRADE POLICY**

Per university policy, students seeking an incomplete must have completed most of the major assignments of the course (generally all but one) and be passing the course (aside from the assignments not completed).

## **STUDENTS WITH DISABILITIES**

Georgia Perimeter College's Center for Disability Services (CDS) coordinates reasonable accommodations for students with disabilities. Any student with a documented disability as defined under the Americans with Disabilities Act who desires support services should contact the CDS to provision the necessary assistance. The following web site provides information on the Center for Disability Services: <http://www.gpc.edu/~gpccds/index.htm>.

## **PLAGIARISM & ACADEMIC INTEGRITY**

All work submitted for this course is subject to plagiarism detection software. Students who submit work flagged for plagiarism will receive a grade of zero for the assignment or exam. Unless specifically authorized by the instructor, the following are examples of cheating or plagiarism. This is not an exhaustive list.

- Allowing another student to look at or copy your work.
- Exchanging information with another student about assignments and exams.
- Copying work or answers from another student.
- Having another person complete course work for you.

- Allowing another student to use your work as his or her own.
- Providing false information or documents in order to be allowed to make up a missed test.

## **iCOLLEGE ACCESS**

Only students officially enrolled in this course are permitted to log into and participate in the class. Allowing others to *access* iCollege and this course for any reason *using your login information is strictly prohibited and in violation* of the Perimeter College Academic Honesty Policy. iCollege users are responsible for maintaining account security and for not sharing login information with others including classmates, spouses, parents, friends, or family.

## **iCOLLEGE EMAIL**

iCollege includes it's own internal e-mail application. iCollege mail should be used exclusively by students to communicate electronically with the instructor and/or fellow students regarding course matters. For NON-COURSE related matters, students should use GSU's PantherMail for communications. It is important to note that iCollege mail system is a closed system and cannot be used to communicate with external email systems. In other words, iCollege mail cannot be used to send or reply to email accounts on GSU's PantherMail, YAHOO mail, GMAIL, etc.

## **COURSE CONDUCT**

Students must not use profanity, obscenities, or derogatory remarks in mail messages, discussion posts or any other communication in the course. Threatening, sexual, ethnic, and/or racial harassment, including unsolicited bulk electronic mail is prohibited. Persons in violation of this procedure are subject to a range of sanctions, including the loss of computer network access privileges, disciplinary action, dismissal from the College and legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws. The College will carry out its responsibility to report such violations to the appropriate authorities. Appeals should be directed through the existing procedures established for students.

## **EQUAL OPPORTUNITY**

No person shall, on the ground of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia State University - Perimeter College.

## **AFFIRMATIVE ACTION**

Georgia Perimeter College adheres to affirmative action policies to promote diversity and equal opportunity for all.

## **DISCLAIMER**

The instructor reserves the right to make adjustments to the syllabus, assignments and timeline as deemed appropriate to enhance students' learning outcome.