City University of New York (CUNY)

# CUNY Academic Works

2018

# Zero Textbook Cost Syllabus for CIS 2200H (Introduction to Information Systems and Technologies)

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*CUNY Bernard M Baruch College*

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# Baruch COLLEGE
## The City University of New York
## ZICKLIN SCHOOL OF BUSINESS

## Department of Information Systems and Statistics

*CIS 2200 Introduction to Information Systems and Technologies*

*Syllabus*

*Fall 2018*

| | |
|---|---|
| Instructor – Prof. Curtis Izen | Email: |
| CIS 2200H | Room: |
| Dept. Phone: | Office Hours by Appointment |

## Overview
This course introduces students to information systems in business. Due to the rapid developments in Information Technology (IT) and the dramatic changes brought by these new technologies in the way companies operate, compete and do business, familiarity with information systems has become indispensable for the leaders of today and tomorrow's organizations.

## Course Objectives
➢ Explain the basics of Information systems and how Information systems are used in business.
➢ Articulate the role that business information systems play in different organizations.
➢ Demonstrate literacy in information, technology, and business.
➢ Identify business problems and opportunities that can benefit from information systems support.
➢ Create awareness of the social and ethical issues related to the use of information systems and technologies in organizations.
➢ Understand the interrelatedness of local, global, international, and intercultural issues and trends in system development and use.

➢ Discuss the crucial role that information systems play in your career as well as in business and society in the 21st century.

## BBA Learning Goals
➢ Analytical Skills
➢ Technological Skills
➢ Communication Skills: Oral and Written
➢ Civic Awareness and Ethical Decision-Making
➢ Global Awareness
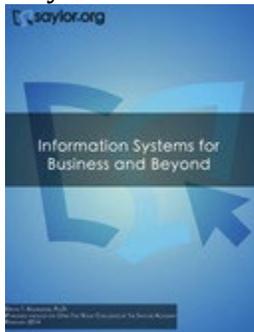
## Course Prerequisites
BUS 1000 - Introduction to Business, or waiver; and CIS 1000 or equivalent

## Course materials

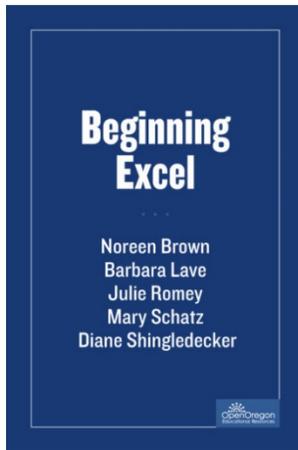**Textbook –** The textbook (zero cost) for this course is:

Course Textbook

Information Systems for Business and Beyond © 2014 David T. Bourgeois, is licensed under a Creative Commons Attribution (CC BY) license made possible by funding from The Saylor Foundation's Open Textbook Challenge. Full license terms may be viewed at: Full License Terms



**Excel resource:** Excel Textbook

Beginning Excel by Noreen Brown, Barbara Lave, Julie Romey, Mary Schatz, Diane Shingledecker is licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted.

**Beginning Excel**

Noreen Brown
Barbara Lave
Julie Romey
Mary Schatz
Diane Shingledecker

**Access resource:** Access Textbook

Relational Databases and Microsoft Access

Relational Databases
and
Microsoft Access

Version 3.0, September 2016

**Access video by Curtis Izen:** Access Video

**Office 2016 resource**: Office 2016 Videos from GCFGlobal

***Additional materials*** Slides, articles and miscellaneous handouts will be posted on the course Blackboard site.

## Student Support

The Student Academic Consulting Center (SACC) will offer Excel and Access workshops during the fall semester. In addition to CIS2200 tutors, there will also be peer mentors in Excel. **NVC 2-116 | Phone: (646) 312-4830 | Web:** SACC Web Page**.**

## Students with Disabilities

We have a process at Baruch for determining whether a student who identifies as disabled is eligible for reasonable accommodations in order to complete the student's academic program. We strive to ensure that no student with a disability is discriminated against and that none is denied participation in College programs and activities for lack of reasonable accommodations.

Some people think that a disability has to be visible to be accommodated. This is not the case. There are many disabilities – diabetes, psychological illness, learning disabilities, AIDS, seizure disorders, arthritis, etc., – that require accommodations. Examples of possible accommodations include additional testing time; adaptive equipment; and taping of classes. If you feel that you may need a reasonable accommodation based on a disability, please contact the staff at the Office of Disability Services, **NVC 2-271 | Phone at (646) 312-4590.**

## Academic Integrity Statement

The CIS Department fully supports Baruch College's policy on Academic Honesty, which states, in part: "Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the college's educational mission and the students' personal and intellectual growth. Baruch students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned. "

Academic sanctions in this class will range from an F on the assignment to an F in this course. A report of suspected academic dishonesty will be sent to the Office of the Dean of Students. Additional information and definitions can be found at:
**Academic Integrity Statement**

## Attendance and Participation

Attendance is expected at all class meetings. The College policy on attendance is strictly followed which means a "dropped course" notice is submitted to the Registrar for anyone who misses more than 4 classes. Sick days are excused upon presenting a valid doctor's note upon returning to class. **Belated doctor's notes will not be accepted.**

The course requires a steady commitment of time, both in terms of textbook reading, participation in class discussions, individual study and team work outside of class. Classroom discussions will generally focus on 3-5 topics from the textbook. **ALL** students are encouraged to participate in discussions every class. To earn your **participation** part of the final grade you **must participate!**

## Work Submission Standards

If you are instructed to submit assignments through Blackboard's assignment submission system or any other platform, then you must do so before the deadline specified. Late submissions will not be accepted.

Hand-written work will not be acceptable and will earn no credit.

As with any other academic submission, students must do their work carefully, striving to achieve high quality. This includes <u>writing clearly, checking spelling and grammar, proofreading the submissions</u>. Extensions may be granted for situations involving illness or personal emergencies. If you need an extension, you must request one in writing or via e-mail before the due date of an assignment.

Note: Extensions will not be granted for problems related to use of home or workplace computer systems (please use the BCTC facilities to avoid such problems).

## Exams

Exams will consist of a combination of true/false, multiple choice, short essays and problem-solving questions. All exams will cover material from all aspects of the class sessions (lectures, software, demonstrations, discussions, videos, extra handouts and so forth). There will be one midterm examination and one final examination. **The instructor retains all midterm and final exams.**

**You must attend all exams as scheduled.**

## Mandatory Research Participation (Subject Pool)

There is a MANDATORY 1 HOUR research participation requirement for all students enrolled in CIS2200. Students must sign up for 1 hour of research participation (or complete an alternative assignment). This requirement is worth 2% of the final grade, students need to accumulate 2 points in SONA (1point = ½ hr.). Research requirement instructions for students (how to participate in research studies, how to create an account in the SONA system, how to sign up for studies, etc.) are available at CIS2200 Research Requirement at the end of this document or contact SONA coordinator Professor Isak Taksa at cisresearch@baruch.cuny.edu

***Information on Grade Content, Calculations and Department's Policy on Distributions is Available here.***

## Tentative Weekly Schedule

The following is a tentative schedule of topics and lectures. Changes may occur as the semester progresses. These changes will be announced in class. In addition to the assigned readings, students are responsible for any other handouts distributed in class.

## Course Weekly Schedule **

## WEEK 1: Start Your Engines -   Identifying Competitive Advantages

This week you will be introducing yourself to the class, get to respond to another classmate all using VoiceThread (VT).  Requirements are posted in this week's Assignment tab in BlackBoard.  This week examines the impact that information systems have on an organization. Can IT give a company a competitive advantage? We will discuss seminal works by Brynjolfsson, Carr, and Porter as they relate to IT and competitive advantage. Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

## WEEK 2: Strategic Initiatives for Implementing Competitive Advantages;

This week looks at important tools and the role it plays in an organization.  We will focus on CRM, SCM and ERP.  Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

## WEEK 3: Enabling the Organization - Decision Making

This week we will look at tools companies use to help make decisions. We will explore DSS and AI and understand how they can be used in companies for strategic advantages. We will look at business processes which are the essence of what a business does; and information systems play an important role in making them work. We will discuss business process management and business process reengineering.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

## WEEK 4: Excel – Intro and Intermediary Skills

This week we look at Microsoft Excel features and how it can be used as a business tool to make effective business decisions.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard

## WEEK 5:  Excel – Advanced Skills

This week we look at more advanced Microsoft Excel features and how it can be used as a business tool to make effective business decisions.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard

### WEEK 6: Database and Data Warehouse (Big Data)

This week explores how organizations use information systems to turn data into information that can then be used for competitive advantage. Special attention is paid to the role of databases, data warehouses and big data.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

### WEEK 7: Midterm and Microsoft Access Database

This week we will learn about MS Access as a database tool.  We will learn how to create tables, forms, queries and reports.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

### WEEK 8: Microsoft Access and Creating Innovative Organizations; Ebusiness-

This week we will continue with MS Access and look at the role of online businesses and the strategies these companies use to gain competitive advantages.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard.

### WEEK 9: Developing Software to Streamline Operations; Methodologies for Supporting

How are information systems created? This week we will review the concept of programming, look at different methods of software development, review website and mobile application development, discuss end-user computing, and look at the "build vs. buy" decision that many companies face.

Assigned reading and weeks requirements are posted in this week's Assignment tab in BlackBoard

### WEEK 10: MIS Infrastructure and Information Security

This week we will look at ways that organizations prepare themselves from disasters that could put them out of business.  We will focus on what successful companies do.  In addition, we will discuss the information security triad of confidentiality, integrity, and availability. We will review different security technologies, and conclude with a primer on personal information security.

Assigned readings and weeks requirements are posted in this week's Assignment tab in BlackBoard.

## WEEK 11:  - Globalization, Digital Divide, the Ethical and Legal Implications of IS


This week we will look how the rapid rise of the Internet has made it easier than ever to do business worldwide. This chapter will look at the impact that the Internet is having on the globalization of business and the issues that firms must face because of it. It will also cover the concept of the digital divide and some of the steps being taken to alleviate it.

The rapid changes in information and communication technology in the past few decades have brought a broad array of new capabilities and powers to governments, organizations, and individuals alike. This chapter will discuss the effects that these new capabilities have had and the legal and regulatory changes that have been put in place in response.

Assigned readings and weeks requirements are posted in this week's Assignment tab in BlackBoard

## WEEK 12:  - Technology in the 21st Century; Presentations

This week we will start group presentations and this final chapter will present an overview of some of the new technologies that are on the horizon. From wearable technology, 3-D printing, blockchain, bitcoin, etc. we will look forward to what the next few years will bring.
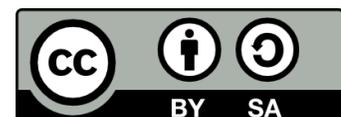
Assigned readings and weeks requirements are posted in this week's Assignment tab in BlackBoard.

## WEEK 13:  - Presentations

This week we will have group presentations

## WEEK 14: Presentations

This week we will have continue group presentations

**WEEK 15: Final Exam – DATE TBA**

**\*\* This syllabus can change anytime without prior notice due to unforeseen circumstances. Students will be notified in due time.**

## *General Course Policies*

**Exams**
- No make-ups will be given for missed exams or quizzes.
- In case of extraordinary circumstances, students who cannot attend an exam must contact the instructor *in advance* and provide a written justification/documentation for their absence.
- The students will have an opportunity to check their graded exams but the instructor retains all midterms and final exams.
- The final exam must be taken in the time slot posted in the college bulletin.
- The exams will include materials from both the readings and from the topics covered in the lectures. Some of the lecture material may not be found in the book. Therefore, it is very important to attend class regularly and keep up with the pace of the reading assignments.
- Behavior during exams is expected to conform to Baruch College guidelines. Any form of cheating or communications with other students or any other incident of improper behavior will be dealt according to the guidelines established by the College, including *failing grade* and *report of suspected academic dishonesty* to the Office of the Dean of Students (this report becomes part of your permanent file).

**Class Attendance**
- Class attendance is an important element of the course, so make every effort to attend. To avoid disruption, you should arrive to the classroom on time.
- Any evidence of cheating in the attendance sign on sheet will be handled according to the academic integrity guidelines established by the College.
- If you miss class, it is your responsibility to find out about any announcements or assignments you may have missed. It is not necessary to email the professor if you miss a class.
- Laptops, cell phones, pagers and other electronic devices must be turned off during class and especially during exams.
- Students should refrain from engaging in any kind of disruptive behavior during class.
- Students are expected to spend significant time outside the lectures doing homework, reading the assigned materials and checking the course web site.

**Work Submission Standards**
- Assignments are considered on time only if they are submitted at the start of the period in which they are due.
- Hand-written work will be refused and will earn no credit. As with any other academic submission, students must do their work carefully, striving to achieve high quality work. This includes writing clearly, checking the spelling and grammar, proofreading the submissions, and handing in the work on the specified due date.  Staple all the

pages of your submission together and include a cover page indicating your name and section.

➢ Extensions can be granted for situations involving illness, family business, or personal emergencies. If you need an extension, you must request one in writing or via e-mail before the due date of an assignment. Note: extensions will not be granted for problems relating to use of home or workplace computer systems (please use the BCTC facilities to avoid such problems), and back up your work. You will never be liable for failures of BCTC systems.

➢ For individual assignments or group projects, any instance of copying, cheating or plagiarism will be penalized. Students (or groups) handing in similar work will both receive a 0 in the assignment and will face disciplinary actions. (See academic integrity statement below)

**Course Coordinator:** Prof. Isak Taksa

## *Assesment*

| BBA Learning Goals | Significant Part of Course | Moderate Part of Course | Minimal Part of Course | Not Part of Course |
|---|:---:|:---:|:---:|:---:|
| Analytical skills | ☒ | ☐ | ☐ | ☐ |
| Technological skills | ☒ | ☐ | ☐ | ☐ |
| Oral communication skills | ☐ | ☒ | ☐ | ☐ |
| Written communication skills | ☐ | ☒ | ☐ | ☐ |
| Civic awareness and ethical decision-making | ☐ | ☒ | ☐ | ☐ |
| Global awareness | ☐ | ☒ | ☐ | ☐ |

| *Course Learning Goals* | *BBA learning goals* | *Assignments* |
|---|---|---|
| Explain the basics of Information systems and how Information systems are used in business. | Analytical skills<br>Oral communication skills | Assignments<br>Quizzes |
| Articulate the role that business information systems play in different organizations. | Analytical skills<br>Technological skills<br>Oral communication skills<br>Ethical decision-making | Assignments<br>Quizzes |
| Demonstrate literacy in information, technology, and business. | Analytical skills<br>Technological skills<br>Oral communication skills | Assignments<br>Group project |
| Identify business problems and opportunities that can benefit from information systems support. | Analytical skills<br>Oral communication skills | Assignments<br>Quizzes |
| Create awareness of the social and ethical issues related to the use of information systems and technologies in organizations. | Analytical skills<br>Oral communication skills | Assignments<br>Quizzes |
| Understand the interrelatedness of local, global, international, and intercultural issues and trends in system development and use. | Analytical skills<br>Technological skills<br>Oral communication skills<br>Written communication skills<br>Global awareness | Group project |
| Discuss the crucial role that information systems play in your career as well as in business and society in the 21st century. | Analytical skills<br>Oral communication skills | Quizzes<br>Class presentations |

Izen, CIS 2200

# *GRADE CONTENT, CALCULATIONS AND DEPARTMENT'S POLICY ON DISTRIBUTIONS*

## *Course grades will be based upon the following weights*

| | |
|---|---|
| Excel and Access Projects | 20% |
| Midterm Exam | 30% |
| Group Project and Presentation | 10% |
| Final Exam | 33% |
| Attendance & In Class Participation/Assignments | 5% |
| Research Requirement (Subject Pool) | 2% |

## *Final Letter Grades*

Letter grades are calculated according to the Official Grading System of Baruch College. The instructor reserves the right to curve the scale when computing final grades, if deemed necessary.

| From (%) | To (%) | Letter Grade |
|---|---|---|
| 0.0 | 59.9 | F |
| 60.0 | 67.0 | D |
| 67.1 | 69.9 | D+ |
| 70.0 | 72.9 | C- |
| 73.0 | 77.0 | C |
| 77.1 | 79.9 | C+ |
| 80.0 | 82.9 | B- |
| 83.0 | 87.0 | B |
| 87.1 | 89.9 | B+ |
| 90.0 | 92.9 | A- |
| 93.0 | 100.0 | A |

## CIS2200 Research Requirement

You will need to earn **1 hour** from out of class research-based assignments. The purpose of these assignments is to provide the student experience with Information Systems research. There are two options for completing these assignments and you may complete the required credits through a combination of the following options.

1) You may volunteer to participate in information systems studies for 1 hour of participation time. You can sign up for studies which range from 30 minutes to 1 hour on the SONA website (http://baruch-cis.sona-systems.com/). The cis.sona system is set up to count each half an hour segment with one point. Therefore, **to fulfill the one hour requirement, you must accumulate two points in the cis.sona system**. Please **note that this system operates independently from other sona systems used in participant pools in other departments** (such as Management or Psychology) Your password for the cis-sona system will be emailed to your Baruch account within 2 weeks of the start of class. You must be at least 18 years of age to participate in a study. When signing up for studies, please remember:
   a. to print the page with the name/date/place/time of the study and the experimenter's name (keep this information until the end of the semester);
   b. to cancel through the website before the scheduled time to cancel if you cannot make the study**.**
2) Your **User-Id** and **Password** for the cis-sona system will be emailed to your **Baruch account** within **6 - 8** weeks of the start of class.

If you forget your password, go to http://baruch-cis.sona-systems.com/ and use the password recovery link on the left hand side of the welcome screen. If you have any disputes about your participation in a study, you should contact the experimenter directly. According to the ethical guidelines, participation is voluntary and individuals may withdraw from a study, at any time, without penalty to that individual.

3) You may write a 2-page (approx. 1000-words essay) using Microsoft Word on how Information Technology has changed the way in which individuals, businesses or society operates nowadays. Your essay should include at least one reference from the press or from business magazines. Please make sure that your sources are properly referenced in your essay. (**1000 words = 1hour**). See details of the essay submission in the participant instruction handout. Essays must be submitted through turnitin.com to be considered as an alternative to the research requirements. Guidelines and submission details are available at the SONA-FAQ section.

   **Please note that credits earned for other courses in Psychology, Marketing or Management cannot be applied to the SCIS Department requirement.**

If you have any questions about the CIS Research Requirement guidelines, please send an email (include a screen shot of the SONA error message) to the Participant Pool Manager, Prof. I. Taksa at: cisresearch@baruch.cuny.edu.

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