Syllabus: INFSYS 2800
Spring 2014

Information Systems Concepts & Applications

Instructor: Jeff Robertson
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Email: robertsonjeff@umsl.edu

Office Hours: By appointment only
Term Dates: Jan 27 – May 12, 2014
Class Meeting: Mondays 6:55 PM – 9:35 PM
Location: 003Express Scripts Hall

Text:
Information Systems Concepts and Applications: Using Applications to Create Business Solutions, Third Custom Edition for the University Missouri St. Louis Third Edition

Additional readings may be assigned by the instructor.

Supplemental Resources:

Prerequisites:
INFYS1800 or satisfactory performance on proficiency exam

Course Description:

Course covers concepts of information systems as they relate to business functions, including web page design and e-commerce, telecommunications, systems analysis and design, ethics of information system design and use, information security, foundations of database systems and integrated business information systems. Students will also gain valuable strategies for career development, contact management, and networking.

Class Objectives:
1. Gain understanding of the challenges confronting the management of information systems
2. Explain the analysis, design and implementation of information systems
3. Describe the importance of telecommunications and mobile computing
4. Define e-commerce
5. Discuss legal, ethical, privacy and security issues relating to information systems
6. Expand communication and networking skills
7. Describe problem solving using application software

Other Useful Websites:

| UMSL Home Page | http://www.umsl.edu |
| IS Home Page | http://mis.umsl.edu |
| Student | http://www.umsl.edu/technology/publications/stutechguide/ |
My Expectations:

- I assume you are here to learn about information systems in preparation for your ultimate career. To accomplish that:
  - Your attendance and participation each week is essential to your understanding of the course material and your success in this class.
  - Although there will be some lecture, you are expected to read the material for each week.
  - You must come to class prepared; you must read and think about the material before you get here.
  - You must demonstrate critical thinking skills.
  - You must participate in class discussions and class activities.
  - You must participate fully in the class project. This means that you will think about your project, go to group meetings, participate in the data collection and analysis. Each person must accept the responsibility for the project.
- It is your responsibility to ask questions in class or office hours when you are confused.
- Notes from any missed class must be obtained from someone other than the instructor.
- I expect you to be courteous and respectful to me and your classmates, and professional to class visitors and to your clients.
- Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- While I will not monitor your use of the computers during class, I expect you to be respectful in your use of the computer and I expect you to pay attention regardless of what you are doing with the computer.
- Make-up tests must be taken within a week. Arrangements will be made with the Campus Testing Center to administer the test.
- If you expect to miss class, please communicate with me as soon as possible beforehand. If you miss class to participate in a university-sanctioned activity, be sure to submit a Student Absence Form early in the semester so that we can discuss your responsibilities and make plans to fulfill the requirement of the classes you will miss.
If you expect to miss class due to a religious observance, please submit a Request for Accommodations for Religious Observance so that we can discuss your responsibilities and make plans to fulfill the requirement of the classes you will miss.

Your success in this course is important to me. When I believe that the programs offered at Student Retention Services (SRS) will help you academically, I will send a referral via the Academic Alert System to assist you in succeeding in class if the situation arises. To learn more about the Academic Alert System go to:

http://www.umsl.edu/~umslsrs/Academic%20Intervention%20Programs/alert.html

Please make an appointment to discuss with me any requests for exceptions to these policies.

Classroom Courtesy:
I realize that I should not have to tell you these things, and I apologize to those of you for whom this is unnecessary, but in the past few years I have noticed a significant increase in bad classroom manners and inconsiderate behavior. So please adhere to the following rules. Repeated violations of these will be grounds for reducing your course grade.

• Adherence to the Student Conduct Code is expected.
• Adherence to the Acceptable Use of Computing Code is expected.
• I commit to create a climate for learning characterized by intellectual diversity and a respect for each other and the contributions each person makes to class. I expect you to make a similar commitment.
• I am committed to insuring a positive learning environment by respecting that University policy. I expect you to make a similar commitment. In particular, I refer you to the University's Collected Rules 200.015, which says, “Information about student views, beliefs, and political associations that fellow students acquire in the context of course discussions should be handled responsibly. Students are encouraged to be sensitive to the potential that dissemination of information about fellow students derived from course discussions may be perceived as defamatory and/or may subject them to ridicule, harassment or reprisal from those who do not agree with the views, beliefs or political associations expressed in the course.”
• Turn off your phones and pagers before entering class; do not talk on the phone.
• Come to class on time. In those rare cases where being late is unavoidable, please enter the classroom quietly and take a seat as close to the door as possible. If the class period is more than half done, do not bother to come to the class. Once in class, do not get up and leave unless it is truly an emergency.
• If you eat during class, please do so quietly. Clean up afterwards; wipe up spills and throw away trash.
• Keep talking with your neighbor to a minimum. If you are confused about something in class, please ask me - that is my job.
• When using laptop computers, do so quietly.
• When we have guest speakers, I expect that you will pay attention and will not be improperly using the computer or talking to neighbors.
• I am not going to supervise your attention in class. However, you are responsible for all the material covered in class -- if you do not pay attention and miss important material, it will not be repeated.

Academic Honesty:
According to the University Standard of Conduct, Section 6.0101,

The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards.

Furthermore, note that the University's Collected Rules 200.010 B.1 REQUIRE faculty to notify Academic Affairs of suspected cases of dishonesty. It states, "In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer."

For the purposes of this class, cheating will include: plagiarism (using the writings of another without proper citation), copying of another (either current or past student’s work), working with another on individually assigned work or exams, unauthorized marking on a graded paper or exam, or in any other way presenting as one's own work that which is not entirely one's own work. It is unacceptable to seek the help of another (whether in the class or not) for help on an exam; this is considered academic dishonesty. Further definitions and clarifications can be found in the University guidelines.

Any student who is caught cheating on any assignment or exam will receive a grade of zero (0) for that assignment or exam. Further, a recommendation will be made to the appropriate university officials that additional disciplinary action be taken.

Access/Disability:
Students requiring special accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with someone in Disability Access Services (MSC 144).

Drop Policy:
For the purposes of this policy, the "effective drop date" is the date which I am informed of the drop or the actual date of the drop, whichever is later. Students can and may inform me by leaving me a note in my mailbox, leaving me a message (on voice mail or e-mail) or by speaking to me in person or over the telephone.

A student may drop this class until February 17, 2014 with a passing grade. Between February 17 and April 14, a student will receive either a passing grade (excused) or a failing grade (F) depending upon his
or her performance (current grade) in the course. A student may withdraw after April 15 only with and solely with the approval of the dean of his or her division.

**Campus Safety:**
The University of Missouri-St Louis is committed to creating and maintaining a safe environment for all members of the campus community (faculty, staff, students and visitors). Please familiarize yourself with campus emergency procedures by reviewing the UMSL Police Department web page at: [http://safety.umsl.edu/police/safety/index.html](http://safety.umsl.edu/police/safety/index.html). These pages highlight possible safety concerns and alert you to procedures to follow should there be an emergency on campus. The site also includes a link to the campus plan for disaster preparedness. If a person’s safety is ever at risk, call the Campus Police at 314-516-5155 immediately.

**Assignments and Items that are Graded:**
Will be posted in the Docs & Assignments section in MyGateway.

**Exams:**
There will be one in-term exam and the final exam.

- **In-term Exam:** Monday March 10, 2014
- **Final Exam:** Monday May 12, 2014 7:45 – 9:45 PM

Make-up exams will be provided only for those students who have spoken with the instructor prior to the exam and who have a justifiable reason for missing the exam. In ALL other cases, the student will receive a grade of zero (0) on the exam. NO late exams (if it is a take home exam) will be accepted.

**Grading Policy:**
The following proportions will be used for grading.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Projects</td>
<td>400</td>
</tr>
<tr>
<td>In-term Exam</td>
<td>250</td>
</tr>
<tr>
<td>Final Exam</td>
<td>250</td>
</tr>
<tr>
<td>In-class pop quizzes and exercises</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
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</tbody>
</table>

Approximate letter grades will be assigned when exams and projects are returned.

Assignments will be due at the start of the class meeting indicated on the syllabus. Late assignments *will not be accepted* without prior written approval of the instructor.
## Class Outline:

**Outline subject to change**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/27/14</td>
<td>Course overview and Global E-Business and Collaboration</td>
<td></td>
<td>Discussion board - introduction</td>
</tr>
<tr>
<td>2</td>
<td>2/3/14</td>
<td>Global E-Business and Collaboration – Graphing and Advanced Excel Functions</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2/10/14</td>
<td>Advanced Excel Functions</td>
<td>On-Line Resources and problem solving cases</td>
<td>Project 1: Case 1 Milligan – 50 points</td>
</tr>
<tr>
<td>4</td>
<td>2/17/14</td>
<td>Advanced Excel Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2/24/14</td>
<td>E-commerce and the Digital Firm</td>
<td>Chapter 10</td>
<td>Project 2: Case 2: Piedmont Trailer - 50 points</td>
</tr>
<tr>
<td>6</td>
<td>3/3/14</td>
<td>Business Intelligence and Data Warehousing</td>
<td>Chapter 6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>3/10/14</td>
<td>IN-TERM EXAM: CHAPTERS 2, 6 AND 10. EXCEL CONCEPTS</td>
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<tr>
<td>8</td>
<td>3/17/14</td>
<td>Guest speaker</td>
<td></td>
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<tr>
<td>9</td>
<td>3/24/14</td>
<td>NO CLASS – SPRING BREAK</td>
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<tr>
<td>10</td>
<td>3/31/14</td>
<td>Enterprise Application and Business Process Integration</td>
<td>Chapter 9</td>
<td>Project 3: Laudon Case Supply Chain - 100 points</td>
</tr>
<tr>
<td>11</td>
<td>4/7/14</td>
<td>Ethical Issues</td>
<td>Chapter 4</td>
<td></td>
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<tr>
<td>12</td>
<td>4/14/14</td>
<td>Security</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>4/21/14</td>
<td></td>
<td>On-Line Resources and problem solving cases</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>4/28/14</td>
<td>Development</td>
<td>Chapter 13</td>
<td></td>
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<tr>
<td>15</td>
<td>5/5/14</td>
<td></td>
<td></td>
<td>Project 4: Case 5 Klein Seminars - 200 points</td>
</tr>
<tr>
<td>16</td>
<td>5/12/14</td>
<td>FINAL EXAM CHAPTERS 6,9,4,8, AND 13. EXCEL CONCEPTS – CUMULATIVE 7:45PM – 9:45 PM</td>
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### Technology Requirements:

You are expected to have access to the internet and MyGateway for submission of assignments and/or projects. If you have computing problems, it is your responsibility to address these, or come to campus to use the student computing labs. Problems with your computer or other technology issues are not an excuse for any delays in meeting expectations and deadlines for the course. So, if you have a problem, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux) and to an Internet browser (e.g. Mozilla Firefox, Internet Explorer)
2. Ability to navigate MyGateway (Blackboard Learning Management System)
3. Spreadsheet processing software (Microsoft Excel compatible)