



LAM FAMILY  
COLLEGE *of* BUSINESS  
SAN FRANCISCO STATE UNIVERSITY

**San Francisco State University**  
Lam Family College of Business  
Undergraduate Curriculum Committee

**ISYS 363 – Information Systems for Management**  
Undergraduate Curriculum Committee Course Review

**SFSU Lam Family College of Business**  
**Undergraduate Curriculum Committee Course Review**  
**ISYS 363 - Information Systems for Management, Spring 2020**

### **1. Course Description**

This is a survey course with one major objective- to develop an understanding of Information Systems (IS) concepts used in enhancing business goals. The course emphasizes IS as a business enabler, to compete and gain competitive advantage. The course will survey major areas of IS and establish the relevance of these areas from a business perspective. The foci of the course will revolve around three issues, namely, IS for management decision-making, IS development from a managerial perspective and IS applications used to develop solutions to business problems. The goal is to appreciate the role of IS not just as an individual productivity tool, but to orchestrate it into a process of data flow for the whole enterprise level to enable real-time data, analytics to help businesses function faster and more accurate, providing new opportunities in the marketplace.

The official (detailed) course outline is given in Appendix A.

**2. Prerequisites:** ISYS 263 Introduction to Information Systems, or equivalent and ACCT 100 Introduction to Financial Accounting or equivalent.

### **3. Learning Goals**

As a business core, ISYS 363 provides the foundational background to support Learning Goals 2b, 3a, 4a:

II. Students demonstrate effective communication skills.

(b) Students will deliver an effective oral presentation on a business topic.

III. Students demonstrate the ability to analyze business situations.

(a) Students will solve business problems using appropriate quantitative and analytical techniques and technologies;

IV. Students develop team skills that facilitate achievement of organizational goals.

(a) Students will work effectively in culturally and ethnically diverse teams demonstrated by the ability to contribute to the team's performance, interact positively with teammates, keep the team on track, maintain high standards for team performance, and by having the necessary knowledge, skills, and abilities to help the team succeed.

The complete set of BSBA Learning Goals is shown in Appendix B.

### **4. Assessment Results and Course Improvement**

The most recent assessments were conducted in Spring 2019.

For ISYS 363, the following BSBA learning goals are being assessed on a regular schedule: 2a Oral communication skills, 3 Analytical and critical thinking, and 4 Teamwork. These are all course embedded assessments, 2a and 3 are assessed using the respective assessment rubrics, 4 is assessed using the CATME online teamwork evaluation system.

Regarding improvements in ISYS 363, According to instructors, students who do and submit the work on time do real well. The students that get poor grades usually just stop turning in the work or have big gaps in turning in the work. In addition, following comments were collected from Daniel Ciomek who teaches an overwhelming majority of ISYS 363 students through the online, face to face large and face to face regular sections about complaints and improvements for ISYS 363.

“Since I teach both the hybrid and the in-class, I noticed that:

- On average, students in the in-class lecture tend to get better grades 1-3% of course grade higher, e.g. one grade up sometimes.
- As most faculty who teach online course know, the reviews for faculty for online sections are lower. My SETE results are always lowest in section 2. Even the students in section 1, who are in the same course as section 2, always rate me better. They signed up for in-class and realized they have more options, the ones with section 2 always hoped for an “on demand” class and don’t like that they have to deliver weekly assignments and in-person final.
- The largest part of 363 students is in my hybrid course, about 560 out of the 720 or so this semester. Most do NOT come to class and do NOT watch the lectures. Watching lectures goes down quickly every week and then idles at around 150 views, likely not the complete lecture, but partially. About 30-50 students attend the large one regularly. Numbers go down when the weather is up. For the final exam, I see 97% as well as people delivering 17% or so, essentially negatively beating the odds of random clicking. Averages are lower than I want, but if they aren’t attending nor watching the lectures?
- About 1/3 in 363 are transfer students, often their first semester at SFSU. While they have taken a 263 equivalent, most do not have the Excel foundation as students who took 263 here. When people say students learn all that Excel stuff in High School, that does not match my experience.
- I believe the LFCoB effort with the extra Excel and Access tutors really helped the last few years. It will be interesting to see how this will work with the new tutoring center in the library.
- Students often have really old equipment, so I am glad the university provides laptops for rent and other options such as labspace. Some students have not realized that a Chromebook is essentially just a browser, but not a real computer. Since we require students to actually work on their machines using software this leads to a lot of confusion initially, despite my best efforts.

- Sometimes the students don't really seem computer literate, nor patient. They are essentially iOS and Android users. I am glad the days of DOS and the autoexec.bat and having to change interrupt settings in Windows are over, but today many lack even the attitude of being up for the challenge to figure things out. They press the screen, it does not do what they expected, they give up. Clearing cookies or enabling pop-ups is a real challenge for many.
- Students complain about the workload, that they have a Mac and cannot do the work, and many think that 35% for the in-person final in the hybrid is too much. I believe that the marketing final exam actually count 50%. I have even played with the idea of raising it to 40% but that would greatly increase DFW. It would be interesting to know how other large online and hybrid classes value/grade their proctored final exam.
- One issue I have is at the end with the grading. With 560 in the class it's always hard to draw the line, so I am firm with my setup and grades. Students think they are "or so close" and I should pass them, but for me there are always another 10 in line who are "oh so close". Where do you say stop? It's easier in a small class when you might have only one borderline case."

In addition to the assessment efforts for AACSB purposes, the IS department aims to assess specific IT (spreadsheet and database software) skills in ISYS 363. In order to improve business students' MS Excel and MS Access learning, the IS Department worked with AT Department to create a Test Center for Microsoft Office Specialist (MOS) certification in Excel and Access. Students who pass the test are issued a certificate by Microsoft. Please see the following images below for an image of the certificate received by students who successfully complete the exam and statistics on student success in achieving the certification in three areas. The test fee thus far has been absorbed by department funds, with the college sponsoring the 2020 program. The certification exam was first offered in Spring (May) 2018.



# Microsoft Office Specialist Expert

Manuela [REDACTED]

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Expert for



**Office Excel® 2016 Expert**

Office Excel® 2016  
Office Access 2016  
Office Excel® 2016 Expert

Date of achievement: April 4, 2019  
verify.certipoint.com wbJSr-FMpx

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist Expert

<b>SF State MOS Exam Results</b>				
Score needed: 700 points / 1000 (70%)				
				
<b>MOS Certified Individual Students:</b>				
195				
<b>Microsoft Office Specialist (MOS)</b>	<b>Taken</b>	<b>Passed</b>	<b>Passing Rate</b>	<b>Highest Score</b>
Excel Specialist Exam (Core)	306	192	62.75%	1000 (3)
Excel Expert Exam (Advanced)	53	15	28.30%	925
Access Specialist Exam (Core)	117	38	32.48%	1000
<b>Total</b>	<b>476</b>	<b>245</b>	<b>51.47%</b>	
Last update:		Contact: Daniel Ciomek		
2/6/2020		<a href="https://faculty.sfsu.edu/~dciomek/">https://faculty.sfsu.edu/~dciomek/</a>		
<b>Finance Major Jeffrey Ng Receives Microsoft Award</b>				
<a href="https://cob.sfsu.edu/news/post/Finance-Major-Receives-Microsoft-Award">https://cob.sfsu.edu/news/post/Finance-Major-Receives-Microsoft-Award</a>				
<b>Hong Qin Wu awarded 1st place in the Microsoft Office Specialist State Championship Qualifier</b>				
<a href="http://cob.sfsu.edu/news/post/Finance-and-Decision-Sciences-Major-Receives-Microsoft-Award">http://cob.sfsu.edu/news/post/Finance-and-Decision-Sciences-Major-Receives-Microsoft-Award</a>				

## 5. Staffing and student performance

ISYS 363 is offered in three different types of sections- a large mass section, an online/hybrid section and several independent in class sections. The following table shows the distribution of ISYS 363 in seven different sections that are being offered in the current semester (Spring 2020).

Section Number	Mode of delivery	Enrollment	Instructor
1	Large Face to face section	148	Ciomek
2	Online/hybrid	420	Ciomek
3	In class	33	Ciomek
4	In class	31	Isik
5	In class	33	Giambattista
6	In class	32	Sikder
7	In class	37	Giambattista

Daniel Ciomek, a full time adjunct faculty with a three year appointment, instructs an overwhelming majority of the ISYS 363 students. Everyone else on this list are adjunct faculty. However, tenured and tenure track faculty usually teach a couple of sections. Although the current semester is unusual without any TT instructors in ISYS 363 (with one Presidential Award and one abrupt retirement), they always comprise a small part of the ISYS 363 instructors. This is because TT faculty teach graduate courses (mostly MSBA) and undergraduate major courses that adjunct faculty are not equipped to teach. We anticipate severe constraints in our teaching of ISYS 363 and all IS courses if our recruitment requests are not fulfilled in the near future.

The table in the appendix shows the grade distribution across different instructors since Fall 2012 and DFW distributions. We have also included the grade distribution from various instructors in the appendix.

## **COURSE OUTLINE**

I. **COURSE NUMBER AND TITLE:** ISYS 363 Information Systems for Management

II. **COURSE DESCRIPTION:** Prerequisites: ACCT 100, AND ISYS 263 or their equivalents.

This is a survey course with one major objective- to develop an understanding of Information Systems (IS) concepts used in enhancing strategic and operational business goals. The course will survey major areas of IS and establish the relevance of these areas from a business perspective. The foci of the course will revolve around three issues, namely, IS for management decision-making, IS development from a managerial perspective and IS applications used to develop solutions to business problems.

III. **EFFECTIVE DATE:** Fall 2020

IV. **COURSE OBJECTIVES:** Upon completion of this course the student should be able to

- A. Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies.
- B. Understand the types of decisions that can be supported by computer-based MIS applications.
- C. Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce.
- D. Perform the requirements analysis for an MIS application and evaluate existing software solutions.
- E. Understand the development process of microcomputer applications to solve business problems.
- F. Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics.
- G. Work and communicate with data processing professionals in the development of IS.
- H. Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics.

V. **COURSE CONTENT:** (12 weeks)

- A. (1 week) Information Systems in Global Business Today, Global E-Business and Collaboration
- B. (2 weeks) Information Systems, Organizations, and Strategy, Ethical and Social Issues in Information Systems
- C. (2 weeks) IT Infrastructure and Emerging Technologies, Foundations of Business Intelligence: Databases and Information Management, Telecommunications, the Internet, and Wireless Technology.
- D. (2 weeks) Securing Information Systems, Cybersecurity, Achieving Operational Excellence and Customer Intimacy: Enterprise Applications,
- E. (2 weeks) E-Commerce: Digital Markets, Digital Goods, Managing Knowledge
- F. (1 week) Enhancing Decision Making, Building Information Systems



- G. (1 week) Managing Projects
  - H. (2 weeks) Spreadsheets
  - I. (1 week) Database software
- VI. **PREREQUISITE KNOWLEDGE:** General knowledge of information systems and how they are used in a business environment. Basic knowledge of Accounting.
- VII. **TEACHING METHODS AND MATERIALS:**  
METHODS: Lecture, class discussion, problem solving, computer laboratory activity, case discussion, and homework.  
TEXTS: Appropriate textbooks based on selected tools and libraries. Online resources.
- VIII. **GRADING:** Quizzes, exams, assignments, group projects, presentations, and class participation.

## **Appendix B: BSBA Program Learning Goals and Objectives**

(Revised December 7, 2012)

- I. Students have basic competencies in business related disciplines.
  - (a) Students will demonstrate the discipline-based knowledge in accounting, economics, finance, information systems, international business, management, marketing, operations, and statistics.
  - (b) Students will demonstrate the ability to integrate the knowledge of different functional areas into effective business solutions.
- II. Students demonstrate effective communication skills.
  - (a) Students will create well-written documents on a business topic;
  - (b) Students will deliver an effective oral presentation on a business topic.
- III. Students demonstrate the ability to analyze business situations.
  - (a) Students will solve business problems using appropriate quantitative and analytical techniques and technologies;
  - (b) Students will demonstrate the ability to identify and analyze alternatives in a business context;
  - (c) Students will demonstrate the ability to articulate and defend a course of action.
- IV. Students develop team skills that facilitate achievement of organizational goals.
  - (a) Students will work effectively in culturally and ethnically diverse teams demonstrated by the ability to contribute to the team's performance, interact positively with teammates, keep the team on track, maintain high standards for team performance, and by having the necessary knowledge, skills, and abilities to help the team succeed.
- V. Students understand the ethical issues related to the operation of business including sustainability.
  - (a) Students will identify key concepts in business ethics;
  - (b) Students will recognize the ethical dilemmas in specific business cases;
  - (c) Students will analyze how ethical issues can affect the interests of different stakeholders;
  - (d) Students will propose a business solution to the ethical dilemmas;
  - (e) Students will be aware of sustainability issues in business.
- VI. Students understand the issues related to the operation of global business
  - (a) Students will recognize the relevant global issues including legal, political, social and cultural factors in specific management situations;
  - (b) Students will analyze the impact of the global issues such as legal, political, social and cultural factors in specific management situations;
  - (c) Students will demonstrate the ability to propose business solutions based on the analysis of global issues including legal, political, social and cultural factors.

## **Appendix C: Course Syllabuses from Recent Semesters**

# ISYS 363 - Information Systems for Management

## Course Syllabus - Spring 2020

### Course Description

A comprehensive study of the use of Information Systems (IS) for management decision making; an examination of traditional information systems development from the end-user's perspective; the use of application software to develop individual applications that solve business problems.

### Course Student Learning Objectives (SLOs)

Upon completion of this course the student should be able to:

- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies.
- Understand the types of decisions that can be supported by computer-based MIS applications.
- Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce.
- Perform the requirements analysis for an MIS application and evaluate existing software solutions.
- Understand the development process of microcomputer applications to solve business problems.
- Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics.
- Work and communicate with data processing professionals in the development of IS.
- Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics.

### Instructor

My name is Louie Giambattista. Office hours will be on Mondays from 5-6pm, Tuesdays from 4:30-6:30pm, and Thursdays from 2:30-3:30pm in BUS 208A. For private matters or urgent matters that arise after class you should email me at [lgiambat@sfsu.edu](mailto:lgiambat@sfsu.edu). I do not check emails on weekends, holidays or breaks.

### Textbooks & Materials

The required course materials can only be purchased online directly from Pearson publishing at <https://www.myitlab.com/>. It is a discounted customized package for \$90. You need to enter your student ID in MyLab IT after registration: <https://tutorials.dcio.cc/l/student-id>. You need your own set of the material to complete the assignments. You cannot share the software access with another student. All other class material will be distributed via iLearn.

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You will also need access to a copy of Microsoft Excel and Access. You can either purchase your own copy, use the labs on campus, or LabSpace which is provided for free on campus.

You will be allowed to access the eBook package for two weeks without paying for it. If you have any financial or financial aid considerations please make sure you resolved them before your two-week trial period is over. If you don't pay for the access before your trial period is over you will lose access to the course material and you will not be able to complete the assignments. If you lose access and then later rejoin your prior work will be saved, however you **will not** get the opportunity to complete the work you missed.

#### **MyLab IT MIS Reading Homework**

The reading platform for the "Information Systems Today" (IST) by Valacich eBook is called "MyLab IT". Questions regarding these chapters will need to be answered before the due date. These are called "IST Homework" in the system. They must be completed and submitted by 11:59 p.m. on Monday of the week due. Late submissions are a 20% penalty for every day late. 12:00am is 1 day late! The lowest grade of these assignments will be dropped.

#### **MyLab IT Access & Excel Simulation Assignments**

There are chapters in the MyLab IT eBooks to read covering parts of MS Access and MS Excel. The corresponding training simulation assignments for these chapters need to be completed. These assignments must be completed and submitted by 11:59 p.m. on Monday of the week due or they are late. Late submissions result in a 20% penalty for every day late. 12:00am is 1 day late! The lowest of these grades will be dropped.

#### **MyLab IT Access & Excel Individual Project Assignments**

The MyLab IT individual projects require you to actually use MS Access 2016 and MS Excel 2016. These projects correspond with the MyLab IT Access/Excel eBook chapter and the simulation trainings. These MyLab IT projects assignments must be completed and submitted by 11:59 p.m. on Monday of the week due or they are late. Late submissions result in a 20% penalty for every day late. 12:00am is 1 day late! The lowest of these grades is dropped.

#### **Midterm Exams**

There are midterm exams given during the semester. Exam are closed book. You must complete the exams individually (no collaboration whatsoever) during the assigned date(s) and scheduled time period(s). The quizzes will focus on topics covered in the Valacich text book and use the multiple-choice, true/false and short answer format. Quizzes will be administered in the computer lab in BUS 214 or similar. All quizzes will count towards your

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final grade, no scores will be dropped. Missed exams count as a zero. For each exam, you will have 2.5 hours. Late arrivals will not be given extra time to complete the exams. You must take the exams during class time. Material talked about during lecture, including videos may be on the exam. Any student caught cheating during a quiz will receive a zero.

#### Final Exam

The final exam will be administered in a proctored computer lab during finals week (BUS 214 or similar). The final exam is comprehensive and will cover the Valacich IST textbook course content of the entire semester. You will have 2.5 hours to complete the exam. Late arrivals will not be given extra time to complete the exam. You must take the exam during class time. Any student caught cheating during a exam will receive a zero. **No late or make-up final exam.**

#### Nota bene:

All assignments will be submitted electronically with the book on the publisher's website. There are several technical things that could go wrong while trying to get an account like: accessing an account, "glitches" (I don't know what they are but they happen all the time), error messages, can't log into MyLab, can't open files, slow computer response time, slow customer service response time, etc. If you encounter a technical problem for any reason:

**DO NOT CONTACT ME! Call Customer Support at: 1.800.360.5926**

Customer support is trained and equipped to handle all technical issues. They are the most knowledgeable people with the applications and systems. If you try and contact me you will slow down the process of getting your issue resolved. Also, all the assignments are due on Sunday nights and I don't access my emails on the weekends so I won't read the emails until after the due date. However, please don't ask them to extend due dates, correct iLearn gradebook issues, or conceptual questions about Excel. They cannot help you with that. Contact me for those types of issues.

Most of the technical issues will be resolved before you get off of the phone with customer services. However, in the rare instances when that does not happen, they will assign you a ticket number which describes the problem and acknowledges that the problem has not been resolved. If that happens then email me with the ticket number. I will follow-up with customer support to get the issue resolved.

If you have a ticket that takes more than 48 hours to resolve, then I will consider giving you an extension to submit late homework for credit. So please consider the timing of all this. To get this exemption you must have a ticket generated and unresolved no later than the Friday before the assignments are due.

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**Grading**

The various course activities will contribute to your grade as follows:

MyLab IT MIS Reading Homework	10%
MyLab IT Access & Excel Simulation Assignments	20%
MyLab IT individual grader projects	20%
Midterm Exams	30%
Final Exam	20%

The lower limits for letter grades will be no lower than: A=93%, A-=90%, B+=87%, B=83%, B-=80%, C+=77%, C=73%, C-=70%, D+=67%, D=63%, D-=60%, F=<60%. **Grades will not be rounded up.** So please do not ask me to round-up your score at the end of the semester. Please.

In other words, there is no curve; your grade will depend only on how well you do, not on how well everyone else does.

Individual grades must be manually transported (by me) from the publisher's grade book to the iLearn gradebook. There will delay from the assignments final due date to get the grade transferred to iLearn. After I transfer the grades. I will post a message on iLearn letting everyone know.

Incomplete grades will be granted only for dire medical or personal emergencies and only if your work up to that point is satisfactory up to that point.

**Medical Exceptions**

Graded assignments will only be allowed to be turned in late for credit if you have a signed document from a licensed physician for medical reasons. The document must include the time period that you were not able to do the school work. Please do not include the medical reason in the document. Also, I must receive the document within a week after your recovery. That is, within a week after the last day that is noted on the document you submit. If it is not submitted within that week then you will not get the opportunity to complete the work missed. Please do not ask me to consider giving you credit for a late assignment without a medical reason. Please.

**Disability Access (Disability Programs & Resource Center, DPRC)**

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building (SSB 110) and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email (dprc@sfsu.edu). You will need to provide the instructor a letter from DPRC stating your recommended accommodation needs. More information can be found at <http://access.sfsu.edu/home>. Quizzes and finals can be taken at

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proctored DPRC facilities, but require advanced scheduling.  
<http://www.sfsu.edu/~dprc/testproc.html>

**Accessible Technology Initiative (ATI.)**

SF State, along with the California State University system (CSU), is committed to creating a culture of access for an inclusive learning and working environment that ensures all campus information resources and technologies are fully accessible to persons with disabilities. This commitment has been codified at the system wide level resulting in the Accessible Technology Initiative (ATI.) <http://access.sfsu.edu/ati>

**Student Disclosures of Sexual Violence**

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing [vpsaem@sfsu.edu](mailto:vpsaem@sfsu.edu) or calling 338-2032. To disclose any such violence confidentially, contact: The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/); Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>

For more information on your rights and available resources:  
<http://titleix.sfsu.edu>

**I reserve the right to change any of these policies as necessary during the semester and will inform you of any changes.**



## **ISYS 0363-05 - Information Systems for Management, Spring 2020**

### **Room BUS 128**

#### **Instructor: Gizem E. Isik**

Office Hours: 6:00-6:30PM, Wednesdays (BUS 208A)

Email: [geisik@sfsu.edu](mailto:geisik@sfsu.edu)/cc: [elenur8@gmail.com](mailto:elenur8@gmail.com)

Website: iLearn

### **ISYS 363: Information Systems for Management Course Syllabus**

**CourseDescription:** This course is an introduction to computer applications and information systems for business management. Topics covered in the course include an intro to information systems concepts and structure; the impact of information systems on the competitive advantage of businesses; the role of the Internet and networks in organizations; how organizations develop, acquire, and implement information systems; the ethical, criminal, and security issues organizations face when using information systems; basic personal computer applications including spreadsheet, database, and internet applications; characteristics and examples of different types of information systems including individual, workgroup, organizational, interorganizational, and international information systems; information system development; and end-user application development.

**Objectives:** By the end of this course you should have a general understanding of information systems in organizations and the role that information systems play in the operations and management of organizations. You should be able to identify and communicate information system needs at different levels of an organization. You should be able to use information technology to solve problems for a variety of common business situations.

**Prerequisites:** Satisfaction of the graduate business program's prerequisite in mathematics. No previous knowledge of information systems or information technology is assumed in the course.

**CourseProcess:** Class sessions will be devoted to lecture, discussion, and questions. You will be expected to complete the reading assignments for each class session before the class and be prepared to enter into discussion about the readings. You will be expected to attend all classes and to participate actively in class discussions. Tape recording of class sessions is not allowed.

**OutofclassAssignments:** An essential part of this course is the completion of a number of information technology-based assignments. Most of the assignments involve the use of personal computer application software.

The following policies apply to all out of class assignments:

1. Each assignment is due at the beginning of class on the date due. Late assignments will be accepted up to one week after the due date with up to 20% penalty. No assignment will be accepted more than one week late.

2. No assignment will be accepted by e-mail or fax. All assignments must be turned in on paper unless otherwise noted in the assignment.

3. All assignments must work essentially correctly with the supplied data.

**Academic Honesty:** All work in this course must represent **the individual effort of the student**. You may study together and help each other understand the topics of the course, but you may not help each other with the out of class assignments and examinations. You may not discuss your assignment with another student or show your assignment to another student. Except for the team project, you may not work with other students on assignments. Any copied or cooperative assignments will result in disciplinary action for all students involved. Any cheating on exams will result in all students involved receiving 0 points on the exam and a report on all students involved will be made to the Student Discipline Officer. See the section on "Student Conduct/Discipline" in the SFSU Bulletin for the consequences of inappropriate conduct by students.

**Team Project:** In addition to the computer assignments, you are required to complete a project in which you design and develop a simple computer information system for a real or hypothetical organization.

You are to work in teams of three or four students on this project. Each team will have to select an organization, analyze the organization's requirements, and design an appropriate information system to meet the organization's needs, and implement the system using Access. Each team will have to prepare a written report and presentation using PowerPoint on their project. Details of the project requirements will be discussed later in the class. A printed copy of the report is due at the beginning of class. (No late projects allowed.)

**Examinations:** There will be two exams during the semester. The first exam will cover about 40% of the course material and the second exam will cover about 60% of the remaining material. The tentative dates for the exams are shown on the schedule. No make-up exams will be allowed except for extraordinary situations and only with prior approval.

**Grading:** You will receive a cumulative grade for all out of class assignments. Each team member will receive the same grade on the project. Tentatively, the exams, assignments, and team project will be weighted as follows:

Exam I 25% Exam II 35% Assignments 10%

Team project 20% Team Presentations 10%

Letter grades will be assigned based on a curve. The curve will be no higher than the following:

Class participation and grade trend may also be considered for students who are on the borderline between two grades. Note: Incomplete grades will only be allowed in accordance with SFSU and College of Business policies.

**Computer Lab:** All computer and network hardware and software necessary to complete this course is provided in the College of Business Computer Lab. This lab can get very crowded at times so you should plan on working ahead on assignments.

Because of the lab conditions it is strongly recommended that you have access to a personal computer with the required software off campus. The software we will use this semester includes Excel and Access (any version will do). You will also need browser software (e.g., Internet Explorer) and e-mail access capability. In addition, you should have word processing software such as Word.

**RequiredText:** O'Brien, James A., *Management Information Systems*, 7th Edition, Irwin McGraw-Hill, 2004. Note: This book is also on reserve in the library.

**OptionalTexts:** Depending on your background, you may find it helpful to have books on Excel and/or Access. You can use any book you want, or no book if you feel that you know how to use the software adequately. Please note that I will not cover the mechanics of using this software in class; if you do not know how to use this software, you are responsible for finding a book or other resource to learn how.

**RequiredMaterials:** You must have a name card with your first and last name clearly written by the first class meeting. Your name must be readable by me from the front of the room and by other students in the room.

**RequiredTextforTeamPresentations:** Four readings on the course iLearn will be required for team presentations.

- ❑ Team A: Case Study 1-2: Google, *Managing & Using Information Systems, A strategic Approach [The Information Systems Strategy Triangle]*
- ❑ Team B: Case Study 5-2: Boeing 787 Dreamliner, *Managing & Using Information Systems, A strategic Approach [Information Systems for Managing Business Processes]*
- ❑ Team C: Case Study: Target Security: A Case Study of How Hackers Hit the Jackpot at the Expense of Customers [*IT Security*]

93.0%-100% A	73.0%-76.9% C
90.0%-92.9% A-	70.0%-72.9% C-
87.0%-89.9% B+	67.0%-69.9% D+
83.0%-86.9% B	63.0%-66.9% D
80.0%-82.9% B-	60.0%-62.9% D-
77.0%-79.9% C+	0%-59.9% F

- ❑ Team D: Article analysis: Four strategies to capture and create value from big data. [Link: <http://iveybusinessjournal.com/publication/four-strategies-to-capture-and-create-value-from-big-data/>]

The teams will be required to turn in a written assignment before the class starts. The written assignment should answer all the case questions. During the class, the team will present their findings to the classroom. PowerPoint or other visual presentation aids are highly recommended. Please be prepared and do not read from slides/cards. No late presentations are allowed.

**In-person Office Hours:** I will be in the classroom to meet with students during the following hours. You can see me at 6:00-6:30PM on Wednesdays with an appointment. Please send an email request at least 2 Business days prior to your appointment.

**Electronic Office Hours:** I will answer e-mail from students throughout the week, including days that I am not on campus. I view this time as office hours in the same sense as my in-person office hours, only held electronically. You can contact me any time by e-mail regarding class topics, assignments, or other academic matters. I try to check my e-mail every weekday, even when I am not on campus, although occasionally that is not possible. I also often check my e-mail on weekends. If you send me an e-mail, you will not get an immediate reply, but usually will receive one within 24 hours. If you need an immediate reply you should see me or call me during my in-person office hours.

Do not send attachments with your e-mail. Because they take longer to open and because of the threat of viruses, I will not open attachments from students. Include anything you want me to read as text in the body of your e-mail. Do not send assignments by e-mail. I will not accept them, unless otherwise indicated in the assignment.

**Student E-mail Accounts** Each student must have an SFSU internet account. This account will be used for email and for a Web assignment that you will have later in the course. This account is free to students. If you do not have an SFSU internet account, go to <https://www.sfsu.edu/online/accounts.htm> to sign up for one. I will use your SFSU internet account for sending email. I will not send email to you at another account such as an aol or yahoo account. However, if you wish to use another account for email, then you must forward your email from your SFSU internet account to your other account. Instructions on how to forward your email can be found at <https://www.sfsu.edu/online/sfsuemail.htm>. You must complete setting up forwarding of your mail by September 15. After that date I will send a homework assignment by email to all students to be sure that their email accounts are active. If you do not get the email, you will lose credit on homework.

You must check your email regularly. Periodically I send material to all students by e-mail. You should check your e-mail account at a minimum at least twice a week.

**Accessibility/Disability Information:** Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The [Disability Programs and Resource Center (DPRC)] is available to facilitate the reasonable accommodations process.

The [DPRC] is located in the [Student Service Building and can be reached by telephone (voice/TTY 415- 338-2472) or by email ([dprc@sfsu.edu](mailto:dprc@sfsu.edu)).” (<http://www.sfsu.edu/~dprc>)]

**Title IX Statement:** SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination.

If you disclose a personal experience as an SF State student, the course instructor is required to notify the [Dean of Students]. To disclose any such violence confidentially, contact:

[The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)]

[Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>]

For more information on your rights and available resources: [<http://titleix.sfsu.edu>]

### Tentative Schedule and Reading Assignments

<b>Week</b>	<b>Date</b>	<b>Topic</b>
1	29-Jan	Syllabus Introduction to IT and IS
2	5-Feb	Strategic Impact of Information Systems Spreadsheet design <b>Reading: O'Brien, Ch 1</b> <b>Reading: O'Brien, Ch 2</b>
3	12-Feb	Introduction to database Data Management <b>Reading: O'Brien, Ch 5</b>
4	19-Feb	Database modeling and design with ERD - <b>Team A: Case Study 1-2: Google, Managing &amp; Using Information Systems, A strategic Approach [The Information Systems Strategy Triangle]</b>
5	26-Feb	Database modeling and design with ERD
6	4-Mar	Exam I Prep - <b>Team B: Case Study 5-2: Boeing 787 Dreamliner, Managing &amp; Using Information Systems, A strategic Approach [Information Systems for Managing Business Processes]</b>
7	11-Mar	Exam I: O'Brien - Ch 1, 2, 3, 4, 5
8	18-Mar	Database implementation Using MS Access Database query language

9	25-Mar	Spring Recess - No Class
10	1-Apr	Enterprise IT Infrastructure: Data Communications and Networks Enterprise and Global Management of Information Systems <b>Project Proposals</b> <b>Reading: O'Brien, Ch 6, 8 &amp; 14</b> Assignment 1
11	8-Apr	Business/IT Strategy Security and Ethics in Information Systems Assignment 2 - <b>Team C: Case Study: Target Security: A Case Study of How Hackers Hit the Jackpot at the Expense of Customers [IT Security]</b> <b>Reading: O'Brien, Ch 11 &amp; 13</b>
12	15-Apr	Creating website and e-commerce management <b>Reading: O'Brien, Ch 9</b>
13	22-Apr	Big Data & Business Intelligence
14	29-Apr	Big Data & Business Intelligence cont. - <b>Team D: Article analysis: Four strategies to capture and create value from big data. [Link: <a href="http://iveybusinessjournal.com/publication/four-strategies-to-capture-and-create-value-from-big-data/">http://iveybusinessjournal.com/publication/four-strategies-to-capture-and-create-value-from-big-data/</a>]</b>
15	6-May	Project Review and Teamwork
16	13-May	Last Day
17	20-May	Final Exam



# Information Systems for Management (ISYS 363)

## Course Syllabus

Fall 2019

Sections 06 and 08

**Nasser Shahrabi, Assistant Professor**  
College of Business, Information Systems Department

**Email:** [nassersh@sfsu.edu](mailto:nassersh@sfsu.edu) | **Office:** BUS 305

**Web:** <http://cob.sfsu.edu/contact/directory/entry/nassersh>

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## General Information

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### Class Time & Location

- This class will be conducted in the computer lab determined and announced on ilearn.
- You should ONLY participate in your own (registered) section/hours. Switching between sections is NOT possible!

### Office Hours & Contact Info

**Office Hours:** M 11:30-12:30; 3:00-4:00 pm.

**Location:** BUS 305

**Email:** [nassersh@sfsu.edu](mailto:nassersh@sfsu.edu)

**Web:** <http://cob.sfsu.edu/contact/directory/entry/nassersh>

**IS department:** <http://is.sfsu.edu>

**\*Important:** Please note that attending the first 2 weeks of the class is mandatory! Those who fail to attend the first two weeks or more than two nonconsecutive sessions classes throughout the semester will be administratively dropped!

### Prerequisites

- **ACCT 100 and ISYS 263 or their equivalents are prerequisite for this course. \***

\* NOTE 1: All students (and specifically the transferred students) are strongly advised to make sure that their grades for the above pre-requisites are updated in the

SFSU system. In case your grades are not updated in SFSU portal, please consult with student services located at the COB 1<sup>st</sup> floor; otherwise you will be administratively drop out of the class by the system. Please also be advised that concurrent registration of this course and the prerequisites are not permitted!

\*NOTE 2: ONLY ACCOUNTING MAJOR STUDENTS can take ACCT307 instead of ISYS 363. Visit student services for more information!

## Course Description and Learning Objectives

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Information technology/Systems (IT/S) plays a key role in today's business. Organizations are investing millions of dollars annually in different IT (e.g., PCs, network, Internet, databases, information systems) due to the significant impact of these technologies on their operational and strategic performance. They enable organizations to automate and integrate business processes, to organize and store massive amount of data, to coordinate and improve operations, to optimize inventory management, to plan production, and to better understand the market and customers. Nevertheless, the management of IS is *per se* a big challenge for organizations. A major part of the IS management in organizations directly falls in hands of functional managers, no matter of their functional area (e.g., Marketing, Finance, Human Resources, Operations, Procurement, and Logistics.) This necessitates functional managers to have a good understanding of the role of IS in their functional areas.

In light of that, ISYS 363 is designed to provide the essential IT/S management knowledge, skills, and competencies to functional managers enabling them to contribute to IT/S management in their organizations. Some topics covered in this course include information systems concepts and structure, the impact of information systems on the competitive advantage of businesses, the role of different information systems in automating, transforming and integrating organizational processes, strategies to obtain and acquire new information systems, and the issues surrounding the design and development of information systems.

### Learning Objectives and Outcomes

Upon completing this course, you are expected to be able to:

- Understand the strategic role of IT in today's organizations and business environment.
- Know the relevant IT concepts and terminologies that you need in your future working environment.
- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies.
- Understand the types of decisions that can be supported by computer-based IS.
- Describe the IS applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce.
- Understand the process of IS solutions selection and acquisition.
- Understand the process of IS application development and manage the problems associated with the design and development of information systems.
- critically assess and diagnose the opportunities that IS can create for organization.
- Perform the requirement analysis for an MIS application and evaluate existing software solutions.
- Use contemporary organizational software in areas such as spreadsheets, data management systems, ERPs, etc.

### Learning Strategies

This course is designed based on experiential and active learning pedagogical approach, in which students are actively participate in different activities inside and outside of the classroom and will be exposed to an array of several instructional tools and pedagogical techniques, including class presentations, articles and case studies, hands-on experience, pedagogical multi-media and technology simulations (MyITlab.com & SAP ERPsim). The problems and simulations introduced

will be used to contextualize the methods and IT artifacts used by a functional manager in today's organizations. Through this approach, students will be expected to develop the required skills in order to diagnose the problem, to design the solution, to generate options for technology selection, and to integrate these solutions on a technical and organizational level. Also, self-learning modules have been designed for each session to familiarize students with the core concepts and topics that will be discussed in each class. These modules are designed in the form of texts and videos. The students are expected and strongly advised to review these modules before class.

## Course Materials & Textbooks

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For this class, we are going to use software simulations, eBooks, training videos, graded testing, and projects. All the course materials are online and can be purchased through the publishers' websites at a discounted rate for the students of this class. For purchasing the materials, you'll need to directly contact and go through the publishers' portals. The information on how to purchase the books and access the simulation games (SAP ERPsims) will be shared in class and on iLearn. For this course, we are using one content book and two software books (Excel and Access), provided by *ERPsims Lab* and *Pearsons publishing*:

- 1. Information Technology in Organizations - eBook powered by ERPsims Lab,**  
□ Electronic access can be found online and upon your registration at <http://eprsim.hec.ca>  
\*Please see iLearn for the registration guide.
- 2. Microsoft Access 2016 Comprehensive - eBook by Mary Anne Poatsy**  
□ Electronic access can be found online and upon your registration at **MyITLab.com**  
Book info: <http://tturl.net/2a7hBnU>  
\*Please see iLearn for the registration guide.
- 3. Microsoft Excel 2016 Comprehensive - eBook by Mary Anne Poatsy**  
□ *Electronic access can be found online and upon your registration at MyITLab.com*  
Book info: <http://tturl.net/2a2iOKs>  
\*Please see iLearn for the registration guide.

**\*Note: Please note that registration on ERPsims and MyITLab.com is Mandatory for all students!** Guidelines on how to register on MYITlab.com can be found on iLearn! Please contact the support teams of the publishers if you have any problem or issues regarding your registration.

**\*Note: Please use your SFSU email address and ID for registering on MyITLab and ERPsims Lab. The submission and grading of all your Excel and Access assignments will be ONLY possible through MyITLab.com and will be automatically graded by the system! So, failing to timely register for the course on these portals will result in losing points for the assignments and the simulations activities.**

## Assigned Readings and Assignments

There are online chapters, assignments, instructional videos, and simulations that are assigned for each session. Please see the class schedule and MYITlab for more information. The students are expected to read the assigned chapters and be well-prepared before each class.

Detailed information regarding the Excel and Access assignments will be shared in class and must be followed on MyITlab.com.

## **Student Attendance, Add/Withdraw, Class Ethics!**

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This is **NOT** an online or hybrid course. Therefore, the student's attendance and active participation in **ALL** sessions of the class are mandatory. You also need to make yourself available for collaboration with your group for the group project, either in-person, or via online collaboration/meeting software <https://sfsu.zoom.us/>. **Failing to do so negatively affects your grade for group assignments or projects!**

You are required to read/watch/complete the appropriate class material prior to class, and to be able to discuss the material. Each week, expect to spend an additional 3 hours per class hour on homework, readings, or assignments (on average 9 additional hours per week). The presentation slides are available on iLearn, subject to revision. Updated versions of the slides used during the lecture will be posted after the lecture.

You are expected to come to class prepared, on-time, and pay attention to the class materials. You are also strongly encouraged to participate and engage in the class discussions and inputs. Playing games on your gadgets, talking or texting on your phone, chatting with your fellow students, eating, and/or sleeping during class, etc. is unprofessional, and most likely a waste of your time and money. If you need to make a phone call or send texts/emails during class time, please do it during the break or leave the room quietly so it does not negatively impact the class experience for fellow students.

### **Adding, Dropping, Withdrawing & Credit/No Credit (CR/NC)**

**The first session is dedicated to explain you the syllabus and expectations from this class. Also, we will specify teams in this session. If you miss the first session, you will be administratively dropped from the class to free up space for the students in the course waiting list.**

\* Please note that faculties may administratively drop students who do not attend class or satisfy course requisites. If you are attempting to add the class, you must enroll by **the identified date in the SFSU academic calendar**. You will not be permitted to add the course later even if you have taken all quizzes and otherwise completed all course requirements. **If you receive an add permit number, you will need to use it within 24 hours**. You will be administratively dropped from the course if you attempt to register using the old permit code after that timeframe.

**Students are responsible for dropping the class.** You can drop without penalty within the first two weeks. You can also change to the **Credit / No Credit** option later, or **withdraw** from the course. Please be advised that the university policy is that withdrawals are permitted only for serious and compelling reasons. In addition, policy prohibits students from withdrawing from the same course more than once for any reason. See deadlines, explanations and forms: <http://bit.ly/1mZMoWy>

## Course Outline and Schedule

Note: The course outline is subject to revision during the semester! Please follow ilearn for the updates!

Week	Topics and Content	Readings and Assignments	Notes
Week 1: <b>Aug 26</b>	- <b>Introduction to the course:</b> (Overview of the content, Syllabus, assignments, expectations and evaluations criteria.)	<u>Readings:</u> see ilearn <u>Assignment:</u> Submit teams & topics !	* Students presence is Mandatory!
Sep 2	<b>Labor Day</b>		No class
Week 2: <b>Sep 9</b>	- <b>Application of IS in Today's business-</b> <b>Part 1-</b> Enhancing the business processes	<u>Readings:</u> See ilearn	* Card activity * Students presence is Mandatory!
Week 3: <b>Sep 16</b>	- <b>Application of IS in Today's business</b> - <b>Part 2-</b> Enhancing decision making - <b>Introduction to SAP ERPSIM</b> (logistics game-intro)	<u>Readings:</u> See ilearn <u>Assignment:</u> Assignment 1- see ilearn	* Students presence is Mandatory -In class Quiz
Week 4: <b>Sep 23</b>	- <b>Introduction to SAP ERPSIM</b> (logistics game-full)	<u>Readings:</u> See ilearn	- Students presence is Mandatory! -ERPSim Game
Week 5: <b>Sep 30</b>	- <b>Strategies to Acquire IS:</b> (Buy, Build, Open source, Outsource)	<u>Readings:</u> See ilearn	
Week 6: <b>Oct 7</b>	- <b>Strategies to Acquire IS:</b> (Buy, Build, Open source, Outsource)	<u>Readings:</u> See ilearn	* Students presence is Mandatory!
Week 7: <b>Oct 14</b>	<b>Midterm/ ERPSim</b>		No lecture
Week 8: <b>Oct 21</b>	- <b>Emerging topics and technologies</b> (big data and analytics)		* Student Presentations

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Week 9: <b>Oct 28</b>	<b>- Introduction to Business Analytics</b> (MS Excel 1- Intro to Pivot tables and BI)	<u>Readings:</u> See ilearn and My ITLab (MSE Ch1-4) <u>Assignment:</u> Excel assignment Ch 1-4 (see MYITLab.com)	* Excel Grader Projects- part 1
Week 10: <b>Nov 4</b>	<b>- Introduction to Business Analytics</b> (MS Excel 2- Intro to Dashboards and BI)	<u>Readings:</u> See ilearn and My ITLab (Excel Ch5- excel) <u>Assignment:</u> Excel assignment Ch5(see MYITLab.com)	* Excel Grader Projects- part 2
Week 11: <b>Nov 11</b>	<b>Veterans Day</b>		No Class
Week 12: <b>Nov 18</b>	<b>- Introduction to Business Analytics</b> (MS Access 1- Basics)	<u>Readings:</u> See ilearn and My ITLab (MSA Ch1-2) <u>Assignment:</u> MSA assignment Ch 1-2 (see MYITLab.com)	* Access Grader Projects
Week 13: <b>Nov 25</b>	<b>Fall Recess</b>		
Week 14: <b>Dec 2</b>	<b>- Introduction to Business Analytics</b> (MS Access 2- Queries)	<u>Readings:</u> See ilearn and My ITLab (MSA Ch3-4) <u>Assignment:</u> MSA assignment Ch 3-4 (see MYITLab.com)	* Access Grader Projects
Week 15: <b>Dec 9</b>	<b>-ERPSim Competition with Dashboard</b>		* Student presence is Mandatory!
Week 16: <b>Dec 16</b>	Final Exam: tbd	See ilearn	* Student presence is Mandatory!

ITO: Information Technology in Organization, Powered by ERPSim Lab

MSE: MS Excel book, (Poatsy)

MSA: MS Access book (Poatsy)



## Evaluation

Your evaluation in this class will be based on the following criteria:

• Assignment 1 (Business Process Modeling)	5%
• Assignment 2 (Emerging topics/student presentation)	10%
• In-class Quiz	10%
• Mid-Term Exam	10%
• Excel and Access assignments (MYITLAB)	20%
• ERPsim Competition	20%
• Final Exam	25%
	<b>100%</b>

## Final Grades

**>=70% (C-) is the passing grade for the class. This also applies to the selection of credit/no credit (CR/NC).**

Incompletes are not given except in extremely unusual situations. Proper documentation will be required. **Failure to complete course requirements by the end of the semester can result in a “Withdrawal Unauthorized” grade (WU) as determined by the instructor.** <http://bit.ly/1KgHfgO>

The following is the scale utilized to determine your final grades.

A	A	B+	B	B	C+	C	C	D+	D	D	F
>=	>=	>=	>=	>=	>=	>=	>=	>=	>=	>=	<6
93	90	87	83	80	77	73	70	67	63	60	0

**Note:** Questions regarding grades are usually best discussed in-person during office hours. For your own privacy, please do not post any questions indicating your individual grades on iLearn.

## Group Assignments and Presentation

This class is based on experiential learning approach and contains many group activities. The information regarding your group assignments and presentation will be shared in class and can be found on ilearn. The evaluations for the group projects will be done based on the performance of the group and each students’ individual contribution. Individual contributions will be assessed through a rigorous peer evaluation and will be used to calculate your individual grade for the group assignment and project.

## File Submission Guideline

All submissions should be done **ONLY** through ilearn or myITlab. **Assignments submitted by email will not be graded!** When submitting your assignments online, please follow the following directions and instruction for naming your files:

- 1) Filename:** [ISYS363]-[Assignment#]-[Section#]-[Group#(if it is group or your name if it is individual)]-Date.

E.g.: ISYS363- Assignment 1-04-G1-01-23-2017.docx

- 2) **All files must include a front page that contains:** full name(s), student ID(s), group# (if a group assignment).

### Individual assignments (Excel and Access)

For this course, you will learn the essential management tools with MS Excel and Access, including Pivot tables, Management dashboards, and Access Queries. Accordingly, there are individual assignments that should **be worked on and submitted individually**. Please see the course schedule and MyITLab for the details (due dates, etc.).

Excel and Access assignments can be accessed and should be submitted online, through **MyITLab.com**. Unlike your group assignments, your Excel and Access assignments are **individual** and require individual efforts. You are **only** allowed to work on their own files and are NOT allowed to share or distribute your work. Nor you are permitted to submit other people's solutions/files. **Any evidence of cheating or plagiarism will result in failing grades for all parties involved and will be reported to the university administration for further actions!** Please be advised that the MyITLab platform has a complex mechanism of detecting plagiarisms by embedding a unique identifier in each of the individual assignments (each person will be assigned their own files with a name tag). Therefore, each student has to download and turn in their own files. Otherwise, the system will detect it as an evidence of plagiarism and it can have serious consequences for the plagiarized students!

All assignments are being graded automatically by the system and the instructor cannot change or adjust the grades! It is the responsibility of the student to ensure that their MyITLab assignments are completed and appropriately uploaded. Please verify upon submission that your files have been completely uploaded and the score has been properly recorded in your MyITLab gradebook.

**Late submissions are not permitted or accepted.** So, please make sure you understand and know all the deadlines and submit your assignments before the deadlines. Letting the assignments for the last minutes can cause many problems for you such as missing deadlines for a last-minute technical glitch or other unexpected issues!

### Exams

The instructions and the time of your exams will be shared with you through ilearn or in class. All the exams will be **ONLY** taken in class. So, your presence during the exams is mandatory.

All quizzes and exams are closed book and must be taken individually. During quizzes and exams, you are not allowed to talk or share information with other students. Any use of personal electronic devices or computers is prohibited. Any evidence of not following these rules during a test will result in receiving a zero in the test. All individuals involved might be referred to the SFSU Student Discipline Office for further action.

**Note: Once fixed, the date and time of the exams will be equal for all students and no individual exams will be taken. So, please schedule your travel plans accordingly.**

## Appendix

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### Academic Integrity/Student Conduct

Academic integrity is the pursuit of scholarly activity free from fraud or deception and is an educational objective. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person, providing your work to another student, submitting work previously used without informing the instructor or tampering with the academic work of other students.

If the instructor determines that you have violated the student code of conduct, ALL PARTIES INVOLVED can be referred to the SFSU Student Conduct Office (OSC) for further action and all involved will receive a zero for that particular assignment in question. Please keep in mind that if a professor refers the matter to the OSC, the outcome on the matter has no bearing on the professor's final decision regarding grading. Please see the “San Francisco State University Academic Misconduct Policy” Appendix. **All students also are strongly advised to study the schools’ regulation on this subject:**

<http://conduct.sfsu.edu/standards>

<http://conduct.sfsu.edu/academic-dishonesty>

<http://conduct.sfsu.edu/plagiarism>

### Course Technology

This course uses multiple technology components and requires the student to have basic computer and Internet skills before registering for this course. Successful participation in ISYS 363 requires a reliable and fast broadband Internet connection and a current web browser. If you are running a firewall program on your computer, you might need to allow MyITLab upload & download privileges or results will not be credited. The MyITLab project assignments require the use Microsoft Excel 2016 and Access 2016 for completion, so you won't be able to complete the Access projects on an Apple computer by default. See Apple computer resources links in this document for alternatives. You will need to have a PDF Reader installed on your computer to view most documents. If you do not have a computer at home that meets the requirements, you will need to make the necessary arrangements for accessing one. Please see the computer resources section.

### iLearn

**iLearn:** iLearn is the SFSU “learning management system” (LMS) used for the course. It is an important component of the class and you should **frequently** log in and check for updates and any changes to the course schedule or updates to this syllabus. iLearn log-in is at

<http://ilearn.sfsu.edu/>

Please put a profile picture of yourself into your iLearn and write 2-3 paragraphs about yourself and your interests. It will assist the faculty member(s) and your class and group members in getting to know you and help make the discussion forum more lively and personal.

**Calendar:** The calendar in iLearn will provide you with the due dates and times of assignments and tests *for your convenience*. The schedule (as outlined in this syllabus) takes precedence in case of conflict or if the iLearn/MyITLab calendar does not display assignments and/or due dates correctly. If you see an error, please inform the instructor so it can be fixed.

**Other Course Materials:** iLearn will be used to distribute the syllabus, directions, assignments, presentation slides and additional course materials. Links to online videos and outside resources will be posted here as well.

**Gradebook:** All MyLab assignments and MyITLab grades are immediately graded and can be accessed in their respective platform. They will have to be manually transferred into iLearn by the instructor, which usually takes some time. So, please be patient in that regard.

**Tests and Quizzes:** Quizzes covering the textbook will be given on iLearn or MyITLab.

### Email Communication

The iLearn forum is the preferred methods of communication, and notifications and emails will be send to your SFSU Student email account. Students are responsible for frequently checking the SFSU email account and iLearn for any course information or scheduling changes. You are required to have an SFSU email account, as this is where all iLearn announcements will be sent. You are responsible for accessing your emails even if you opt to forward them to external accounts.

**Please see:** <http://tech.sfsu.edu/guides/student-email>

Any email message sent to the instructor should include your real name (both first and last), your section number, and contain a relevant subject. E.g. subject line: ISYS 363-[section 5 or 7]-“enter your subject here”.

iLearn/Email will be checked on Mon, Wed and Fri mornings. I usually respond within 48h, but might refer you back to the syllabus, the iLearn forum, posted videos, or other course documents if your question has already been covered. You might not get a reply if this item has already been covered repeatedly. Please be courteous and considerate in communicating via email. Emails won't be answered over the weekend.

### MyITLab

ISYS 363 helps you to expand your MS Excel 2016 and MS Access 2016 skills. This is facilitated through the help of the MyITLab software and the electronic books. There are MyITLab-based online training modules available embedded in the chapters in the Excel and Access books. You will need to read the chapters and complete the assigned training tutorials as well as the projects. Some assignments and quizzes will cover Access and Excel and will also use the MyITLab software.

### **MyITLab eBook & Training System Requirements:**

The MyITLab program requires a high-speed broadband Internet connection and a current browser.

- System requirements: Windows or Mac
- Check your browser setup: <http://www.whatismybrowser.com>
- MyITLab Help Document:

For technical problems, you are expected to contact Pearson technical support directly for resolution of any issues concerning your personal computer setup: Pearson Support:

### **MyITLab Individual Project Requirements:**

The MyITLab projects require MS Access 2016, MS Excel 2016 (PC), or Office for Mac 2016 (Mac). Any other (older) version will result in grading errors at your expense. MS Access simply does not exist for the Mac, only for Windows. *Please review the MyITLab Online Projects Best Practices:*

If you don't have the correct version of the software, or if you are using an Apple computer, please see the "Apple Computers" and "Computer Resources" sections in this document! For technical problems, you are expected to contact Pearson technical support directly for resolution of any issues concerning your personal computer setup.

## Technical Support

**If you have general questions or concerns, please consult with the SFSU student help desk in ADM 110. The SFSU bookstore also provides expertise, repairs and upgrade services. If you are experiencing technical support issues, you should contact the appropriate resource quickly on your own for resolution.**

Help yourself! Computer literacy and the basic ability to solve common computer issues on your own are a requirement of the modern work environment. You are required to ensure that you have the appropriate computing resources and that they are functional and work properly when needed. You are expected to safeguard your equipment with regular updates, antivirus software, and maintain regular backups.

It is your responsibility to make sure that you have (access to) the appropriate computer resources in working order to complete the coursework by the due dates. There are many online components to this course, thus you must have access to a computer with a fast and reliable broadband Internet connection in order to view the lectures, and to complete the quizzes, the graded assignments, or any other coursework.

Make sure your equipment is running fine, meets the requirements, and plan for failure/emergencies early on. Think about alternative options (worst case scenario) ahead of time. What if the computer breaks down or the Internet access does not work the night of the due date? What are your options? Do you know where to go? When are computer labs open? Can you tether through your phone?

## General Tech Support: Student Help Desk (ADM 110)

Information Technology Services (ITS) has a student Help Desk to assist you with computer related problems. **They are located in Administration 110 and their phone number is 415-338-1420.**

- ☞ Free for all SFSU students
- ☞ For all kinds of computer related questions and support
- ☞ Free Antivirus software and MS Office 2016 for all students
- ☞ Mon-Thu 8-6pm, Fri until 5pm
- ☞ [helpdesk@sfsu.edu](mailto:helpdesk@sfsu.edu)

SFSU Email instructions and configuration help: <http://tech.sfsu.edu/uguides>

### MyLab & MyITLab Support (Pearson)

For any question regarding MyISLab or MyITLab, you need to contact Pearson Technical Support:

What's my browser setup: <https://www.whatismybrowser.com>

Technical Support: <https://support.pearson.com/getsupport/s/>

Students Phone: [800-677-6337](tel:800-677-6337)

### iLearn, CourseStream, and LabSpace Support (AT in LIB 220)

Academic Technology (AT) provides support for iLearn, CourseStream and LapSpace.

**Visit them in the library building in LIB 220 Mon-Fri 8-5pm.**

You can contact them also at 415-405-5555, [ilearn@sfsu.edu](mailto:ilearn@sfsu.edu), or [labspace@sfsu.edu](mailto:labspace@sfsu.edu).

### Apple Computers and iOS

Most of the activities in this class can be completed on all types of computers. The biggest issues for Apple users are the MyITLab MS Access projects, which you won't be able to complete on a Mac by default.

**There is no version of MS Access for the Mac.**

There are a few alternative options provided by SF State:

- Complete these assignments on campus computer resources, e.g. in the computer lab (24/7)
- Rent laptops from the library for free and complete the assignments on them
- Use the SFSU remote login into labSpace and run virtual Excel/Access (<https://labSpace.sfsu.edu>)
- Use VMware Fusion & DreamSpark software as a virtual PC running Windows on your Mac

ISYS 363 students can obtain a free educational license of VMware Fusion virtualization software through the instructor. You can also download a copy of Windows 7, 8, and 10 as well as MS Access 2013 free of charge through the Microsoft eAcademy Program (Dreamspark) for educational use. It is not the responsibility of the instructor to help you with the installation and setup. The SFSU student help desk (ADM 110) can help you with the setup! Otherwise, see "LabSpace" under computer resources.

### Computer Resources

There are multiple computer resources on campus with different hours (24/7) and options. Please check ahead of time so you are familiar with your options in case of failure.

### ISYS 363 TA Computer Lab (BUS 214)

The ISYS 363/263 open computer lab in BUS 214 may be utilized for the class. The lab hours are to be defined and will be announced when available.

A teaching assistant (TA) will be present to answer questions, and to provide general guidance in solving problems with the assignments. You should read the chapters first, then complete the training assignments, and then start the projects. Read the project instructions and get started and ask the TA if you get stuck. The TA will not do the work for you or explain simple items if it appears you did not prepare!

More information regarding the TAs for this course will be provided through iLearn.

### Campus Computer Labs (BUS 209, Library)

- College of Business Computer Lab (BUS 209): <http://www.sfsu.edu/~buslab/bcllocation.html>
- SFSU campus computer labs: <http://tech.sfsu.edu/it/content/lab>
- Library Technology: <http://library.sfsu.edu/technology> Hours: <http://library.sfsu.edu/hours>

### Free Laptop Rental (Library)

You can rent out laptops at the SFSU Library for free: <http://library.sfsu.edu/laptop-checkout-0>

### Labspace (Virtual MS Office Access)

Academic Technologies (AT) provides virtual browser-based access (Labspace <http://at.sfsu.edu/labspace>) to a remote computer system. This enables you to remotely use MS Access 2016 and MS Excel 2016 through your browser, even from a Mac. A fast Internet connection is required. Enrolled ISYS 363 students have access. Demo in class. **Login at:** <https://labspace.sfsu.edu/> (use iLearn login)

For any questions and support please contact the iLearn helpdesk in LIB 220.

### Free Software (MS Office, McAfee Anti-Virus, VMware, DreamSpark)

SF State students are eligible to obtain MS Office 2016 Educational for free: <http://bit.ly/1ZoTONL>

SF State students are eligible to obtain Anti-Virus: <http://tech.sfsu.edu/guides/mcafee-antivirus-software>

Please check with the student help desk in ADM 110 for help.

### VMware Fusion & Microsoft DreamSpark (Windows on a Mac)

Microsoft has donated an academic alliance subscription to the College of Business at San Francisco State University. The ISYS department has purchased an academic license for VMware Fusion to run Windows on a Mac. Access is limited to the semester that you are taking certain ISYS classes. Your friends and family members are not eligible. Sample software from DreamSpark includes MS Project 2016, MS Visio 2016, MS Visual Studio 2016, MS Windows 8 & 10.

**There is no technical support provided!** This means that your password will not be resent to you, download attempts will not be reset, there is no assistance in downloading or installing the software and the initial login e-mail will not be resent. More info will be provided during the semester.



### Disability Access (Disability Programs & Resource Center, DPRC)

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The **Disability Programs and Resource Center (DPRC)** is available to facilitate the reasonable accommodations process. You will need to provide the instructor a letter from DPRC stating your recommended accommodation needs. The DPRC is located in the **Student Service Building (SSB 110)** and can be reached by telephone (**415-338-2472**) or by email ([dprc@sfsu.edu](mailto:dprc@sfsu.edu)).

More information can be found at <http://access.sfsu.edu/home>. Quizzes and finals can be taken at DPRC facilities but require advanced scheduling. <http://www.sfsu.edu/~dprc/testproc.html>

### The C.A.R.E. Program (Campus Escort Service)

The San Francisco State Campus Alliance for a Risk-free Environment (C.A.R.E.) is a student security team employed, trained, and supervised by your University Police Department. Team members will be available to escort you to and from your classroom, laboratory or office, to your car, or to your campus apartment.

<http://parking.sfsu.edu/care-escort-program>

Your C.A.R.E. Team members are available to serve you from sunset to midnight seven days a week. Regular University Police Officers will be available for escort service when C.A.R.E. members are not on duty. To arrange for your escort CALL 338-7200, then press -0-, and tell the dispatcher where you would prefer to be met. Please allow 10 to 15 minutes for C.A.R.E. to arrive.

### Student Disclosures of Sexual Violence

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the [Dean of Students].

**To disclose any such violence confidentially, contact:**

The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)

Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>

For more information on your rights and available resources: <http://titleix.sfsu.edu>

### SFSU Policy: Observance of Religious Holidays

The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester. If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

### Advising - Student Services Center (CoB)

**Student Advising @ College of Business Student Services Center**

**Business Building, Room BUS 112**

Monday through Friday, 8 a.m. – Noon, 1 – 5 p.m.

[cobssc@sfsu.edu](mailto:cobssc@sfsu.edu) | Phone: (415) 405-3531

<http://cob6.sfsu.edu/cob/undergrad>

## San Francisco State University Academic Misconduct Policy

San Francisco State University College of Business (SF State CoB) regards incidents of academic misconduct as serious matters. The following explains what academic misconduct is and outlines the consequences of academic misconduct.

### A. Academic Misconduct

Academic misconduct is defined as follows:

1. Cheating: Any unauthorized attempt to offer or obtain assistance in a formal academic exercise (e.g., an examination or class exercise); assuming another student's identity with intent to provide an advantage for the student; copying, in part or in whole, from another's test or other evaluation instrument; submitting work previously presented in another course, if contrary to the rules of either course.
2. Plagiarism: The unauthorized use (i.e., representing as one's own work) or reproduction or close imitation of original creations (ideas, words, sentences, paragraphs, or parts thereof; or artistic/scholarly works such as computer programs, photographs, or similar works) of another author (person, group, organization, including anonymous authors) without due acknowledgment (accepted standards of citation or reference of the original source of the used or quoted content).
3. Fabrication: The distortion of data, information, or citations in any formal academic exercise or altering grading or grading instructions.
4. Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline, falsely claiming to have submitted work, or submitting false information regarding internships.

### B. Disciplinary Sanctions

Two major types of sanctions may be imposed for any academic misconduct: Academic and Administrative. Academic sanctions are actions concerned with the coursework and grades which are the jurisdiction of the instructor. Administrative sanctions are related to a student's status on campus and are governed by the Office of Student Conduct (OSC). The imposition of one form of sanction will not rule out the imposition of the other.

1. Academic Sanctions: Upon verification of academic misconduct by personal observation and/or documentation, an instructor reserves the right to take one or more of the following academic actions:
  - i. Reprimand: A verbal or written notification of unacceptable behavior, violating the student honor code. Reprimand may be considered for any academic misconduct at the discretion of an instructor.

ii. Modification of Grade: A student may be failed in the evaluation instrument (assignment or exam), may receive a reduced course grade, or may fail the course.

2. Administrative Sanctions: Academic integrity is essential to the educational process. Traditional academic practices require that faculty members address cases of academic dishonesty in the classroom. Executive Order 1078, Article III, K, Cases Involving Academic Dishonesty, insists that, in addition, CSU faculty members report any infractions to a central location so that a student can be held accountable for multiple academic violations and the campus can recognize any patterns of misconduct. Cases of academic dishonesty for both cheating and plagiarism should be reported to their respective department chairs who should then report it to the Associate Dean or designee of the College (e.g., Assistant Dean). The Associate Dean or designee will then instruct the faculty member to complete the Confidential Academic Dishonesty Reporting Form housed within the Faculty Resources section on the OSC website. The form, which goes directly to the OSC, will ask for the following information: names of students, SFSU ID #s, date of incident, class name/number/section, instructor's contact information, type of incident- cheating or plagiarism, etc.

### SF State Withdrawal from Courses Policy

The CoB will observe the SF State Withdrawal from Courses policy F15-196:  
<http://senate.sfsu.edu/policy/withdrawal-courses>

### CoB's Student Career Center

Please see this link: <http://cob.sfsu.edu/resources/career-services> or contact Heidi Yu, Director, at [heidiyu@sfsu.edu](mailto:heidiyu@sfsu.edu), [cobcareer@sfsu.edu](mailto:cobcareer@sfsu.edu), and (415) 338-2509 or stop by BUS 137.

### Useful Links

iLearn support: [http://at.sfsu.edu/service\\_request](http://at.sfsu.edu/service_request)

Tech Support (Student Help Desk) : <http://its.sfsu.edu/support>

SF State Campus Resources:

- Disability Programs & Resource Center (DPRC):  
<http://access.sfsu.edu/home>
- Free Antivirus software:  
<http://tech.sfsu.edu/guides/mcafee-antivirus-software> (SFSU students)
- Free Microsoft Office for Education 365:  
<https://products.office.com/en-us/student>
- Virtual remote access to MS Office  
(<http://at.sfsu.edu/labspace>):  
Labspace: <https://labspace.sfsu.edu> (ISYS 363 students - use iLearn login)
- College of Business Computer Lab (BUS 209):  
<http://cob.sfsu.edu/resources/business-lab>
  
- SFSU campus computer labs (24/7):  
<http://its.sfsu.edu/content/lab>
- Library Hours:  
<http://library.sfsu.edu/hours>

- Library Technology:  
<http://library.sfsu.edu/technology>
- Free laptop rentals:  
<http://library.sfsu.edu/laptop-checkout-o>



**SAN FRANCISCO**  
**STATE UNIVERSITY**

# **Information Systems for Management (ISYS 363)**

## **Course Syllabus**

Fall Semester 2019

Sections 1 (7608) & 2 (7609)

**Instructor:**

Daniel Ciomek, MBA

Information Systems Department | College of Business  
San Francisco State University

Email: [dcioemek@sfsu.edu](mailto:dcioemek@sfsu.edu) | Office: BUS 208A

<https://faculty.sfsu.edu/~dcioemek>



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## Schedule

I reserve the right to change the course schedule, the policies and any part of this syllabus as necessary during the semester and will inform you of any changes!

Week of	Class Topics & Activities	Assignments	Due Dates (11:55pm)
Week 1: <b>Aug 26</b>	- Course Introduction - Class Setup: iLearn, MyLab IT - Support and Resources	Read Syllabus Setup MyLab IT Read IST Chapter 1 Read Access Ch. 1	
Week 2: <b>Sep 2</b>	- IST Textbook (Valacich) Chapter 1 - Access Textbook (Poatsy) Ch.1 - Grader Projects and Error Reports - SFSU Labspace	Read IST Chapter 2 Read Access Ch. 2	9/8: DL & Read Syllabus! 9/8: IST HW Ch.1 9/8: MyLab IT A1 Training
Week 3: <b>Sep 9</b>	- IST Textbook (Valacich) Chapter 2 - Access Textbook (Poatsy) Ch.2 - Overview: MS Excel & Access Badges - VMware Fusion (Windows on a Mac)	Read IST Chapter TB/11 Read Access Ch. 3	<b>9/15: Syllabus Quiz-iLearn</b> 9/15: IST HW Ch.2 9/15: MyLab IT A1 Project 9/15: MyLab IT A2 Training
Week 4: <b>Sep 16</b>	- <b>9/16: Last day to drop w/o "W"</b> - IST Textbook (Valacich) Chapter "Technology Briefing" (a.k.a. Ch. 11) - Access Textbook (Poatsy) Ch.3	Read IST Chapter 3 Read Access Ch. 4 Quiz 1 Prep	9/22: IST HW Ch. TB (11) 9/22: MyLab IT A2 Project 9/22: MyLab IT A3 Training
Week 5: <b>Sep 23</b>	- <b>Quiz 1: IST Chapters 1-2+TB (iLearn)</b> - IST Textbook (Valacich) Chapters 3 - Access Textbook (Poatsy) Ch.4 - Time slots selection for finals 9/25	Read IST Chapter 4 Refresh Excel Ch. 1-3!	<b>9/25-26: Quiz 1 (IST)</b> 9/29: IST HW Ch.3 9/29: MyLab IT A3 Project 9/29: MyLab IT A4 Training
Week 6: <b>Sep 30</b>	- IST Textbook (Valacich) Chapter 4 - Microsoft Office Specialist (MOS) Certification Overview (Optional)	Read IST Chapter 5 Read Excel Ch. 2 Quiz 2 Prep	10/6: IST HW Ch.4 10/6: MyLab IT A4 Project 10/6: MyLab IT E1 Training
Week 7: <b>Oct 7</b>	- <b>Quiz 2: MS Access Ch. 1-4 (MyLab IT)</b> - IST Textbook (Valacich) Chapter 5	Read IST Chapter 6 Read Excel Ch. 4	<b>10/9-10: Quiz 2 (Access)</b> 10/13: IST HW Ch.5 10/13: MyLab IT ACS Project 10/13: MyLab IT E2 Training
Week 8: <b>Oct 14</b>	- Excel Textbook (Poatsy) Ch.2 - Optional: MOS Certification (TBD)	Read Excel Ch. 5	10/20: IST HW Ch.6 10/20: MyLab IT E2 Project 10/20: MyLab IT E3 Training 10/20: MyLab IT E4 Training

(IST HW) "Information Systems Today" Reading & Questions Assignment, (E) MS Excel 2016 assignments, (A) MS Access 2016 assignments, (Tr.) MyLab IT Training Simulation, (Pr.) MyLab IT Individual Project

Week of	Class Topics & Activities	Assignments	Due Dates (11:55pm)
Week 9: <b>Oct 21</b>	- 10/21: Credit/No Credit deadline! - IST Textbook (Valacich) Chapter 6 - Excel Textbook (Poatsy) Ch.5	Read IST Chapter 7 Read Excel Ch. 6	10/27: MyLab IT E4 Project 10/27: MyLab IT ECS Project 10/27: MyLab IT E5 Training
Week 10: <b>Oct 28</b>	- IST Textbook (Valacich) Chapter 7 - Excel Textbook (Poatsy) Ch.6	Read IST Chapter 8 Read Excel Ch. 7 Quiz 3 prep	11/3: IST HW Ch.7 11/3: MyLab IT E5 Project 11/3: MyLab IT E6 Training
Week 11: <b>Nov 4</b>	- IST Textbook (Valacich) Chapter 8 - Excel Textbook (Poatsy) Ch.7	Read IST Chapter 9 Read Excel Ch. 9	11/10: IST HW Ch.8 11/10: MyLab IT E6 Project 11/10: MyLab IT E7 Training
Week 12: <b>Nov 11</b>	- IST Textbook (Valacich) Chapter 9 - <b>Quiz 3: IST Chapters 3-6 (iLearn)</b> - Excel Textbook (Poatsy) Ch.9 - Excel Extra Credit Project Available	Read IST Chapter 10	<b>11/13-14: Quiz 3 (IST)</b> 11/17: IST HW Ch.9 11/17: MyLab IT E7 Project 11/17: MyLab IT E9 Training
Week 13: <b>Nov 18</b>	- IST Textbook (Valacich) Chapter 10 - <b>11/19: Withdrawal Deadline!</b> Forms need to be w/ Instr. <u>by 3pm!</u>		11/24: IST HW Ch.10 11/24: MyLab IT E9 Project
Week 14: <b>Nov 25</b>	- <b>Fall Recess – No Classes</b> <b>Happy Thanksgiving!</b>	n/a	n/a
Week 15: <b>Dec 2</b>	- <b>Quiz 4: Excel Ch. 4-7, 9 (MyLab IT)</b> - <b>Review for final exam</b>	Quiz 5 Prep	<b>12/4-5: Quiz 4 (Excel)</b> 12/8: Selection Process for finals closes on iLearn
Week 16: <b>Dec 9</b>	- <b>Quiz 5: IST Chapters 7-10 (iLearn)</b>	Study for Finals	<b>12/11-12: Quiz 5 (IST)</b> 12/15: Excel Extra Credit [ECS II Ch. 5-12 Project]
Week 17: <b>Dec 16</b>	- <b>Final Exams:</b> time slot selection open from Sep 25 <sup>th</sup> – Dec 8 <sup>th</sup>	Proctored Exams: In-Person in BUS 214 - plan travel accordingly	<b>12/17 – Finals: see page 11</b> <b>12/18 – Finals: see page 11</b> <b>12/19 – Finals: see page 11</b>
Jan 2020	- Grades available on SFSU Gateway - Official transcripts avail. w/ grades		January 6 <sup>th</sup> , 2020 January 20 <sup>th</sup> , 2020

(IST HW) “Information Systems Today” Reading & Questions Assignment, (E) MS Excel 2016 assignments, (A) MS Access 2016 assignments, (Tr.) MyLab IT Training Simulation, (Pr.) MyLab IT Individual Project



## General Information

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### Course Description

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Information Systems for Management (ISYS 363): A comprehensive study of the use of Information Systems (IS) for management decision making; an examination of traditional information systems development from the end-user's perspective; the use of application software to develop individual applications that solve business problems.

ACCT majors: talk to an advisor if ACCT 307 is offered/a better fit for you and if you have the prerequisites!

### Prerequisites

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- Successful prior completion of ACCT 100 and ISYS 263 or their equivalents
- The concurrent registration in these courses is not permitted.

### Class Time & Location

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**Classes are held Tuesday and Thursday 12:30-1:45 p.m. (12:30-13:45) in room HSS 130. (PST)**

Recordings can be watched on-demand on iLearn (usually within six hours after class).

### Instructor, Office Hours & Contact Info

---

Instructor: Daniel Ciomek, MBA | Office: BUS 208A | Email: [dcioemek@sfsu.edu](mailto:dcioemek@sfsu.edu) | Phone: +1-415-338-6083  
Website: <https://faculty.sfsu.edu/~dcioemek> | Information Systems Department: <https://cob.sfsu.edu/is/>

#### **Office Hours:**

Tuesday: 2:00-3:00 p.m. (14:00-15:00) PST

Thursday: 10:00am-12:00 p.m. (10:00-12:00) PST

Please call me Daniel. For questions of general interest, please post them in the iLearn discussion forum. Questions regarding grades are usually best discussed in-person during office hours. Please don't post any questions indicating your scores/grades or other sensitive personal information in the forums on iLearn. I do not check emails late at night, on weekends, holidays, or breaks.

### Student Learning Outcomes (SLO)

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Upon successful completion of this course you will be able to:

- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies.
- Understand the types of decisions that can be supported by computer-based MIS applications.
- Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce.
- Perform the requirements analysis for an MIS application and evaluate existing software solutions.
- Understand the development process of microcomputer applications to solve business problems.
- Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics.
- Work and communicate with data processing professionals in the development of IS.
- Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics.

## Textbooks & Materials

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The required course materials can only be purchased online directly from Pearson publishing @ <https://www.myitlab.com/>. It is a discounted customized package for \$89 only available with the correct Course ID at this address. <https://www.pearsonmylabandmastering.com/northamerica/myitlab/> There is a 2-3-week grace period before you will need to pay! No reason to delay your access and to get started!

The ISYS 363 custom package section 1 and 2 (**Course ID: ciomek82969**) contains these required items:

- **Main Textbook: Information Systems Today: Managing in the Digital World, 8<sup>th</sup> Ed.** eBook by Valacich/Schneider, 2018  
→ Instant electronic access provided through MyLab IT (on iLearn)  
Book info: <https://dcio.cc/valacich8th>
- **MyLab IT software** with eBooks, training videos, graded testing, and graded projects  
→ Instant electronic access provided through MyLab IT (see iLearn)
- **Textbook: Exploring Microsoft Excel 2016 Comprehensive** - eBook by Mary Anne Poatsy  
→ *Electronic access provided through MyLab IT*  
Book info: <https://dcio.cc/exploring-excel>
- **Textbook: Exploring Microsoft Access 2016 Comprehensive** - eBook by Mary Anne Poatsy  
→ *Electronic access provided through MyLab IT*  
Book info: <https://dcio.cc/exploring-access>

**You need to enter your student ID in MyLab IT after registration:** <https://tutorials.dcio.cc/l/student-id>

You need your own set of the digital material to complete the assignments. You cannot share the software access with another student. You need to be enrolled latest into this course on MyLab IT by 9/30/2019. You cannot make up missed assignments. All other class material will be distributed via iLearn.

A few **print copies** are available at the library reserve, available 48h-periods: <http://dcio.cc/libraryreserve>  
**Mobile apps** for the ebooks: <https://www.pearson.com/us/higher-education/products-services-teaching/course-content/textbooks-and-etexts/pearson-etext-app.html>

These textbooks and the required software will cover all parts of the student learning outcomes (SLO). The Management Information Systems (MIS) textbook “Information Systems Today: Managing in the Digital World” will cover the large majority of the SLO’s, with the Access and Excel book, the training simulation, and the grader projects (Office) augmenting a few. A group project (GP), if part of the class, will provide additional practical experiences. The instructor will provide additional web-links and show videos in class to facilitate the learning experience for these objectives.

- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies. (MIS, Office)
- Understand the types of decisions that can be supported by computer-based MIS applications. (MIS, Office)
- Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce. (MIS, Office, GP)
- Perform the requirements analysis for an MIS application and evaluate existing software solutions. (MIS, GP)
- Understand the development process of microcomputer applications to solve business problems. (MIS, GP)
- Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics. (MIS, GP)
- Work and communicate with data processing professionals in the development of IS. (MIS, Office, GP)
- Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics. (MIS, Office, GP)

## Hybrid Course (ISYS 363 Section 1 + 2)

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ISYS 363 section 1 and section 2 are both parts of the same lecture type class, even though the room location for section 2 is described as “online”. Both sections are administered together as a combined hybrid class. It is the same class. It does not matter in which of these sections you are enrolled. The class has a high level of activities that can be accomplished online, yet, requires weekly engagement and has a few mandatory in-class components, such as the proctored on-campus final exam. Taking this class “mostly online”, does not enable you to do work “at your leisure”. The class adheres to a weekly schedule with weekly deadlines and assignments need to be completed and delivered on-time. See the schedule on page 3-4 for the due dates.

If you’d like to take this class partially online, please complete the online readiness assessment questionnaire to assess if this might be the right format for you! <https://www.unc.edu/tlim/ser/> and/or <https://www.csustan.edu/academics/online-programs/online-readiness-self-assessment>

## Teaching Methods, Student Attendance & Responsibilities

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**You need to log into iLearn and access the course syllabus by Sun, Sep 8<sup>th</sup>, or you will be dropped for “no show” from the class to free up space for other students.**

Sections 1 & 2 are the same (hybrid) class. You decide if you take the class more as a traditional course attending classes in-person, or partially online (watching lectures on-demand). You are expected to **either attend class and/or view the lectures online** during the semester on a weekly basis. In-person attendance is recommended for the lectures and is required for the proctored final exam. Regular attendance and active class participation are encouraged as it promotes learning and improves the class experience.

**If you’d like to take this class partially online, please complete the online readiness assessment questionnaire to assess if this might be the right format for you!** <https://www.unc.edu/tlim/ser/> and / or <https://www.csustan.edu/academics/online-programs/online-readiness-self-assessment>

You can alternate attending in-person or reviewing the lectures online. The recordings will be available on iLearn within six hours after the lecture in HSS 130. There are weekly deadlines and grading assignments to adhere to, regardless of your preference for attending or taking the class “largely online”. Expect to spend 2-3 hours per class hour outside of class on homework, readings, or assignments (5-8 hours per week). The presentation slides are available on iLearn. Updated versions of the slides will be posted on iLearn after the lecture. It is prohibited to make your own recordings of the class, whether audio or video. The instructor may not allow students to use laptops and mobile devices during class if deemed necessary.

You are expected to be on-time, pay attention and to participate in the course. The class follows a lecture style format. If you need to make a phone call or send texts/emails during class time, please do it during the break or leave the room quietly so it does not negatively impact the class experience for fellow students. For all forms of online communication, please apply proper netiquette: <http://www.albion.com/netiquette/corerules.html>

All assignments and quizzes have been scheduled for the entire semester. Please review the schedule (pages 3+4) and plan ahead to ensure that you can meet these deadlines. It is your responsibility to complete assignments and quizzes by the scheduled dates. Extensions are not given, but many assignments accept late submissions with a 20-point penalty per day late. Please see the details for the assignments. It’s a good practice to verify on MyLab IT and iLearn that grades have been properly recorded.

## Adding, Dropping, Credit/No Credit (CR/NC), and Withdrawal

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Faculty may administratively drop students who do not attend class or satisfy course requisites. If you are attempting to add the class, you must enroll by **Sep 8<sup>th</sup>, 2019**. You will not be permitted to add the course later even if you have taken all quizzes and otherwise completed all course requirements. **If you receive an add permit number, you will need to use it within 48 hours.**

**Students are responsible to drop a class.** You can drop without a “W”-grade by **Sep 16<sup>th</sup>, 2019**. You can change to the **Credit / No Credit** option by **Oct 21<sup>st</sup>, 2019**, or **withdraw** from the course by **Nov 19<sup>th</sup>, 2019**. University policy is that withdrawals are permitted only for serious and compelling reasons. In addition, policy prohibits students from withdrawing from the same course more than once for any reason. See deadlines, explanations and forms: <https://registrar.sfsu.edu/> **Withdrawal forms will not be accepted after Tue Nov 19<sup>th</sup>, 2019, at 3pm.** The instructor will not be on campus to process the forms afterward! <https://senate.sfsu.edu/policy/withdrawal-courses>

## Microsoft Office Specialist (MOS) Certification

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SF State is a Certiport Authorized Test Center (CATC) for the official Microsoft Office Specialist (MOS) certification. You can take an optional certification exam for MS Excel and MS Access on campus. As an ISYS 363 student you have the option of taking the exam during the semester. The fee is \$100 and a 25% coupon should be available. To request the Lam Family College of Business to sponsor this exam, please contact the Deans Office. Details regarding dates offered, actual costs, or sponsorship and the sign-up procedure will be provided during the semester.

- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>
- <https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Overview>
- **Overview of the SF State MOS program:** <https://sfsu.app.box.com/v/mos-certification>
- **Registration, info, and prior results:** <https://mos.dcio.cc>

## Grading

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Your class grade will be calculated based on your results for the following tests and assignments:

• Syllabus Quiz	2.00%
• IST eBook HW practice assignments	20.00%
• MyLab IT eBook & training simulation	11.00%
• MyLab IT individual grader project assignments	22.00%
• Quizzes	10.00%
• Final Exam	35.00%
	<hr/>
	100.00%

Extra Credit Project: MyLab IT Excel Capstone Project Chapters 5-12 is an optional Extra Credit project (3%). Your assignment grades can be immediately checked upon completion in MyLab IT. Grades will be manually transferred into the iLearn grade book within approximately one week after the initial due dates have passed. **iLearn gradebook explained:** <https://tutorials.dcio.cc/i/gradebook>

## Final Grades

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The following is the scale utilized to determine your final grades.  $\geq 70\%$  (C-) is the passing grade for the class. This also applies to the selection of credit/no credit (CR/NC). Grades will not be rounded up. There is no curving. Your grade will depend on how well you do, not on others.

A	A	B+	B	B	C+	C	C	D+	D	D	F
>= 93	>= 90	>= 87	>= 83	>= 80	>= 77	>= 73	>= 70	>= 67	>= 63	>= 60	<60

Failure to complete course requirements by the end of the semester can result in a “Withdrawal Unauthorized” grade (WU): [http://www.sfsu.edu/~bulletin/previous\\_bulletins/1314/grading.htm](http://www.sfsu.edu/~bulletin/previous_bulletins/1314/grading.htm)

### MyLab IT Valacich MIS Reading Assignments

The reading platform for the “Information Systems Today” (IST) by Valacich eBook is called “MyLab IT”. There are 11 chapters to read in this textbook. These chapters are assigned to be read on a weekly basis (see schedule on pages 3-4). Questions regarding these chapters will need to be answered before the due date. These are called “IST Homework” in the system. They must be completed and submitted by 11:59 p.m. on Sunday of the week due. Late submissions receive a 20-points penalty for every day late. 12:00am is 1 day late! 11 chapters count 20% for the class (2% each) with the lowest one grade (1) of these 11 assignments being dropped. They verify most of the conceptual student learning outcomes, as discussed under required textbooks and materials.

You can read the ebooks on your mobile device: <https://www.pearson.com/us/higher-education/products-services-teaching/course-content/textbooks-and-etexts/pearson-etext-app.html>

### MyLab IT Excel & Access Reading & Training Simulation Assignments

There are a combined 12 chapters in the MyLab IT eBooks to read covering parts of MS Excel and MS Access programs. The corresponding training simulation assignments for these chapters need to be completed. These MyLab IT tutorial simulation assignments must be completed and submitted by 11:59 p.m. on Sunday of the week due or they are late. Late submissions result in a 20-point penalty for every day late. 12:00am is 1 day late! 12 trainings (counting 1.0% each) will lead to a total of 11% for the MyLab IT trainings, as the lowest one (1) of the 12 MyLab IT training grades will be dropped.

The required MyLab IT training tutorial assignments are:

- 4 x MyLab IT Training MS Access 2016 Chapters 1-4 (Tr. A1-A4)
- 8 x MyLab IT Training MS Excel 2016 Chapters 1-7 & 9 (Tr. E1-E9)

It is the responsibility of the student to ensure that their MyLab IT trainings are completed AND submitted. Please verify upon completion that the score has been properly recorded in the MyLab IT gradebook, prior to the due date. These activities cover more practical aspects of the expected learning outcomes, such as using contemporary application software in the area of spreadsheets and data management, for example.

### MyLab IT Access & Excel Individual Grader Project Assignments

The MyLab IT individual “Grader Projects” require you to actually use MS Excel 2016 and MS Access 2016. These projects correspond with the eBook chapter and the simulation trainings. These MyLab IT projects assignments must be completed and submitted by 11:59 p.m. on Sunday of the week due or they are late. Late submissions result in a 20-point penalty for every day late. 12:00am is 1 day late! 12 projects (2% each) will lead to a total of 22% for the MyLab IT projects, as the lowest one (1) MyLab IT project grades out of 12 assigned will be dropped.

The required MyLab IT project assignments are:

- 5 x MyLab IT Access Projects Chapters A1-A4 and Access Capstone Project (ACS) for Ch. 1-4
- 9 x MyLab IT Excel Projects Chapters E2, E4-E7, & E9 and Capstone Project (ECS) for Ch. 1-4
- *The Excel Capstone Project Chapters 5-12 is an optional Extra Credit project (3%)*

The assignments will focus on the student learning basic concepts/abilities (readings and prior trainings), then applying this knowledge and critical thinking skills to arrive at solutions to business problems (in the projects). These activities illustrate multiple expected learning outcomes, such as fundamental computer problem solving techniques, the use of contemporary business software, and showcase computer-based applications in many different areas of business and for different purposes.

You need to download an empty starter file with your embedded unique tracking information, a document with instructions, and then complete the tasks within your unique file and upload the finished file for automated grading. The system will provide you with an instant report, your score, and highlights what items were marked down for errors. You can continue to work on your file and upload it again (up to a total of five uploads) to get the highest grade possible (100%). If you get started early, you will have enough time to correct any problems, improve your skills, and resubmit a corrected version. The highest grade counts.

**Assignments will not be accepted via email or by contacting the instructor. They must be uploaded and graded within MyLab IT. Late penalties down to 0% apply. <https://tutorials.dcio.cc/l/mylabit-projects>**

**A word of caution – the software is good at catching file sharing and over-collaboration**

If a student uses another student's document or copies parts of it, it will be flagged by the system and **both** students will receive a zero (0) for their grade, which will count towards your final grade. A zero due to (accidental) integrity violation will not be dropped as the lowest score in the end, the next lowest score will then be zeroed and dropped instead. There are no exceptions!

You must do all work on these assignments yourself. Any evidence of group work will result in failing grades for all involved. Repeat offenders will be referred to the SFSU Student Conduct Office and/or might fail the course. Please see the Academic Integrity section for further details.

**PLEASE:** *Do not send another student a copy of your "starting document". Do not leave a copy of your "starting document" or finished work on a computer lab computer or personal computer where another student could access it. If somebody else uses of your file, both of you will receive a zero (0).*

The projects are automatically graded. The instructor will not be able to review every project on an individual basis. Please check the report provided within MyLab IT to see what you did wrong. There is also an automated commented report you can download with more details. 98% of the errors are usually misspellings or not precisely following the instructions in order. For assistance/questions please review the problems with the teaching assistant in the ISYS 363 computer lab or come by during office hours.

### Quizzes, Dates & Times

There are five quizzes given during the semester. Quizzes are open book. You must complete the quizzes individually (no collaboration whatsoever) during the assigned date(s) and scheduled time period(s). Testing periods run 48h from 12:00 a.m. on Wed. until 11:59 p.m. on Thu. PST. (Wed 0:00 - Thu 23:59)

**Late submissions are not accepted for quizzes!**

Three quizzes will be in iLearn and focus on topics covered in the Valacich text book and use the multiple-choice format. Two quizzes will be administered utilizing MyLab IT and will focus on MS Excel and MS Access. These are just like the training simulations with the help and learning videos turned off. If there is a

technical problem with your attempt, please contact iLearn/Pearson tech support via phone or live chat (not email!) and then notify the instructor immediately with your support case number.

Each quiz counts for 2.5% of the class grade with the lowest one (1) being dropped for a total of 10% of the class grade. Missed quizzes count as a zero. For each quiz, you will have approximately 30-40 minutes. You must take the quizzes on the assigned date & time. Since the lowest quiz score is dropped, there are no make-up quizzes given for any reason unless in severe medical cases with provided documentation.

Typically, 10-20% of each IST quiz will focus on material not covered in the textbook or the default slides. This could be material from videos shown in class, articles posted on iLearn or discussed during the lecture. You need to work on all quizzes on your own. Any student caught cheating during a quiz or exam will receive a zero. A zero due to cheating will not be dropped as the lowest quiz score.

#### **Quiz Dates & Times:**

- Syllabus Quiz: due Sun Sep 17<sup>th</sup> 2019 on iLearn
- Quiz 1: **IST** Chapters 1-2 & TB – Sep 25/26, 2019 (Wed/Thu), on iLearn
- Quiz 2: **MS Access** Chapters 1-4 – Oct 9/10, 2019 (Wed/Thu), on MyLab IT
- Quiz 3: **IST** Chapters 3-6 – Nov 13/14, 2019 (Wed/Thu), on iLearn
- Quiz 4: **MS Excel** Chapters 4-7, 9 – Dec 4/5, 2019 (Wed/Thu), on MyLab IT
- Quiz 5: **IST** Chapters 7-10, – Dec 11/12, 2019 (Wed/Thu), on iLearn

#### **Proctored Final Exam (Main Campus, BUS 214):**

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The final exam will be administered in a proctored computer lab during finals week (**BUS 214** or similar). [https://academicresources.sfsu.edu/cal/final\\_exams\\_spring\\_2019](https://academicresources.sfsu.edu/cal/final_exams_spring_2019)

You need to select a time of the offered time slots to take it in-person during the offered available testing periods, depending on lab availability. The final exam is comprehensive and will cover the Valacich IST textbook course content of the entire semester. It will not cover any MS Access or MS Excel material. Expect 45 multiple-choice questions and a 45-minute timeframe, closed book, no notes, 1 attempt.

To enter the exam room, you need to identify yourself with your **SFSU student photo ID card**. If you don't have one, get one. You will need it for other classes as well. Any student caught cheating during the final exam will fail the course. This includes accessing the exam from a remote location or involving and/or collaborating with others inside or outside the exam room.

**Final exams: 17 x 1-hour time slots (@34 seats) – Dec 17<sup>th</sup>/18<sup>th</sup>/19<sup>th</sup> 2019 – TBD pending lab availability; Earlier or later finals are not given; please schedule any travel plans accordingly.**

The scheduling options will be available starting week 5 (Sep 25<sup>th</sup>) and offered via iLearn "Choices". There are 34 seats per time slot available. First come, first serve. Select your preferred time slot early once available. You will be able to change your selection up until Dec 8<sup>th</sup> before the finals, if space is available. **Schedule your final:** <https://ilearn.sfsu.edu/ay1920/mod/choice/view.php?id=145275>

The final exam must be taken at your scheduled time and place; makeup tests are not given except in cases of serious documented real emergencies. You are expected to arrive no later than 10 minutes after the start of the test or you will not be permitted to take it. If you miss the final, you will be asked to provide official documentation to support any request for a make-up exam. Any make-up exam will be scheduled on campus at a time that is convenient for both parties, usually at the beginning of the following semester.

Students requiring special accommodations are encouraged to register with DPRC early (they tend to get fully booked) and consider taking the final exam with at a DPRC location: <https://access.sfsu.edu/>. Pregnant students: please contact me to discuss possible accommodations. It's been done before, not a problem!

## Undergraduate Academic Standards, Integrity & Student Conduct, Testing Guidelines

Academic integrity is the pursuit of scholarly activity free from fraud or deception and is an educational objective. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person, providing your work to another student, submitting work previously used without informing the instructor or tampering with the academic work of other students.

If the instructor determines that you have violated the student code of conduct, ALL PARTIES INVOLVED can be referred to the SFSU Student Conduct Office (OSC) for further action and all involved will receive a zero for that particular assignment in question. Please keep in mind that if a professor refers the matter to the OSC, the outcome on the matter has no bearing on the professor's final decision regarding grading.

- <http://conduct.sfsu.edu/standards>
- <http://conduct.sfsu.edu/academic-dishonesty>
- <http://conduct.sfsu.edu/plagiarism>

San Francisco State University College of Business (SF State CoB) regards incidents of academic misconduct as serious matters. The following explains what academic misconduct is and outlines the consequences of academic misconduct.

### **A. Academic Misconduct**

Academic misconduct is defined as follows:

1. Cheating: Any unauthorized attempt to offer or obtain assistance in a formal academic exercise (e.g., an examination or class exercise); assuming another student's identity with intent to provide an advantage for the student; copying, in part or in whole, from another's test or other evaluation instrument; submitting work previously presented in another course, if contrary to the rules of either course.
2. Plagiarism: The unauthorized use (i.e., representing as one's own work) or reproduction or close imitation of original creations (ideas, words, sentences, paragraphs, or parts thereof; or artistic/scholarly works such as computer programs, photographs, or similar works) of another author (person, group, organization, including anonymous authors) without due acknowledgment (accepted standards of citation or reference of the original source of the used or quoted content).
3. Fabrication: The distortion of data, information, or citations in any formal academic exercise or altering grading or grading instructions.
4. Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline, falsely claiming to have submitted work, or submitting false information regarding internships.

### **B. Disciplinary Sanctions**

Two major types of sanctions may be imposed for any academic misconduct: Academic and Administrative. Academic sanctions are actions concerned with the coursework and grades which are the jurisdiction of the instructor. Administrative sanctions are related to a student's status on campus and are governed by the Office of Student Conduct (OSC). The imposition of one form of sanction will not rule out the imposition of the other.



1. Academic Sanctions: Upon verification of academic misconduct by personal observation and/or documentation, an instructor reserves the right to take one or more of the following academic actions:
  - i. Reprimand: A verbal or written notification of unacceptable behavior, violating the student honor code. Reprimand may be considered for any academic misconduct at the discretion of an instructor.
  - ii. **Modification of Grade: A student may be failed in the evaluation instrument (assignment or exam), may receive a reduced course grade, or may fail the course.**
2. Administrative Sanctions: Academic integrity is essential to the educational process. Traditional academic practices require that faculty members address cases of academic dishonesty in the classroom. Executive Order 1078, Article III, K, Cases Involving Academic Dishonesty, insists that, in addition, CSU faculty members report any infractions to a central location so that a student can be held accountable for multiple academic violations and the campus can recognize any patterns of misconduct. Cases of academic dishonesty for both cheating and plagiarism should be reported to their respective department chairs who should then report it to the Associate Dean or designee of the College (e.g., Assistant Dean). The Associate Dean or designee will then instruct the faculty member to complete the Confidential Faculty Report of Academic Dishonesty form. The form, which goes directly to the OSC, will ask for the following information: names of students, SFSU ID #s, date of incident, class name/number/section, instructor’s contact information, type of incident—cheating or plagiarism, etc.

### **Testing Guidelines:**

Unless otherwise noted, all quizzes and finals are closed book and need to be individual work; any evidence of cheating will result in failing grades for all parties involved. No collaboration or group work is allowed. During quizzes and exams, do not talk, use personal electronic devices or utilize other computer programs or browser windows/tabs, don’t share access to the exam or access exams remotely. Any evidence of not following these rules during a test will result in the student receiving a zero for that test or failing the class. All individuals involved might be referred to the SFSU Student Discipline Office for further action.

### **Technology Requirements**

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This course uses multiple technology components and requires students to already have basic computer and Internet skills. Successful participation in ISYS 363 requires a reliable and fast broadband Internet connection and a contemporary computer with updated OS software and a current web browser.

The MyLab IT project assignments require the use Microsoft Excel 2016 and Access 2016 for completion, so you won’t be able to complete the Access projects on an Apple computer by default. See Apple computer resources in this document for alternatives. You will need to have a PDF Reader installed on your computer to view most documents. If you do not have a computer at home that meets the requirements, you will need to make the necessary arrangements for accessing one. Please see the computer resources section.

### **iLearn and Forum Guidelines**

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**iLearn** is the SFSU “Learning Management System” (LMS) used for the course. It is an important component of the class and you should *frequently* log in and check for updates and any changes to the course schedule or updates to this syllabus. iLearn log-in is at <https://ilearn.sfsu.edu/>

**If you do not login into your ISYS 363 section on iLearn and download the syllabus during the first two weeks of class (deadline 9/8) you will be dropped from the class to make your space available to others.**

It is recommended that you put a picture of yourself into your iLearn profile and write 1-2 paragraphs about yourself, it will assist the instructor and your peers in getting to know you and help make the discussion forum livelier and more personal. How to edit your profile: <https://dcio.cc/ilearnprofile>

The *calendar* in iLearn will provide you with the due dates and times of assignments and tests *for your convenience*. The schedule (see pages 3-4) takes precedence in case of conflict or if the iLearn/MyLab IT calendar does not display things correctly. If you see an error or anything not making sense, please inform the instructor so it can be fixed. Thank you! iLearn will be used to distribute course material such as the syllabus, setup instructions, presentation slides and additional course materials.

**Recorded Class Videos:** You will be able to view and/or listen to the recorded lectures using iLearn media content. There is an estimated 6-hour processing delay after recording.

**Gradebook:** All MyLab IT assignments are immediately graded and the results can be accessed within minutes in their respective platform. They will have to be manually transferred into iLearn by the instructor, usually within a week after the due date. <http://tutorials.dcio.cc/l/gradebook>

**Tests and Quizzes:** Quizzes covering the textbook will be given in iLearn. Quizzes covering MS Excel/Access will be given using MyLab IT.

**Forum Guidelines:** There are 2 separate forums on iLearn used in the class:

1. The “**News**” forum in iLearn will be used for announcements and general administrative information/updates to the course. You cannot unsubscribe from this one.
2. There will also be a “**General Class Forum**” where you can form study groups and discuss other class-related topics. Here you can ask questions or share relevant news and information.

The forums on iLearn are part of the course and are there to enhance the learning experience. In general, please apply common sense and engage with polite, helpful, friendly, and supportive forum behavior. Please treat the forums like a virtual classroom and follow common Netiquette guidelines:

<http://www.albion.com/netiquette/corerules.html>

With 550+ students in the class... please read/search through existing threads before posting the same question over and over again. Use the search function and skim the forum prior to posting. Please give posts a **meaningful title**. Be brief in the title of the post, but specific enough so readers will know if the post will be of interest to them or if they can help you. For example, “Excel Ch. 2 Project VLookup question” or “Access Project 1 step 5” is better than “I need help”, “homework question” or “Access problem” as a title.

it is not possible for the instructor to respond to every post/comment. Please help each other. Guide others in the right direction, but don’t post any exact solutions, these will be deleted. But you can say this is described on page xyz in the ebook or post a link to a youtube video explaining how a function works.

### [Email Communication \(@mail.sfsu.edu\)](mailto:@mail.sfsu.edu)

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iLearn is the main method of communication, and bulk notifications and emails will be sent through iLearn to your SFSU Student email account. (@mail.sfsu.edu) If you don’t use your SFSU email account regularly, please forward your emails and make sure they don’t end up in the SPAM folder. It is your responsibility to get access to these emails sent out though the iLearn system.

**If you don’t use the SFSU account, forward emails to your preferred account!**

- <https://its.sfsu.edu/guides/student-email#forward>

If your question has already been covered, I might refer you back to the syllabus, the iLearn forum, posted videos, or other course documents. Please be courteous and considerate in communicating via email and apply netiquette: <http://www.albion.com/netiquette/corerules.html>

## MyLab IT

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ISYS 363 helps you to expand your MS Excel 2016 and MS Access 2016 skills. This is facilitated through the help of the MyLab IT software and the electronic books. There are online simulation trainings covering the chapters of the electronic Excel and Access books. You need to read the ebook chapters, complete the training tutorials and the grader projects. Two of the five quizzes will cover MS Excel and MS Access.

### **MyLab IT eBook & Training System Requirements:**

The MyLab IT program requires a high-speed broadband Internet connection and a current browser.

- System requirements (Operating Systems and Browsers): <https://dcio.cc/mylabit-requirements>
- Check your browser setup: <https://www.whatismybrowser.com>
- Check your Internet speed: <https://www.speedtest.net/> or <https://testmy.net/>
- MyLab IT Support: <https://dcio.cc/mylabit-support>
- MyLab IT YouTube tutorial videos: <https://dcio.cc/mylabit-youtube>

For technical problems with MyLab, contact Pearson technical support directly for resolution.

Pearson Support: <https://dcio.cc/mylabit-support> Use live chat or phone calls to get instant answers!!

### **MyLab IT Individual Project Requirements:**

The MyLab IT projects require **MS Excel 2016** (PC for some), **MS Access 2016** (PC), or Office for Mac 2016 (for most Excel projects). Any other (older) version could result in grading errors at your expense. MS Access simply does not exist for the Mac, only for Windows. Please watch the tutorial for the projects and how to access the error report before starting the first project! <https://tutorials.dcio.cc/l/mylabit-projects>

If you don't have the correct version of the software, or if you are using an Apple computer, please see the "Apple Computers" and "Computer Resources" sections in this document!

## Technical Support

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Successful completion of Information Systems 263 is a prerequisite. In general, as a business student, basic computer knowledge and trouble shooting skills are expected. Computer literacy, and the ability to solve basic common computer issues on your own, are a requirement of the modern work environment. Google is your friend! You are required to ensure that you have appropriate computing resources and that they are functional when needed. You are expected to safeguard your equipment with regular updates and antivirus software, and it is highly recommended to maintain regular backups for your class work for any class.

I will gladly point you in the right direction, or recommend additional resources if possible, but cannot provide individual tech support for 550+ students. Since problems vary greatly and most platforms are run by different teams, it's usually the best and fastest to contact the appropriate support team directly.

**Free: Student help desk in ADM 110 (415-338-1420):** <https://its.sfsu.edu/support>

The SFSU bookstore also provides repairs/upgrades.

Plan ahead for failure/emergencies. Think about alternative options (worst case scenario) ahead of time. What if the computer breaks down or the Internet access does not work the night of the due date? What

are your options? Do you know where to go? When are computer labs open? Can you tether Internet through your phone?

A few pointers to help yourself with technology on campus are:

- Academic Technology Help Center: <https://athelp.sfsu.edu/hc/en-us>
- Information Technology Services: <https://its.sfsu.edu/getstarted/students>
- For any password problems on campus: <https://its.sfsu.edu/service/password>
- Student email related: <http://tech.sfsu.edu/guides/student-email>

### General Tech Support: Student Help Desk (ADM 110)

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Information Technology Services (ITS) runs a student Help Desk in the administration building (<http://www.sfsu.edu/~sfsuemap/southeast.htm>) to assist you for **free** with computer related problems.

**Student Help Desk: ADM 110 | 415-338-1420 | Website: <http://its.sfsu.edu/support>**

- **FREE** for all types of computer related questions and support for students
- Problems with software, campus WIFI, viruses, hardware, phone issues, Box.com account etc.
- **FREE Antivirus** software and **MS Office 2016** provided for all students
- SFSU Email instructions and configuration help: <https://its.sfsu.edu/uguides>

### MyLab IT Support (Pearson)

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**For any questions regarding MyLab IT, contact Pearson Technical Support. Phone: +1(800)677-6337**

- **MyLab IT Support:** <https://dcio.cc/mylabit-support> (24/7 live chat and support)
- System requirements (Operating Systems and Browsers): <https://dcio.cc/mylabit-requirements>
- MyLab IT System Status: <https://status.pearson.com/#/MyLab IT/Last 24 hrs>
- Check your browser setup: <https://www.whatismybrowser.com>
- MyLab IT YouTube tutorial videos: <https://dcio.cc/mylabit-youtube>

**Please use live chat or call them directly.** Don't send emails into Nirvana. If they cannot help right away, and it impacts a deadline, have support provide you a case/ticket number (case ID) and send the instructor an email with your case ID **before** any deadline!

### iLearn, Class Recordings, and Labspace Support (LIB 220)

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Academic Technology (AT) provides support for iLearn, class recordings, labspace, and Zoom in the J. Paul Leonard Library building (iLearn Help Desk room 220): <http://www.sfsu.edu/~sfsuemap/southeast.htm>

**iLearn Help Desk: LIB 220 | 415-405-5555 | [ilearn@sfsu.edu](mailto:ilearn@sfsu.edu), or [labspace@sfsu.edu](mailto:labspace@sfsu.edu).**

Chat is available via iLearn. Visit the AT help desk in the library building in LIB 220 Mon-Fri 8-5pm!

## Apple Computers and iOS

---

**The big issue for Apple users is the MyLab IT MS Access projects. There is no Mac version of MS Access.**

There are a few alternative options provided by SF State:

- Complete these assignments on campus computer resources, e.g. in the computer lab (24/7)
- Rent PC laptops w/ MS Office from the library for free: <https://library.sfsu.edu/laptop-lending>
- Use the SFSU remote login into **labspace** and run virtual Excel/Access (<https://labspace.sfsu.edu>)
  - **Labspace tutorial with Citrix plugin:** <https://tutorials.dcio.cc/l/labspace-citrix-plugin>
  - **Labspace tutorial without Citrix plugin:** <https://tutorials.dcio.cc/l/labspace>
  - **ISYS 363 students are activated. Use your student ID as username and iLearn password.**
- Use VMware Fusion software as a virtual PC running Windows on a Mac (free through instructor)

ISYS 363 students can obtain a free educational license of VMware Fusion virtualization software through the instructor. You can also download a copy of Windows 8 or 10 as well as MS Access 2016 free of charge through the Microsoft Imagine Premium program for educational use. Instructions and a demo are shown and provided in class. The student help desk (ADM 110) can help with the setup.

## ISYS 363 Tutoring Computer Lab (BUS 214)

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The ISYS 263/363 open computer lab in BUS 214 or BUS 209 can be utilized for the semester. The lab hours are to be determined and will be announced when available, usually around the 2<sup>nd</sup> / 3<sup>rd</sup> week of class.

A teaching assistant (TA), will be present to answer MyLab IT questions, and to provide guidance for the Excel and Access assignments. Please read the chapters, complete the training assignments, and then start the projects. Read the project instructions, get started, and then ask the TA when stuck. The TA will kindly refer you back to the chapter reading and the training simulations if you appear unprepared.

## Computer Resources

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There are plenty of computer resources on campus with different hours (24/7) and options. Please check ahead of time so you are familiar with your options in case of PC failures.

**You can rent out laptops at the SFSU Library for free:** <http://library.sfsu.edu/laptop-checkout-0>

## Campus Computer Labs (BUS 209, Library)

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- College of Business Computer Lab (BUS 209): <https://cob.sfsu.edu/resources/business-lab>
- SFSU campus computer labs: <https://its.sfsu.edu/content/lab>
- Library Technology: <https://library.sfsu.edu/technology>
- Hours: <https://library.sfsu.edu/hours>

## Labspace (Virtual MS Office)

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Academic Technologies (AT) provides virtual browser-based access (<https://at.sfsu.edu/blog/labspace>) to a remote computer system. This enables you to use MS Access 2016 and MS Excel 2016 remotely through your browser, even from a Mac or Linux PC. Fast Internet required!

For any questions and support please contact the iLearn helpdesk in **LIB 220** or via [Labspace@sfsu.edu](mailto:Labspace@sfsu.edu).

**How to use labspace:**

- Login at <https://labspace.sfsu.edu>
- ISYS 363 students have access. Use SFSU student ID and iLearn password.
- Option 1: Labspace tutorial with Citrix plugin: <https://tutorials.dcio.cc/l/labspace-citrix-plugin>
- Option 2: Labspace tutorial without Citrix plugin (HTML5): <https://tutorials.dcio.cc/l/labspace>
- FAQ: <https://athelp.sfsu.edu/hc/en-us/sections/203710688-General>

**Free Software (MS Office, Anti-Virus, VMware Fusion, Windows, Lynda, Box, Zoom)**

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- **MS Office 2016:** SF State students are eligible to obtain MS Office 2016 for free. <https://its.sfsu.edu/service/office365students>
- **McAfee Anti-Virus:** SF State students are eligible to obtain Anti-Virus software for free. <http://its.sfsu.edu/guides/mcafee-antivirus-software>

Please check with the student help desk in ADM 110 if you need help with the above.

**VMware Fusion & Microsoft Imagine for Windows on a Mac:**

Microsoft has donated an academic alliance subscription to the IS department of the College of Business at San Francisco State University. The IS department has purchased an academic license for VMware Fusion to run Windows on a Mac. Access is limited to the semester that you are taking an Information Systems class. Your friends and family members are not eligible. Software from Microsoft include MS Project 2016, Visio 2016, Visual Studio 2016, and Windows. Information will be provided during class after the drop deadline. The account information will be sent to your SFSU e-mail account only!

There is no technical support provided by the instructor! Contact the student help desk in ADM 110.

- VMware Fusion password reset: <https://dcio.cc/vmfusion-reset> (username: your SFSU email)

**Online cloud-based file storage and sharing with Box.com:**

<https://its.sfsu.edu/guides/box-sfstate-file-sharing>

<https://sfsu.account.box.com/login>

**Web & Video Conferencing**

Academic Technology provides web and video conference capabilities to San Francisco State University powered by Zoom. Zoom works with Windows, Mac, iOS, Android, Blackberry, and Linux. All SF State faculty, staff and students can create Zoom meetings, free of charge.

<https://sfsu.zoom.us/>

**Lynda.com Training Videos:**

<http://library.sfsu.edu/lyndacom>

**Free Lynda.com from home:** You can access Lynda.com for **free from home** with a free (for all CA residents) library account from the San Francisco Public Library.

- <https://sfpl.libanswers.com/friendly.php?slug=faq/65116>
- <https://www.lynda.com/portal/patron?org=sfpl.org>

## Appendix

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### Disability Access (Disability Programs & Resource Center, DPRC)

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Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the **Student Service Building (SSB 110)** and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email ([dprc@sfsu.edu](mailto:dprc@sfsu.edu)). You will need to provide the instructor a letter from DPRC stating your recommended accommodation needs.

More information can be found at <http://access.sfsu.edu/home>. Quizzes and finals can be taken at proctored DPRC facilities, but require advanced scheduling. <http://www.sfsu.edu/~dprc/testproc.html>

#### **Accessible Technology Initiative (ATI.):**

SF State, along with the California State University system (CSU), is committed to creating a culture of access for an inclusive learning and working environment that ensures all campus information resources and technologies are fully accessible to persons with disabilities. This commitment has been codified at the system wide level resulting in the Accessible Technology Initiative (ATI.) <http://access.sfsu.edu/ati>

### The C.A.R.E. Program (Campus Evening Escort Service)

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The San Francisco State Campus Alliance for a Risk-free Environment (C.A.R.E.) is a student security team employed, trained, and supervised by your University Police Department. Team members will be available to escort you to and from your classroom, laboratory or office, to your car, or to your campus apartment. <http://parking.sfsu.edu/care-escort-program>

Your C.A.R.E. Team members are available to serve you from sunset to midnight seven days a week. Regular University Police Officers will be available for escort service when C.A.R.E. members are not on duty. To arrange for your escort CALL 338-7200, then press -0-, and tell the dispatcher where you would prefer to be met. Please allow 10 to 15 minutes for C.A.R.E. to arrive.

### Student Disclosures of Sexual Violence

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SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing [vpsaem@sfsu.edu](mailto:vpsaem@sfsu.edu) or calling 338-2032.

#### **To disclose any such violence confidentially, contact:**

- The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)
- Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>
- For more information on your rights and available resources: <http://titleix.sfsu.edu>

### Advising - Student Success Center (CoB)

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Student Advising @ College of Business **Student Success Center**  
Business Building, Room BUS 112  
Monday through Friday, 8:30am – 12:00pm, 1:00pm – 4:30pm  
[cobssc@sfsu.edu](mailto:cobssc@sfsu.edu) | Phone: (415) 405-3531  
<http://cob6.sfsu.edu/cob/undergrad>

## Campus Academic Resource Program (CARP) Tutoring

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The Campus Academic Resource Program (CARP) is a component of the Division of Undergraduate Education and Academic Planning (DUEAP) Tutoring Services. CARP is a free tutorial and academic support program at San Francisco State University (SF State), open to all SF State undergraduate students.

If you would like tutoring, please either call the Tutorial Lab at (415) 405-0971 or stop by HSS 344 during our tutoring hours, Monday-Thursday between 10:00AM-3:00PM.

<http://carp.sfsu.edu>

## Career Services & Professional Development

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### **College of Business Center for Career Services and Professional Development**

Please see this link: <http://cob.sfsu.edu/resources/career-services>

Contact [cobcareer@sfsu.edu](mailto:cobcareer@sfsu.edu), (415) 338-2509 or stop by BUS 137.

You can find job listings, resume resources and help, mock-up interview training, and plenty of training and interview events on and off campus and other valuable career services.

## Health Promotion & Wellness (Food Security)

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Health Promotion & Wellness is a unit within Student Affairs & Enrollment Management that provides health education for the San Francisco State community through campus health initiatives and programming. Our focus areas include alcohol, tobacco and other drugs, mental health, nutrition, men's health, sexual health, and sexual violence prevention.

### **Resources:**

- **Gator Groceries:** <http://asi.sfsu.edu/gator-groceries/> (Free food while supplies last!)
- **CalFresh Help Clinic:** <http://wellness.sfsu.edu/CalFresh>
- Nutrition Clinic: <http://wellness.sfsu.edu/nutrition-clinic>
- Nutrition Resources: <http://wellness.sfsu.edu/nutrition-resources>
- Cooking Classes: <http://wellness.sfsu.edu/cookingclasses>
- Farmers Market on campus: <http://housing.sfsu.edu/farmers-market>
- Mashouf Wellness Center: <http://campusrec.sfsu.edu/mashouf-wellness-center>
- Campus Recreation: <http://campusrec.sfsu.edu/>
- Adult and Pediatric First Aid & CPR/AED - \$50: every month, contact: [recsfu@sfsu.edu](mailto:recsfu@sfsu.edu)
- **Basic Needs Initiative:** <https://basicneeds.sfsu.edu>

## SFSU Policy: Observance of Religious Holidays

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The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester.

If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.





**SAN FRANCISCO**  

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**STATE UNIVERSITY**

# **Information Systems for Management (ISYS 363)**

## **Course Syllabus**

Fall Semester 2019

Section 3 (7610)

**Instructor:**

Daniel Ciomek, MBA

Information Systems Department | College of Business  
San Francisco State University

Email: [dcioemek@sfsu.edu](mailto:dcioemek@sfsu.edu) | Office: BUS 208A

<https://faculty.sfsu.edu/~dcioemek>



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## Schedule

I reserve the right to change the course schedule, the policies and any part of this syllabus as necessary during the semester and will inform you of any changes!

Week of	Class Topics & Activities	Assignments	Due Dates (11:55pm)
Week 1: <b>Aug 26</b>	- Course Introduction - Class Setup: iLearn, MyLab IT - Support and Resources	Read Syllabus Setup MyLab IT Read IST Chapter 1 Read Access Ch. 1	
Week 2: <b>Sep 2</b>	- IST Textbook (Valacich) Chapter 1 - Access Textbook (Poatsy) Ch.1 - Grader Projects and Error Reports - SFSU Labspace	Read IST Chapter 2 Read Access Ch. 2	9/8: DL & Read Syllabus! 9/8: IST HW Ch.1 9/8: MyLab IT A1 Training
Week 3: <b>Sep 9</b>	- IST Textbook (Valacich) Chapter 2 - Access Textbook (Poatsy) Ch.2 - Overview: MS Excel & Access Badges - VMware Fusion (Windows on a Mac)	Read IST Chapter TB/11 Read Access Ch. 3	<b>9/15: Syllabus Quiz-iLearn</b> 9/15: IST HW Ch.2 9/15: MyLab IT A1 Project 9/15: MyLab IT A2 Training
Week 4: <b>Sep 16</b>	- <b>9/16: Last day to drop w/o "W"</b> - IST Textbook (Valacich) Chapter "Technology Briefing" (a.k.a. Ch. 11) - Access Textbook (Poatsy) Ch.3	Read IST Chapter 3 Read Access Ch. 4 Quiz 1 Prep	9/22: IST HW Ch. TB (11) 9/22: MyLab IT A2 Project 9/22: MyLab IT A3 Training
Week 5: <b>Sep 23</b>	- <b>Quiz 1: IST Chapters 1-2+TB (iLearn)</b> - IST Textbook (Valacich) Chapters 3 - Access Textbook (Poatsy) Ch.4	Read IST Chapter 4 Refresh Excel Ch. 1-3!	<b>9/26: Quiz 1 (IST)</b> 9/29: IST HW Ch.3 9/29: MyLab IT A3 Project 9/29: MyLab IT A4 Training
Week 6: <b>Sep 30</b>	- IST Textbook (Valacich) Chapter 4 - Microsoft Office Specialist (MOS) Certification Overview (Optional)	Read IST Chapter 5 Read Excel Ch. 2 Quiz 2 Prep	10/6: IST HW Ch.4 10/6: MyLab IT A4 Project 10/6: MyLab IT E1 Training
Week 7: <b>Oct 7</b>	- <b>Quiz 2: MS Access Ch. 1-4 (MyLab IT)</b> - IST Textbook (Valacich) Chapter 5	Read IST Chapter 6 Read Excel Ch. 4	<b>10/10: Quiz 2 (Access)</b> 10/13: IST HW Ch.5 10/13: MyLab IT ACS Project 10/13: MyLab IT E2 Training
Week 8: <b>Oct 14</b>	- Excel Textbook (Poatsy) Ch.2 - Optional: MOS Certification (TBD)	Read Excel Ch. 5	10/20: IST HW Ch.6 10/20: MyLab IT E2 Project 10/20: MyLab IT E3 Training 10/20: MyLab IT E4 Training

(IST HW) "Information Systems Today" Reading & Questions Assignment, (E) MS Excel 2016 assignments, (A) MS Access 2016 assignments, (Tr.) MyLab IT Training Simulation, (Pr.) MyLab IT Individual Project

Week of	Class Topics & Activities	Assignments	Due Dates (11:55pm)
Week 9: <b>Oct 21</b>	- 10/21: Credit/No Credit deadline! - IST Textbook (Valacich) Chapter 6 - Excel Textbook (Poatsy) Ch.5	Read IST Chapter 7 Read Excel Ch. 6	10/27: MyLab IT E4 Project 10/27: MyLab IT ECS Project 10/27: MyLab IT E5 Training
Week 10: <b>Oct 28</b>	- IST Textbook (Valacich) Chapter 7 - Excel Textbook (Poatsy) Ch.6	Read IST Chapter 8 Read Excel Ch. 7 Quiz 3 prep	11/3: IST HW Ch.7 11/3: MyLab IT E5 Project 11/3: MyLab IT E6 Training
Week 11: <b>Nov 4</b>	- IST Textbook (Valacich) Chapter 8 - Excel Textbook (Poatsy) Ch.7	Read IST Chapter 9 Read Excel Ch. 9	11/10: IST HW Ch.8 11/10: MyLab IT E6 Project 11/10: MyLab IT E7 Training
Week 12: <b>Nov 11</b>	- IST Textbook (Valacich) Chapter 9 - <b>Quiz 3: IST Chapters 3-6 (iLearn)</b> - Excel Textbook (Poatsy) Ch.9 - Excel Extra Credit Project Available	Read IST Chapter 10	<b>11/14: Quiz 3 (IST)</b> 11/17: IST HW Ch.9 11/17: MyLab IT E7 Project 11/17: MyLab IT E9 Training
Week 13: <b>Nov 18</b>	- IST Textbook (Valacich) Chapter 10 - <b>11/19: Withdrawal Deadline!</b> Forms need to be w/ Instr. <u>by 3pm!</u>		11/24: IST HW Ch.10 11/24: MyLab IT E9 Project
Week 14: <b>Nov 25</b>	- <b>Fall Recess – No Classes</b> <b>Happy Thanksgiving!</b>	n/a	n/a
Week 15: <b>Dec 2</b>	- <b>Quiz 4: Excel Ch. 4-7, 9 (MyLab IT)</b> - <b>Review for final exam</b>	Quiz 5 Prep	<b>12/5: Quiz 4 (Excel)</b> 12/8: Selection Process for finals closes on iLearn
Week 16: <b>Dec 9</b>	- <b>Quiz 5: IST Chapters 7-10 (iLearn)</b>	Study for Finals	<b>12/12: Quiz 5 (IST)</b> 12/15: Excel Extra Credit [ECS II Ch. 5-12 Project]
Week 17: <b>Dec 16</b>	- <b>Final Exams:</b> Dec 19 <sup>th</sup> at 4pm in BUS 214	Proctored Exams: In-Person in BUS 214 - plan travel accordingly	<b>12/19: Final Exam</b>
Jan 2020	- Grades available on SFSU Gateway - Official transcripts avail. w/ grades		January 6 <sup>th</sup> , 2020 January 20 <sup>th</sup> , 2020

(IST HW) “Information Systems Today” Reading & Questions Assignment, (E) MS Excel 2016 assignments, (A) MS Access 2016 assignments, (Tr.) MyLab IT Training Simulation, (Pr.) MyLab IT Individual Project

## General Information

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### Course Description

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Information Systems for Management (ISYS 363): A comprehensive study of the use of Information Systems (IS) for management decision making; an examination of traditional information systems development from the end-user's perspective; the use of application software to develop individual applications that solve business problems.

ACCT majors: talk to an advisor if ACCT 307 is offered/a better fit for you and if you have the prerequisites!

### Prerequisites

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- Successful prior completion of ACCT 100 and ISYS 263 or their equivalents
- The concurrent registration in these courses is not permitted.

### Class Time & Location

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**Classes are held Thursday 4:00-6:45 p.m. (16:00-18:45) in room BUS 214. (PST)**

### Instructor, Office Hours & Contact Info

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Instructor: Daniel Ciomek, MBA | Office: BUS 208A | Email: [dcioemek@sfsu.edu](mailto:dcioemek@sfsu.edu) | Phone: +1-415-338-6083  
Website: <https://faculty.sfsu.edu/~dcioemek> | Information Systems Department: <https://cob.sfsu.edu/is/>

#### **Office Hours:**

Tuesday: 2:00-3:00 p.m. (14:00-15:00) PST  
Thursday: 10:00am-12:00 p.m. (10:00-12:00) PST

Please call me Daniel. For questions of general interest, please post them in the iLearn discussion forum. Questions regarding grades are usually best discussed in-person during office hours. Please don't post any questions indicating your scores/grades or other sensitive personal information in the forums on iLearn. I do not check emails late at night, on weekends, holidays, or breaks.

### Student Learning Outcomes (SLO)

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Upon successful completion of this course you will be able to:

- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies.
- Understand the types of decisions that can be supported by computer-based MIS applications.
- Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce.
- Perform the requirements analysis for an MIS application and evaluate existing software solutions.
- Understand the development process of microcomputer applications to solve business problems.
- Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics.
- Work and communicate with data processing professionals in the development of IS.
- Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics.

## Textbooks & Materials

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The required course materials can only be purchased online directly from Pearson publishing @ <https://www.myitlab.com/>. It is a discounted customized package for \$89 only available with the correct Course ID at this address. <https://www.pearsonmylabandmastering.com/northamerica/myitlab/> There is a 2-3-week grace period before you will need to pay! No reason to delay your access and to get started!

The ISYS 363 custom package section 1 and 2 (**Course ID: ciomek14145**) contains these required items:

- **Main Textbook: Information Systems Today: Managing in the Digital World, 8<sup>th</sup> Ed.** eBook by Valacich/Schneider, 2018  
→ Instant electronic access provided through MyLab IT (on iLearn)  
Book info: <https://dcio.cc/valacich8th>
- **MyLab IT software** with eBooks, training videos, graded testing, and graded projects  
→ Instant electronic access provided through MyLab IT (see iLearn)
- **Textbook: Exploring Microsoft Excel 2016 Comprehensive** - eBook by Mary Anne Poatsy  
→ *Electronic access provided through MyLab IT*  
Book info: <https://dcio.cc/exploring-excel>
- **Textbook: Exploring Microsoft Access 2016 Comprehensive** - eBook by Mary Anne Poatsy  
→ *Electronic access provided through MyLab IT*  
Book info: <https://dcio.cc/exploring-access>

**You need to enter your student ID in MyLab IT after registration:** <https://tutorials.dcio.cc/l/student-id>

You need your own set of the digital material to complete the assignments. You cannot share the software access with another student. You need to be enrolled latest into this course on MyLab IT by 9/30/2019. You cannot make up missed assignments. All other class material will be distributed via iLearn.

A few **print copies** are available at the library reserve, available 48h-periods: <http://dcio.cc/libraryreserve>  
**Mobile apps** for the ebooks: <https://www.pearson.com/us/higher-education/products-services-teaching/course-content/textbooks-and-etexts/pearson-etext-app.html>

These textbooks and the required software will cover all parts of the student learning outcomes (SLO). The Management Information Systems (MIS) textbook “Information Systems Today: Managing in the Digital World” will cover the large majority of the SLO’s, with the Access and Excel book, the training simulation, and the grader projects (Office) augmenting a few. A group project (GP), if part of the class, will provide additional practical experiences. The instructor will provide additional web-links and show videos in class to facilitate the learning experience for these objectives.

- Understand and apply the use of fundamental computer problem solving techniques and the formulation of effective solution strategies. (MIS, Office)
- Understand the types of decisions that can be supported by computer-based MIS applications. (MIS, Office)
- Describe the computer-based applications in the major functional areas of business including accounting, finance, marketing, manufacturing/production, human resources, and e-commerce. (MIS, Office, GP)
- Perform the requirements analysis for an MIS application and evaluate existing software solutions. (MIS, GP)
- Understand the development process of microcomputer applications to solve business problems. (MIS, GP)
- Use contemporary application software in areas such as spreadsheets, data management systems, project management, communications, collaborations, web publishing, e-commerce, and graphics. (MIS, GP)
- Work and communicate with data processing professionals in the development of IS. (MIS, Office, GP)
- Discuss IS topics such as cloud computing, online privacy/security, e-commerce, and ethics. (MIS, Office, GP)

## Teaching Methods, Student Attendance & Responsibilities

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**You need to log into iLearn and access the course syllabus by Sun, Sep 8<sup>th</sup>, or you will be dropped for “no show” from the class to free up space for other students.**

The class will be conducted in a lecture style format. You are required to attend class regularly, and attendance will be checked throughout the semester. If you miss a class, please check the presentation slides on iLearn and check with your classmates regarding any important announcements or class discussions you might have missed. Missing 1-2 classes over the course of the semester can usually be compensated. If you miss more than 2-3 classes, it could negatively impact your grade. Frequent participation in the class discussions is appreciated and can help tip your grade towards the next grading category if you end up very close to the next one.

Regular attendance and active class participation are encouraged as it promotes learning and improves the class experience. If you miss more than 2-3 classes during the semester it could negatively impact your grade.

There are weekly deadlines and grading assignments to adhere to. You need to read/watch/complete the appropriate class material prior to class, and to be able to discuss the material. Expect to spend 2-3 hours per class hour outside of class on homework, readings, or assignments (5-8 hours per week). The presentation slides are available on iLearn, subject to revision. Updated versions of the slides used during the lecture will be posted after the lecture.

It is prohibited to make your own recordings of the class, whether audio or video. The instructor may not allow students to use laptops and mobile devices during class if deemed necessary.

You are expected to attend prepared, be on-time, pay attention and to participate in the course. The class follows a lecture style format. Playing games on your gadgets, talking or texting on your phone, chatting with your fellow students, and eating/sleeping during class ... is unprofessional. If you need to make a phone call or send texts/emails during class time, please do it during the break or leave the room quietly so it does not negatively impact the class experience for fellow students. For all forms of online communication, please apply proper netiquette: <http://www.albion.com/netiquette/corerules.html>

All assignments and quizzes have been scheduled for the entire semester. Please review the schedule (pages 3+4) and plan ahead to ensure that you can meet these deadlines. It is your responsibility to complete assignments and quizzes by the scheduled dates. Extensions are not given, but many assignments accept late submissions with a 20-point penalty per day late. Please see the details for the assignments. It's a good practice to verify on MyLab IT and iLearn that grades have been properly recorded.

## Adding, Dropping, Credit/No Credit (CR/NC), and Withdrawal

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Faculty may administratively drop students who do not attend class or satisfy course requisites. If you are attempting to add the class, you must enroll by **Sep 8<sup>th</sup>, 2019**. You will not be permitted to add the course later even if you have taken all quizzes and otherwise completed all course requirements. **If you receive an add permit number, you will need to use it within 48 hours.**

**Students are responsible to drop a class.** You can drop without a “W”-grade by **Sep 16<sup>th</sup>, 2019**. You can change to the **Credit / No Credit** option by **Oct 21<sup>st</sup>, 2019**, or **withdraw** from the course by **Nov 19<sup>th</sup>, 2019**. University policy is that withdrawals are permitted only for serious and compelling reasons. In addition, policy prohibits students from withdrawing from the same course more than once for any reason. See

deadlines, explanations and forms: <https://registrar.sfsu.edu/> **Withdrawal forms will not be accepted after Tue Nov 19<sup>th</sup>, 2019, at 3pm.** The instructor will not be on campus to process the forms afterward!  
<https://senate.sfsu.edu/policy/withdrawal-courses>

## Microsoft Office Specialist (MOS) Certification

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SF State is a Certiport Authorized Test Center (CATC) for the official Microsoft Office Specialist (MOS) certification. You can take an optional certification exam for MS Excel and MS Access on campus. As an ISYS 363 student you have the option of taking the exam during the semester. The fee is \$100 and a 25% coupon should be available. To request the Lam Family College of Business to sponsor this exam, please contact the Deans Office. Details regarding dates offered, actual costs, or sponsorship and the sign-up procedure will be provided during the semester.

- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>
- <https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Overview>
- **Overview of the SF State MOS program:** <https://sfsu.app.box.com/v/mos-certification>
- **Registration, info, and prior results:** <https://mos.dcio.cc>

## Grading

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Your class grade will be calculated based on your results for the following tests and assignments:

• Syllabus Quiz	2.00%
• IST eBook HW practice assignments	25.00%
• MyLab IT eBook & training simulation	11.00%
• MyLab IT individual grader project assignments	22.00%
• Quizzes	20.00%
• Final Exam	20.00%
	100.00%

Extra Credit Project: MyLab IT Excel Capstone Project Chapters 5-12 is an optional Extra Credit project (3%). Your assignment grades can be immediately checked upon completion in MyLab IT. Grades will be manually transferred into the iLearn grade book within approximately one week after the initial due dates have passed. **iLearn gradebook explained:** <https://tutorials.dcio.cc/l/gradebook>

## Final Grades

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The following is the scale utilized to determine your final grades.  $\geq 70\%$  (C-) is the passing grade for the class. This also applies to the selection of credit/no credit (CR/NC). Grades will not be rounded up. There is no curving. Your grade will depend on how well you do, not on others.

<b>A</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>B</b>	<b>C+</b>	<b>C</b>	<b>C</b>	<b>D+</b>	<b>D</b>	<b>D</b>	<b>F</b>
$\geq 93$	$\geq 90$	$\geq 87$	$\geq 83$	$\geq 80$	$\geq 77$	$\geq 73$	$\geq 70$	$\geq 67$	$\geq 63$	$\geq 60$	$<60$

Failure to complete course requirements by the end of the semester can result in a “Withdrawal Unauthorized” grade (WU): [http://www.sfsu.edu/~bulletin/previous\\_bulletins/1314/grading.htm](http://www.sfsu.edu/~bulletin/previous_bulletins/1314/grading.htm)

## MyLab IT Valacich MIS Reading Assignments

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The reading platform for the “Information Systems Today” (IST) by Valacich eBook is called “MyLab IT”. There are 11 chapters to read in this textbook. These chapters are assigned to be read on a weekly basis (see schedule on pages 3-4). Questions regarding these chapters will need to be answered before the due date. These are called “IST Homework” in the system. They must be completed and submitted by 11:59



p.m. on Sunday of the week due. Late submissions receive a 20-points penalty for every day late. 12:00am is 1 day late! 11 chapters count 20% for the class (2% each) with the lowest one grade (1) of these 11 assignments being dropped. They verify most of the conceptual student learning outcomes, as discussed under required textbooks and materials.

You can read the ebooks on your mobile device: <https://www.pearson.com/us/higher-education/products-services-teaching/course-content/textbooks-and-etexts/pearson-etext-app.html>

### MyLab IT Excel & Access Reading & Training Simulation Assignments

There are a combined 12 chapters in the MyLab IT eBooks to read covering parts of MS Excel and MS Access programs. The corresponding training simulation assignments for these chapters need to be completed. These MyLab IT tutorial simulation assignments must be completed and submitted by 11:59 p.m. on Sunday of the week due or they are late. Late submissions result in a 20-point penalty for every day late. 12:00am is 1 day late! 12 trainings (counting 1.0% each) will lead to a total of 11% for the MyLab IT trainings, as the lowest one (1) of the 12 MyLab IT training grades will be dropped.

The required MyLab IT training tutorial assignments are:

- 4 x MyLab IT Training MS Access 2016 Chapters 1-4 (Tr. A1-A4)
- 8 x MyLab IT Training MS Excel 2016 Chapters 1-7 & 9 (Tr. E1-E9)

It is the responsibility of the student to ensure that their MyLab IT trainings are completed AND submitted. Please verify upon completion that the score has been properly recorded in the MyLab IT gradebook, prior to the due date. These activities cover more practical aspects of the expected learning outcomes, such as using contemporary application software in the area of spreadsheets and data management, for example.

### MyLab IT Access & Excel Individual Grader Project Assignments

The MyLab IT individual “Grader Projects” require you to actually use MS Excel 2016 and MS Access 2016. These projects correspond with the eBook chapter and the simulation trainings. These MyLab IT projects assignments must be completed and submitted by 11:59 p.m. on Sunday of the week due or they are late. Late submissions result in a 20-point penalty for every day late. 12:00am is 1 day late! 12 projects (2% each) will lead to a total of 22% for the MyLab IT projects, as the lowest one (1) MyLab IT project grades out of 12 assigned will be dropped.

The required MyLab IT project assignments are:

- 5 x MyLab IT Access Projects Chapters A1-A4 and Access Capstone Project (ACS) for Ch. 1-4
- 9 x MyLab IT Excel Projects Chapters E2, E4-E7, & E9 and Capstone Project (ECS) for Ch. 1-4
- *The Excel Capstone Project Chapters 5-12 is an optional Extra Credit project (3%)*

The assignments will focus on the student learning basic concepts/abilities (readings and prior trainings), then applying this knowledge and critical thinking skills to arrive at solutions to business problems (in the projects). These activities illustrate multiple expected learning outcomes, such as fundamental computer problem solving techniques, the use of contemporary business software, and showcase computer-based applications in many different areas of business and for different purposes.

You need to download an empty starter file with your embedded unique tracking information, a document with instructions, and then complete the tasks within your unique file and upload the finished file for automated grading. The system will provide you with an instant report, your score, and highlights what items were marked down for errors. You can continue to work on your file and upload it again (up to a total

of five uploads) to get the highest grade possible (100%). If you get started early, you will have enough time to correct any problems, improve your skills, and resubmit a corrected version. The highest grade counts.

**Assignments will not be accepted via email or by contacting the instructor. They must be uploaded and graded within MyLab IT. Late penalties down to 0% apply. <https://tutorials.dcio.cc/l/mylabit-projects>**

**A word of caution – the software is good at catching file sharing and over-collaboration**

If a student uses another student's document or copies parts of it, it will be flagged by the system and **both** students will receive a zero (0) for their grade, which will count towards your final grade. A zero due to (accidental) integrity violation will not be dropped as the lowest score in the end, the next lowest score will then be zeroed and dropped instead. There are no exceptions!

You must do all work on these assignments yourself. Any evidence of group work will result in failing grades for all involved. Repeat offenders will be referred to the SFSU Student Conduct Office and/or might fail the course. Please see the Academic Integrity section for further details.

**PLEASE:** *Do not send another student a copy of your "starting document". Do not leave a copy of your "starting document" or finished work on a computer lab computer or personal computer where another student could access it. If somebody else uses of your file, both of you will receive a zero (0).*

The projects are automatically graded. The instructor will not be able to review every project on an individual basis. Please check the report provided within MyLab IT to see what you did wrong. There is also an automated commented report you can download with more details. 98% of the errors are usually misspellings or not precisely following the instructions in order. For assistance/questions please review the problems with the teaching assistant in the ISYS 363 computer lab or come by during office hours.

### Quizzes, Dates & Times

There are five quizzes given during the semester. Quizzes are closed book. You must complete the quizzes individually (no collaboration whatsoever) during the assigned date(s) and scheduled time period(s) during class.

**Late submissions are not accepted for quizzes!**

Three quizzes will be in iLearn and focus on topics covered in the Valacich text book and use the multiple-choice format. Two quizzes will be administered utilizing MyLab IT and will focus on MS Excel and MS Access. These are just like the training simulations with the help and learning videos turned off. If there is a technical problem with your attempt, please contact iLearn/Pearson tech support via phone or live chat (not email!) and then notify the instructor immediately with your support case number.

Each quiz counts for 5% of the class grade with the lowest one (1) being dropped for a total of 20% of the class grade. Missed quizzes count as a zero. For each quiz, you will have approximately 30-40 minutes. You must take the quizzes on the assigned date & time. Since the lowest quiz score is dropped, there are no make-up quizzes given for any reason unless in severe medical cases with provided documentation.

Typically, 10-20% of each IST quiz will focus on material not covered in the textbook or the default slides. This could be material from videos shown in class, articles posted on iLearn or discussed during the lecture.

You need to work on all quizzes on your own. Any student caught cheating during a quiz or exam will receive a zero. A zero due to cheating will not be dropped as the lowest quiz score.

**Quiz Dates & Times:**

- Syllabus Quiz: due Sun Sep 17<sup>th</sup> 2019 on iLearn
- Quiz 1: **IST** Chapters 1-2 & TB – Sep 26, 2019 (Thu), on iLearn
- Quiz 2: **MS Access** Chapters 1-4 – Oct 10, 2019 (Thu), on MyLab IT
- Quiz 3: **IST** Chapters 3-6 – Nov 14, 2019 (Thu), on iLearn
- Quiz 4: **MS Excel** Chapters 4-7, 9 – Dec 5, 2019 (Thu), on MyLab IT
- Quiz 5: **IST** Chapters 7-10, – Dec 12, 2019 (Thu), on iLearn

**Proctored Final Exam (Main Campus, BUS 214):**

The final exam will be administered in a proctored computer lab during finals week (**BUS 214** or similar). [https://academicresources.sfsu.edu/cal/final\\_exams\\_spring\\_2019](https://academicresources.sfsu.edu/cal/final_exams_spring_2019)

The final exam is comprehensive and will cover the Valacich IST textbook course content of the entire semester. It will not cover any MS Access or MS Excel material. Expect 45 multiple-choice questions and a 45-minute timeframe, closed book, no notes, 1 attempt.

To enter the exam room, you need to identify yourself with your **SFSU student photo ID card**. If you don't have one, get one. You will need it for other classes as well. Any student caught cheating during the final exam will fail the course. This includes accessing the exam from a remote location or involving and/or collaborating with others inside or outside the exam room.

**Final exam: Dec 19<sup>th</sup> 2019 – 4pm.**

**Earlier or later finals are not given; please schedule any travel plans accordingly.**

The final exam must be taken at your scheduled time and place; makeup tests are not given except in cases of serious documented real emergencies. You are expected to arrive no later than 10 minutes after the start of the test or you will not be permitted to take it. If you miss the final, you will be asked to provide official documentation to support any request for a make-up exam. Any make-up exam will be scheduled on campus at a time that is convenient for both parties, usually at the beginning of the following semester.

Students requiring special accommodations are encouraged to register with DPRC early (they tend to get fully booked) and consider taking the final exam with at a DPRC location: <https://access.sfsu.edu/>. Pregnant students: please contact me to discuss possible accommodations. It's been done before, not a problem!

**Undergraduate Academic Standards, Integrity & Student Conduct, Testing Guidelines**

Academic integrity is the pursuit of scholarly activity free from fraud or deception and is an educational objective. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person, providing your work to another student, submitting work previously used without informing the instructor or tampering with the academic work of other students.

If the instructor determines that you have violated the student code of conduct, ALL PARTIES INVOLVED can be referred to the SFSU Student Conduct Office (OSC) for further action and all involved will receive a zero for that particular assignment in question. Please keep in mind that if a professor refers the matter to the OSC, the outcome on the matter has no bearing on the professor's final decision regarding grading.

- <http://conduct.sfsu.edu/standards>
- <http://conduct.sfsu.edu/academic-dishonesty>
- <http://conduct.sfsu.edu/plagiarism>

San Francisco State University College of Business (SF State CoB) regards incidents of academic misconduct as serious matters. The following explains what academic misconduct is and outlines the consequences of academic misconduct.

### A. Academic Misconduct

Academic misconduct is defined as follows:

1. Cheating: Any unauthorized attempt to offer or obtain assistance in a formal academic exercise (e.g., an examination or class exercise); assuming another student's identity with intent to provide an advantage for the student; copying, in part or in whole, from another's test or other evaluation instrument; submitting work previously presented in another course, if contrary to the rules of either course.
2. Plagiarism: The unauthorized use (i.e., representing as one's own work) or reproduction or close imitation of original creations (ideas, words, sentences, paragraphs, or parts thereof; or artistic/scholarly works such as computer programs, photographs, or similar works) of another author (person, group, organization, including anonymous authors) without due acknowledgment (accepted standards of citation or reference of the original source of the used or quoted content).
3. Fabrication: The distortion of data, information, or citations in any formal academic exercise or altering grading or grading instructions.
4. Deception: Providing false information to an instructor concerning a formal academic exercise— e.g., giving a false excuse for missing a deadline, falsely claiming to have submitted work, or submitting false information regarding internships.

### B. Disciplinary Sanctions

Two major types of sanctions may be imposed for any academic misconduct: Academic and Administrative. Academic sanctions are actions concerned with the coursework and grades which are the jurisdiction of the instructor. Administrative sanctions are related to a student's status on campus and are governed by the Office of Student Conduct (OSC). The imposition of one form of sanction will not rule out the imposition of the other.

1. Academic Sanctions: Upon verification of academic misconduct by personal observation and/or documentation, an instructor reserves the right to take one or more of the following academic actions:
  - i. Reprimand: A verbal or written notification of unacceptable behavior, violating the student honor code. Reprimand may be considered for any academic misconduct at the discretion of an instructor.
  - ii. **Modification of Grade: A student may be failed in the evaluation instrument (assignment or exam), may receive a reduced course grade, or may fail the course.**
2. Administrative Sanctions: Academic integrity is essential to the educational process. Traditional academic practices require that faculty members address cases of academic dishonesty in the classroom. Executive Order 1078, Article III, K, Cases Involving Academic Dishonesty, insists that, in addition, CSU faculty members report any infractions to a central location so that a student can be held accountable for multiple academic violations and the campus can recognize any patterns of misconduct. Cases of academic dishonesty for both cheating and plagiarism should be reported to their respective department chairs who should then report it to the Associate Dean or designee of

the College (e.g., Assistant Dean). The Associate Dean or designee will then instruct the faculty member to complete the Confidential Faculty Report of Academic Dishonesty form. The form, which goes directly to the OSC, will ask for the following information: names of students, SFSU ID #s, date of incident, class name/number/section, instructor's contact information, type of incident—cheating or plagiarism, etc.

### **Testing Guidelines:**

Unless otherwise noted, all quizzes and finals are closed book and need to be individual work; any evidence of cheating will result in failing grades for all parties involved. No collaboration or group work is allowed. During quizzes and exams, do not talk, use personal electronic devices or utilize other computer programs or browser windows/tabs, don't share access to the exam or access exams remotely. Any evidence of not following these rules during a test will result in the student receiving a zero for that test or failing the class. All individuals involved might be referred to the SFSU Student Discipline Office for further action.

## **Technology Requirements**

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This course uses multiple technology components and requires students to already have basic computer and Internet skills. Successful participation in ISYS 363 requires a reliable and fast broadband Internet connection and a contemporary computer with updated OS software and a current web browser.

The MyLab IT project assignments require the use Microsoft Excel 2016 and Access 2016 for completion, so you won't be able to complete the Access projects on an Apple computer by default. See Apple computer resources in this document for alternatives. You will need to have a PDF Reader installed on your computer to view most documents. If you do not have a computer at home that meets the requirements, you will need to make the necessary arrangements for accessing one. Please see the computer resources section.

## **iLearn and Forum Guidelines**

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**iLearn** is the SFSU "Learning Management System" (LMS) used for the course. It is an important component of the class and you should *frequently* log in and check for updates and any changes to the course schedule or updates to this syllabus. iLearn log-in is at <https://ilearn.sfsu.edu/>

**If you do not login into your ISYS 363 section on iLearn and download the syllabus during the first two weeks of class (deadline 9/8) you will be dropped from the class to make your space available to others.**

It is recommended that you put a picture of yourself into your iLearn profile and write 1-2 paragraphs about yourself, it will assist the instructor and your peers in getting to know you and help make the discussion forum livelier and more personal. How to edit your profile: <https://dcio.cc/ilearnprofile>

The *calendar* in iLearn will provide you with the due dates and times of assignments and tests *for your convenience*. The schedule (see pages 3-4) takes precedence in case of conflict or if the iLearn/MyLab IT calendar does not display things correctly. If you see an error or anything not making sense, please inform the instructor so it can be fixed. Thank you! iLearn will be used to distribute course material such as the syllabus, setup instructions, presentation slides and additional course materials.

**Gradebook:** All MyLab IT assignments are immediately graded and the results can be accessed within minutes in their respective platform. They will have to be manually transferred into iLearn by the instructor, usually within a week after the due date. <http://tutorials.dcio.cc/l/gradebook>

**Tests and Quizzes:** Quizzes covering the textbook will be given in iLearn. Quizzes covering MS Excel/Access will be given using MyLab IT.

**Forum Guidelines:** There are 2 separate forums on iLearn used in the class:

1. The “**News**” forum in iLearn will be used for announcements and general administrative information/updates to the course. You cannot unsubscribe from this one.
2. There will also be a “**General Class Forum**” where you can form study groups and discuss other class-related topics. Here you can ask questions or share relevant news and information.

The forums on iLearn are part of the course and are there to enhance the learning experience. In general, please apply common sense and engage with polite, helpful, friendly, and supportive forum behavior.

Please treat the forums like a virtual classroom and follow common Netiquette guidelines:

<http://www.albion.com/netiquette/corerules.html>

Use the search function and skim the forum prior to posting. Please give posts a **meaningful title**. Be brief in the title of the post, but specific enough so readers will know if the post will be of interest to them or if they can help you. For example, “Excel Ch. 2 Project VLookup question” or “Access Project 1 step 5” is better than “I need help”, “homework question” or “Access problem” as a title.

it is not possible for the instructor to respond to every post/comment. Please help each other. Guide others in the right direction, but don’t post any exact solutions, these will be deleted. But you can say this is described on page xyz in the ebook or post a link to a youtube video explaining how a function works.

### Email Communication (@mail.sfsu.edu)

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iLearn is the main method of communication, and bulk notifications and emails will be sent through iLearn to your SFSU Student email account. (@mail.sfsu.edu) If you don’t use your SFSU email account regularly, please forward your emails and make sure they don’t end up in the SPAM folder. It is your responsibility to get access to these emails sent out though the iLearn system.

**If you don’t use the SFSU account, forward emails to your preferred account!**

- <https://its.sfsu.edu/guides/student-email#forward>

If your question has already been covered, I might refer you back to the syllabus, the iLearn forum, posted videos, or other course documents. Please be courteous and considerate in communicating via email and apply netiquette: <http://www.albion.com/netiquette/corerules.html>

### MyLab IT

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ISYS 363 helps you to expand your MS Excel 2016 and MS Access 2016 skills. This is facilitated through the help of the MyLab IT software and the electronic books. There are online simulation trainings covering the chapters of the electronic Excel and Access books. You need to read the ebook chapters, complete the training tutorials and the grader projects. Two of the five quizzes will cover MS Excel and MS Access.

#### **MyLab IT eBook & Training System Requirements:**

The MyLab IT program requires a high-speed broadband Internet connection and a current browser.

- System requirements (Operating Systems and Browsers): <https://dcio.cc/mylabit-requirements>
- Check your browser setup: <https://www.whatismybrowser.com>
- Check your Internet speed: <https://www.speedtest.net/> or <https://testmy.net/>
- MyLab IT Support: <https://dcio.cc/mylabit-support>
- MyLab IT YouTube tutorial videos: <https://dcio.cc/mylabit-youtube>

For technical problems with MyLab, contact Pearson technical support directly for resolution.  
Pearson Support: <https://dcio.cc/mylabit-support> Use live chat or phone calls to get instant answers!!

### **MyLab IT Individual Project Requirements:**

The MyLab IT projects require **MS Excel 2016** (PC for some), **MS Access 2016** (PC), or Office for Mac 2016 (for most Excel projects). Any other (older) version could result in grading errors at your expense. MS Access simply does not exist for the Mac, only for Windows. Please watch the tutorial for the projects and how to access the error report before starting the first project! <https://tutorials.dcio.cc/l/mylabit-projects>

If you don't have the correct version of the software, or if you are using an Apple computer, please see the "Apple Computers" and "Computer Resources" sections in this document!

## **Technical Support**

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Successful completion of Information Systems 263 is a prerequisite. In general, as a business student, basic computer knowledge and trouble shooting skills are expected. Computer literacy, and the ability to solve basic common computer issues on your own, are a requirement of the modern work environment. Google is your friend! You are required to ensure that you have appropriate computing resources and that they are functional when needed. You are expected to safeguard your equipment with regular updates and antivirus software, and it is highly recommended to maintain regular backups for your class work for any class.

I will gladly point you in the right direction, or recommend additional resources if possible, but cannot provide individual tech support for 550+ students. Since problems vary greatly and most platforms are run by different teams, it's usually the best and fastest to contact the appropriate support team directly.

**Free: Student help desk in ADM 110 (415-338-1420):** <https://its.sfsu.edu/support>

The SFSU bookstore also provides repairs/upgrades.

Plan ahead for failure/emergencies. Think about alternative options (worst case scenario) ahead of time. What if the computer breaks down or the Internet access does not work the night of the due date? What are your options? Do you know where to go? When are computer labs open? Can you tether Internet through your phone?

A few pointers to help yourself with technology on campus are:

- Academic Technology Help Center: <https://athelp.sfsu.edu/hc/en-us>
- Information Technology Services: <https://its.sfsu.edu/getstarted/students>
- For any password problems on campus: <https://its.sfsu.edu/service/password>
- Student email related: <http://tech.sfsu.edu/guides/student-email>

### **General Tech Support: Student Help Desk (ADM 110)**

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Information Technology Services (ITS) runs a student Help Desk in the administration building (<http://www.sfsu.edu/~sfsu/southeast.htm>) to assist you for **free** with computer related problems.

**Student Help Desk: ADM 110 | 415-338-1420 | Website:** <http://its.sfsu.edu/support>

- **FREE** for all types of computer related questions and support for students
- Problems with software, campus WIFI, viruses, hardware, phone issues, Box.com account etc.

- **FREE Antivirus** software and **MS Office 2016** provided for all students
- SFSU Email instructions and configuration help: <https://its.sfsu.edu/uguides>

### MyLab IT Support (Pearson)

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**For any questions regarding MyLab IT, contact Pearson Technical Support. Phone: +1(800)677-6337**

- **MyLab IT Support:** <https://dcio.cc/mylabit-support> (24/7 live chat and support)
- System requirements (Operating Systems and Browsers): <https://dcio.cc/mylabit-requirements>
- MyLab IT System Status: [https://status.pearson.com/#/MyLab IT/Last\\_24\\_hrs](https://status.pearson.com/#/MyLab IT/Last_24_hrs)
- Check your browser setup: <https://www.whatismybrowser.com>
- MyLab IT YouTube tutorial videos: <https://dcio.cc/mylabit-youtube>

**Please use live chat or call them directly.** Don't send emails into Nirvana. If they cannot help right away, and it impacts a deadline, have support provide you a case/ticket number (case ID) and send the instructor an email with your case ID **before** any deadline!

### iLearn, Class Recordings, and Labspace Support (LIB 220)

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Academic Technology (AT) provides support for iLearn, class recordings, labspace, and Zoom in the J. Paul Leonard Library building (iLearn Help Desk room 220): <http://www.sfsu.edu/~sfsuap/southeast.htm>

**iLearn Help Desk: LIB 220 | 415-405-5555 | [ilearn@sfsu.edu](mailto:ilearn@sfsu.edu), or [labspace@sfsu.edu](mailto:labspace@sfsu.edu).**

Chat is available via iLearn. Visit the AT help desk in the library building in LIB 220 Mon-Fri 8-5pm!

### Apple Computers and iOS

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**The big issue for Apple users is the MyLab IT MS Access projects. There is no Mac version of MS Access.**

There are a few alternative options provided by SF State:

- Complete these assignments on campus computer resources, e.g. in the computer lab (24/7)
- Rent PC laptops w/ MS Office from the library for free: <https://library.sfsu.edu/laptop-lending>
- Use the SFSU remote login into **labspace** and run virtual Excel/Access (<https://labspace.sfsu.edu>)
  - **Labspace tutorial with Citrix plugin:** <https://tutorials.dcio.cc/l/labspace-citrix-plugin>
  - **Labspace tutorial without Citrix plugin:** <https://tutorials.dcio.cc/l/labspace>
  - **ISYS 363 students are activated. Use your student ID as username and iLearn password.**
- Use VMware Fusion software as a virtual PC running Windows on a Mac (free through instructor)

ISYS 363 students can obtain a free educational license of VMware Fusion virtualization software through the instructor. You can also download a copy of Windows 8 or 10 as well as MS Access 2016 free of charge through the Microsoft Imagine Premium program for educational use. Instructions and a demo are shown and provided in class. The student help desk (ADM 110) can help with the setup.

### ISYS 363 Tutoring Computer Lab (BUS 214)

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The ISYS 263/363 open computer lab in BUS 214 or BUS 209 can be utilized for the semester. The lab hours are to be determined and will be announced when available, usually around the 2<sup>nd</sup> / 3<sup>rd</sup> week of class.



A teaching assistant (TA), will be present to answer MyLab IT questions, and to provide guidance for the Excel and Access assignments. Please read the chapters, complete the training assignments, and then start the projects. Read the project instructions, get started, and then ask the TA when stuck. The TA will kindly refer you back to the chapter reading and the training simulations if you appear unprepared.

## Computer Resources

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There are plenty of computer resources on campus with different hours (24/7) and options. Please check ahead of time so you are familiar with your options in case of PC failures.

**You can rent out laptops at the SFSU Library for free:** <http://library.sfsu.edu/laptop-checkout-0>

### Campus Computer Labs (BUS 209, Library)

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- College of Business Computer Lab (BUS 209): <https://cob.sfsu.edu/resources/business-lab>
- SFSU campus computer labs: <https://its.sfsu.edu/content/lab>
- Library Technology: <https://library.sfsu.edu/technology>
- Hours: <https://library.sfsu.edu/hours>

### Labspace (Virtual MS Office)

---

Academic Technologies (AT) provides virtual browser-based access (<https://at.sfsu.edu/blog/labspace>) to a remote computer system. This enables you to use MS Access 2016 and MS Excel 2016 remotely through your browser, even from a Mac or Linux PC. Fast Internet required!

For any questions and support please contact the iLearn helpdesk in **LIB 220** or via [Labspace@sfsu.edu](mailto:Labspace@sfsu.edu).

#### **How to use labspace:**

- Login at <https://labspace.sfsu.edu>
- ISYS 363 students have access. Use SFSU student ID and iLearn password.
- Option 1: Labspace tutorial with Citrix plugin: <https://tutorials.dcio.cc/l/labspace-citrix-plugin>
- Option 2: Labspace tutorial without Citrix plugin (HTML5): <https://tutorials.dcio.cc/l/labspace>
- FAQ: <https://athelp.sfsu.edu/hc/en-us/sections/203710688-General>

### Free Software (MS Office, Anti-Virus, VMware Fusion, Windows, Lynda, Box, Zoom)

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- **MS Office 2016:** SF State students are eligible to obtain MS Office 2016 for free. <https://its.sfsu.edu/service/office365students>
- **McAfee Anti-Virus:** SF State students are eligible to obtain Anti-Virus software for free. <http://its.sfsu.edu/guides/mcafee-antivirus-software>

Please check with the student help desk in ADM 110 if you need help with the above.

#### **VMware Fusion & Microsoft Imagine for Windows on a Mac:**

Microsoft has donated an academic alliance subscription to the IS department of the College of Business at San Francisco State University. The IS department has purchased an academic license for VMware Fusion to run Windows on a Mac. Access is limited to the semester that you are taking an Information Systems class. Your friends and family members are not eligible. Software from Microsoft include MS Project 2016, Visio

2016, Visual Studio 2016, and Windows. Information will be provided during class after the drop deadline. The account information will be sent to your SFSU e-mail account only!

There is no technical support provided by the instructor! Contact the student help desk in ADM 110.

- VMware Fusion password reset: <https://dcio.cc/vmfusion-reset> (username: your SFSU email)

**Online cloud-based file storage and sharing with Box.com:**

<https://its.sfsu.edu/guides/box-sfstate-file-sharing>

<https://sfsu.account.box.com/login>

**Web & Video Conferencing**

Academic Technology provides web and video conference capabilities to San Francisco State University powered by Zoom. Zoom works with Windows, Mac, iOS, Android, Blackberry, and Linux. All SF State faculty, staff and students can create Zoom meetings, free of charge.

<https://sfsu.zoom.us/>

**Lynda.com Training Videos:**

<http://library.sfsu.edu/lyndacom>

**Free Lynda.com from home:** You can access Lynda.com for **free from home** with a free (for all CA residents) library account from the San Francisco Public Library.

- <https://sfpl.libanswers.com/friendly.php?slug=faq/65116>
- <https://www.lynda.com/portal/patron?org=sfpl.org>

## Appendix

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### Disability Access (Disability Programs & Resource Center, DPRC)

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Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the **Student Service Building (SSB 110)** and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email ([dprc@sfsu.edu](mailto:dprc@sfsu.edu)). You will need to provide the instructor a letter from DPRC stating your recommended accommodation needs.

More information can be found at <http://access.sfsu.edu/home>. Quizzes and finals can be taken at proctored DPRC facilities, but require advanced scheduling. <http://www.sfsu.edu/~dprc/testproc.html>

#### **Accessible Technology Initiative (ATI.):**

SF State, along with the California State University system (CSU), is committed to creating a culture of access for an inclusive learning and working environment that ensures all campus information resources and technologies are fully accessible to persons with disabilities. This commitment has been codified at the system wide level resulting in the Accessible Technology Initiative (ATI.) <http://access.sfsu.edu/ati>

### The C.A.R.E. Program (Campus Evening Escort Service)

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The San Francisco State Campus Alliance for a Risk-free Environment (C.A.R.E.) is a student security team employed, trained, and supervised by your University Police Department. Team members will be available to escort you to and from your classroom, laboratory or office, to your car, or to your campus apartment. <http://parking.sfsu.edu/care-escort-program>

Your C.A.R.E. Team members are available to serve you from sunset to midnight seven days a week. Regular University Police Officers will be available for escort service when C.A.R.E. members are not on duty. To arrange for your escort CALL 338-7200, then press -0-, and tell the dispatcher where you would prefer to be met. Please allow 10 to 15 minutes for C.A.R.E. to arrive.

### Student Disclosures of Sexual Violence

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SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing [vpsaem@sfsu.edu](mailto:vpsaem@sfsu.edu) or calling 338-2032.

#### **To disclose any such violence confidentially, contact:**

- The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)
- Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>
- For more information on your rights and available resources: <http://titleix.sfsu.edu>

### Advising - Student Success Center (CoB)

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Student Advising @ College of Business **Student Success Center**  
Business Building, Room BUS 112  
Monday through Friday, 8:30am – 12:00pm, 1:00pm – 4:30pm  
[cobssc@sfsu.edu](mailto:cobssc@sfsu.edu) | Phone: (415) 405-3531  
<http://cob6.sfsu.edu/cob/undergrad>

## Campus Academic Resource Program (CARP) Tutoring

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The Campus Academic Resource Program (CARP) is a component of the Division of Undergraduate Education and Academic Planning (DUEAP) Tutoring Services. CARP is a free tutorial and academic support program at San Francisco State University (SF State), open to all SF State undergraduate students.

If you would like tutoring, please either call the Tutorial Lab at (415) 405-0971 or stop by HSS 344 during our tutoring hours, Monday-Thursday between 10:00AM-3:00PM.

<http://carp.sfsu.edu>

## Career Services & Professional Development

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### **College of Business Center for Career Services and Professional Development**

Please see this link: <http://cob.sfsu.edu/resources/career-services>

Contact [cobcareer@sfsu.edu](mailto:cobcareer@sfsu.edu), (415) 338-2509 or stop by BUS 137.

You can find job listings, resume resources and help, mock-up interview training, and plenty of training and interview events on and off campus and other valuable career services.

## Health Promotion & Wellness (Food Security)

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Health Promotion & Wellness is a unit within Student Affairs & Enrollment Management that provides health education for the San Francisco State community through campus health initiatives and programming. Our focus areas include alcohol, tobacco and other drugs, mental health, nutrition, men's health, sexual health, and sexual violence prevention.

### **Resources:**

- **Gator Groceries:** <http://asi.sfsu.edu/gator-groceries/> (Free food while supplies last!)
- **CalFresh Help Clinic:** <http://wellness.sfsu.edu/CalFresh>
- Nutrition Clinic: <http://wellness.sfsu.edu/nutrition-clinic>
- Nutrition Resources: <http://wellness.sfsu.edu/nutrition-resources>
- Cooking Classes: <http://wellness.sfsu.edu/cookingclasses>
- Farmers Market on campus: <http://housing.sfsu.edu/farmers-market>
- Mashouf Wellness Center: <http://campusrec.sfsu.edu/mashouf-wellness-center>
- Campus Recreation: <http://campusrec.sfsu.edu/>
- Adult and Pediatric First Aid & CPR/AED - \$50: every month, contact: [recsfu@sfsu.edu](mailto:recsfu@sfsu.edu)
- **Basic Needs Initiative:** <https://basicneeds.sfsu.edu>

## SFSU Policy: Observance of Religious Holidays

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The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester.

If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

year	semester	course	sect	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	IC	CR	NC	RD	RP	W	WM	WU	N	DFW	GPA	N_GPA
2012	Fall	0363	01	0	33	34	28	35	23	10	12	4	2	2	1	7	0	0	7	2	0	0	2	1	0	203	0.06	3.02	191
2012	Fall	0363	02	0	27	30	43	55	37	15	15	7	1	2	1	13	0	0	8	4	0	0	7	2	0	267	0.06	2.87	246
2012	Fall	0363	03	0	6	2	3	3	1	7	1	4	0	0	0	0	0	0	0	0	0	0	6	0	0	33	0	2.89	27
2012	Fall	0363	04	0	6	3	7	8	7	0	1	1	0	0	0	1	0	0	1	0	0	0	0	0	0	35	0.03	3.08	34
2012	Fall	0363	05	0	5	11	8	5	2	2	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	36	0.03	3.29	35
2012	Fall	0363	07	0	19	9	0	1	1	1	2	0	0	1	0	1	0	0	0	1	0	0	0	0	0	36	0.06	3.49	35
2012	Fall	0363	09	0	9	5	5	7	2	2	1	2	0	0	0	1	0	0	3	0	0	0	0	0	0	37	0.03	3.16	34
2012	Fall	0363	10	0	5	10	7	4	1	2	0	0	0	0	0	3	0	0	2	2	0	0	1	0	0	37	0.03	3.11	32
2013	Spring	0363	01	0	14	16	17	22	21	13	9	11	4	5	2	9	0	0	4	1	0	0	4	1	0	153	0.13	2.6	143
2013	Spring	0363	02	0	18	25	29	58	33	29	23	8	7	6	3	12	0	0	6	7	0	0	7	1	0	272	0.1	2.66	251
2013	Spring	0363	03	0	4	4	4	9	6	3	1	4	0	1	0	1	0	0	0	1	0	0	0	0	0	38	0.05	2.81	37
2013	Spring	0363	04	0	2	1	2	5	7	6	7	1	0	0	0	0	0	0	0	0	0	0	1	0	0	32	0	2.64	31
2013	Spring	0363	05	0	5	4	5	4	3	3	7	2	0	0	0	1	0	0	0	0	0	0	0	0	1	35	0.06	2.73	35
2013	Spring	0363	06	0	3	4	0	7	1	6	3	4	0	2	0	1	0	0	1	1	0	0	2	0	1	36	0.11	2.47	32
2013	Spring	0363	08	0	5	2	6	10	5	3	1	0	2	0	0	0	0	0	1	0	0	0	0	1	0	36	0.06	3.01	34
2013	Spring	0363	Q4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1.7	1
2013	Fall	0363	01	0	13	16	22	27	13	11	15	8	2	5	1	7	0	0	1	0	0	0	3	0	0	288	0.05	2.69	140
2013	Fall	0363	02	0	19	23	32	60	39	21	19	10	3	3	1	18	0	0	9	3	0	0	6	0	0	532	0.05	2.67	248
2013	Fall	0363	03	0	10	7	3	6	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2	66	0.03	3.19	33
2013	Fall	0363	04	0	0	4	1	8	4	7	5	0	2	3	1	0	0	0	0	0	0	0	0	0	0	70	0.09	2.44	35
2013	Fall	0363	05	0	5	7	12	7	4	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	0	76	0.01	3.22	37
2013	Fall	0363	06	0	3	10	12	9	0	2	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	78	0	3.3	37
2013	Fall	0363	07	0	15	4	3	5	2	2	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0	68	0	3.54	31
2013	Fall	0363	08	0	5	3	2	5	2	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	38	0.03	3.28	18
2013	Fall	0363	09	0	17	4	2	3	1	3	2	0	0	0	0	0	0	0	0	0	0	0	1	1	0	68	0	3.5	32
2014	Spring	0363	01	0	29	19	19	18	13	8	4	4	3	0	1	4	0	0	2	2	0	0	2	1	0	129	0.06	3.08	122
2014	Spring	0363	03	0	39	33	37	45	30	23	16	7	4	2	2	14	0	0	4	4	0	0	5	6	0	271	0.08	2.86	252
2014	Spring	0363	05	0	6	2	6	5	6	3	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	32	0.03	2.95	32
2014	Spring	0363	07	0	2	5	5	6	8	4	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	35	0	2.89	35
2014	Spring	0363	09	0	0	4	2	12	4	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29	0	2.9	29
2014	Spring	0363	11	0	7	1	4	1	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	0	3.29	17
2014	Spring	0363	13	0	12	2	2	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	23	0	3.56	22
2014	Spring	0363	15	0	4	8	7	12	1	2	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	37	0.03	3.2	36
2014	Spring	0363	17	0	3	2	12	10	1	1	3	0	0	0	0	1	0	0	4	0	0	0	0	0	0	37	0.03	3.03	33
2014	Spring	0363	19	0	7	6	9	6	1	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	34	0	3.26	34
2014	Spring	0363	21	0	4	2	7	7	7	1	2	2	0	1	0	0	0	0	1	1	0	0	0	0	0	35	0.03	2.94	33
2014	Fall	0363	01	0	16	14	23	35	24	9	8	6	3	4	0	3	0	0	1	1	0	0	2	0	1	150	0.07	2.85	146
2014	Fall	0363	03	0	34	27	35	51	39	25	17	6	4	3	5	2	0	0	8	4	0	0	12	0	5	277	0.07	2.86	253
2014	Fall	0363	05	0	4	3	2	9	2	3	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	29	0.03	2.89	29
2014	Fall	0363	07	0	6	2	3	2	3	5	3	5	1	0	0	0	0	0	1	0	0	0	1	0	1	33	0.06	2.67	31
2014	Fall	0363	09	0	5	6	8	8	5	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	34	0.03	3.19	34
2014	Fall	0363	11	0	3	6	10	15	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	38	0	3.22	37
2014	Fall	0363	13	0	5	3	6	9	4	3	3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	35	0	3.04	34
2014	Fall	0363	15	0	8	9	3	9	2	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	35	0.03	3.3	35
2014	Fall	0363	17	0	10	2	3	7	5	1	4	1	1	0	0	0	0	0	1	0	0	0	1	0	0	36	0.03	3.09	34
2014	Fall	0363	19	0	5	5	7	5	3	3	1	0	0	0	0	1	0	0	5	1	0	0	0	0	0	36	0.03	3.12	30
2015	Spring	0363	01	0	16	16	24	28	17	12	14	5	1	0	3	1	0	0	2	2	0	0	3	0	4	148	0.06	2.84	141
2015	Spring	0363	03	0	24	23	38	53	44	23	22	11	6	3	2	4	0	0	11	5	0	0	4	0	2	275	0.06	2.79	255
2015	Spring	0363	05	0	5	4	3	7	2	2	4	2	2	0	0	0	0	2	0	0	0	0	0	0	1	34	0.09	2.64	34
2015	Spring	0363	07	0	5	1	0	6	3	3	9	4	1	0	0	0	0	0	1	0	0	0	0	0	0	33	0.03	2.59	32
2015	Spring	0363	09	0	4	8	9	9	1	1	1	0	0	1	0	2	0	0	0	0	0	0	1	0	0	37	0.08	3.06	36
2015	Spring	0363	11	0	6	7	5	11	2	2	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	36	0	3.27	34
2015	Spring	0363	13	0	2	1	5	9	9	3	4	2	1	0	0	0	0	0	0	0	0	0	1	0	0	37	0.03	2.75	36
2015	Spring	0363	15	0	5	6	7	8	2	4	3	0	0	0	0	0	0	0	1	0	0	0	0	0	0	36	0	3.14	35
2015	Spring	0363	17	0	4	2	3	8	8	1	2	2	1	0	0	1	0	0	2	0	0	0	0	0	1	35	0.09	2.72	33
2015	Spring	0363	19	0	9	5	4	3	4	3	2	0	0	0	0	0	0	0	4	0	0	0	1	0	0	35	0	3.28	30
2015	Summer	0363	01	0	6	4	3	5	5	2	6	2	0	0	0	1	0	0	0	0	0	0	0	0	0	34	0.03	2.86	34
2015	Summer	0363	03	0	2	5	2	7	5	3	6	0	0	2	0	1	0	0	0	0	0	0	1	0	0	34	0.09	2.68	33
2015	Summer	0363	05	0	22	4	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	3.81	32
2015	Summer	0363	07	0	17	8	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	32	0	3.76	31
2015	Fall	0363	01	0	42	32	31	25	7	2	3	2																	

# ISYS 363: Grade Analysis

Michael Bar

Department of Economics, San Francisco State University

2020-02-02

- 1 Packages used
- 2 Loading and Organizing Data
- 3 Enrollment Summary
  - 3.1 Enrollment by year, semester
  - 3.2 Enrollment by semester
- 4 Summary Statistics for Entire Data
- 5 Graph: GPA, P(C-), P(D+) by semester
- 6 Graph: GPA by section
- 7 Graph: DFW by section
- 8 Outlier sections
- 9 Percent of High Failure Rate Sections (DFW at least 15%)
- 10 Percent of CR, NC

## 1 Packages used

```
# Attach the packages
library("openxlsx") #Read, Write and Edit XLSX Files
library("formattable") #Fomattting tables as %, comma, currency, accounting and scientific
library("ggplot2") #Data visualization
library("knitr") #Formatted reports
library("kableExtra") #Formatted tables
library("scales") #Number formatting
library("rstudioapi") #Safely Access the RStudio API
```

## 2 Loading and Organizing Data

Source: <http://ir.sfsu.edu/content/course-faculty-data>.

Grading Policy and Systems: <http://bulletin.sfsu.edu/policies-procedures/grading>

User input: course prefix, course number

```
prefix <- "ISYS" #Course prefix
coursenum <- 363 #Course number
```

## 3 Enrollment Summary

### 3.1 Enrollment by year, semester

Enrollment: ISYS 363

<b>year</b>	<b>semester</b>	<b>N</b>	<b>section</b>	<b>sec_size</b>
2012	Fall	684	8	85.50000
2013	Spring	603	8	75.37500
2013	Fall	1284	9	142.66667
2014	Spring	679	11	61.72727
2014	Fall	703	10	70.30000
2015	Spring	706	10	70.60000
2015	Summer	132	4	33.00000
2015	Fall	769	11	69.90909
2016	Spring	815	7	116.42857
2016	Summer	84	3	28.00000
2016	Fall	832	8	104.00000
2017	Spring	756	4	189.00000
2017	Summer	104	3	34.66667
2017	Fall	791	9	87.88889
2018	Spring	765	8	95.62500
2018	Summer	99	3	33.00000
2018	Fall	709	6	118.16667
2019	Spring	771	8	96.37500
2019	Summer	67	2	33.50000
2019	Fall	712	7	101.71429

## 3.2 Enrollment by semester

Enrollment by semester: ISYS 363

<b>semester</b>	<b>N</b>	<b>section</b>	<b>sec_size</b>

Spring	727.8571	8.0	100.73298
Summer	97.2000	3.0	32.43333
Fall	810.5000	8.5	97.51820

## 4 Summary Statistics for Entire Data

Summary Statistics for Entire Data: ISYS 363

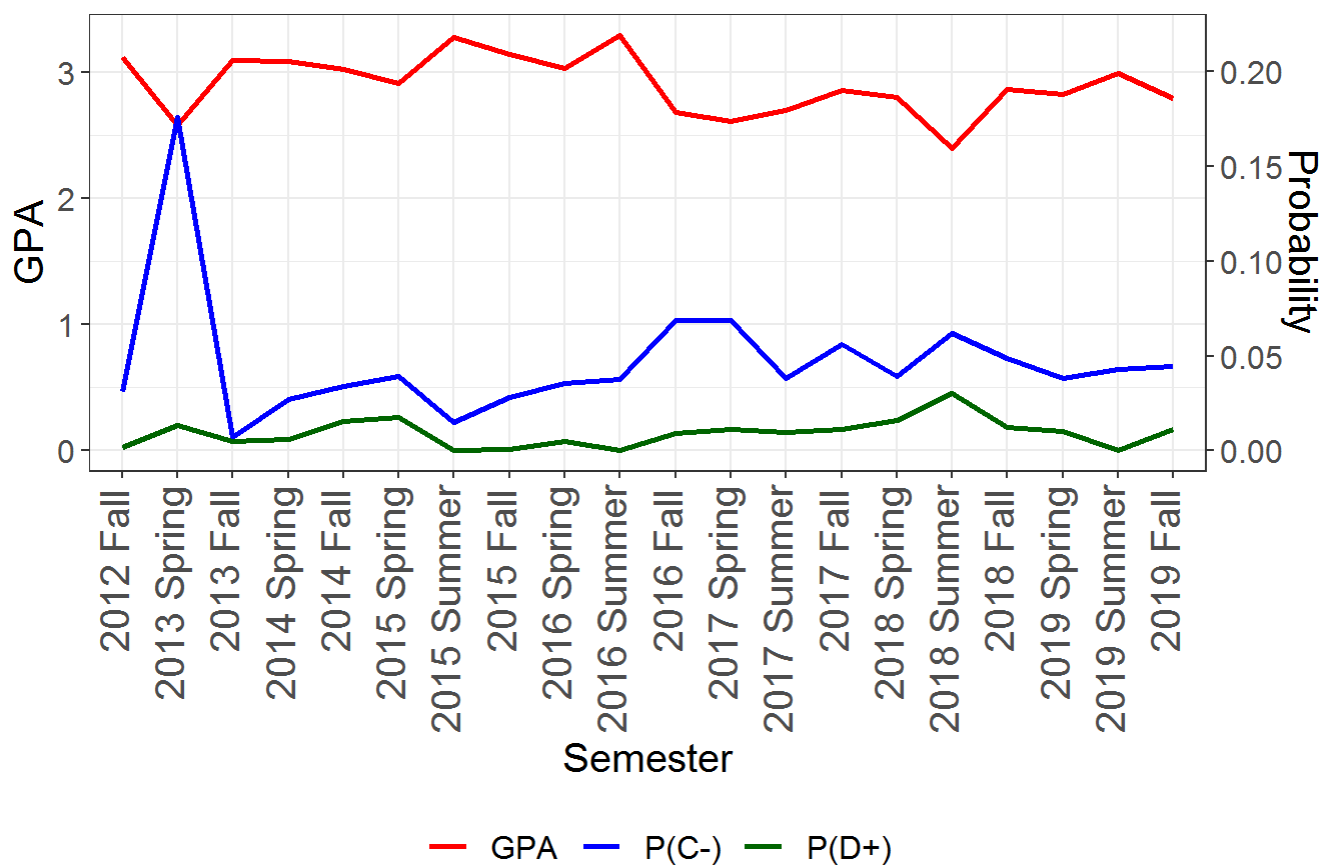
mean_GPA	weighted_GPA	mean_DFW
2.918993	2.834154	0.0574101

Note:

Weighted GPA by section enrollment.

## 5 Graph: GPA, P(C-), P(D+) by semester

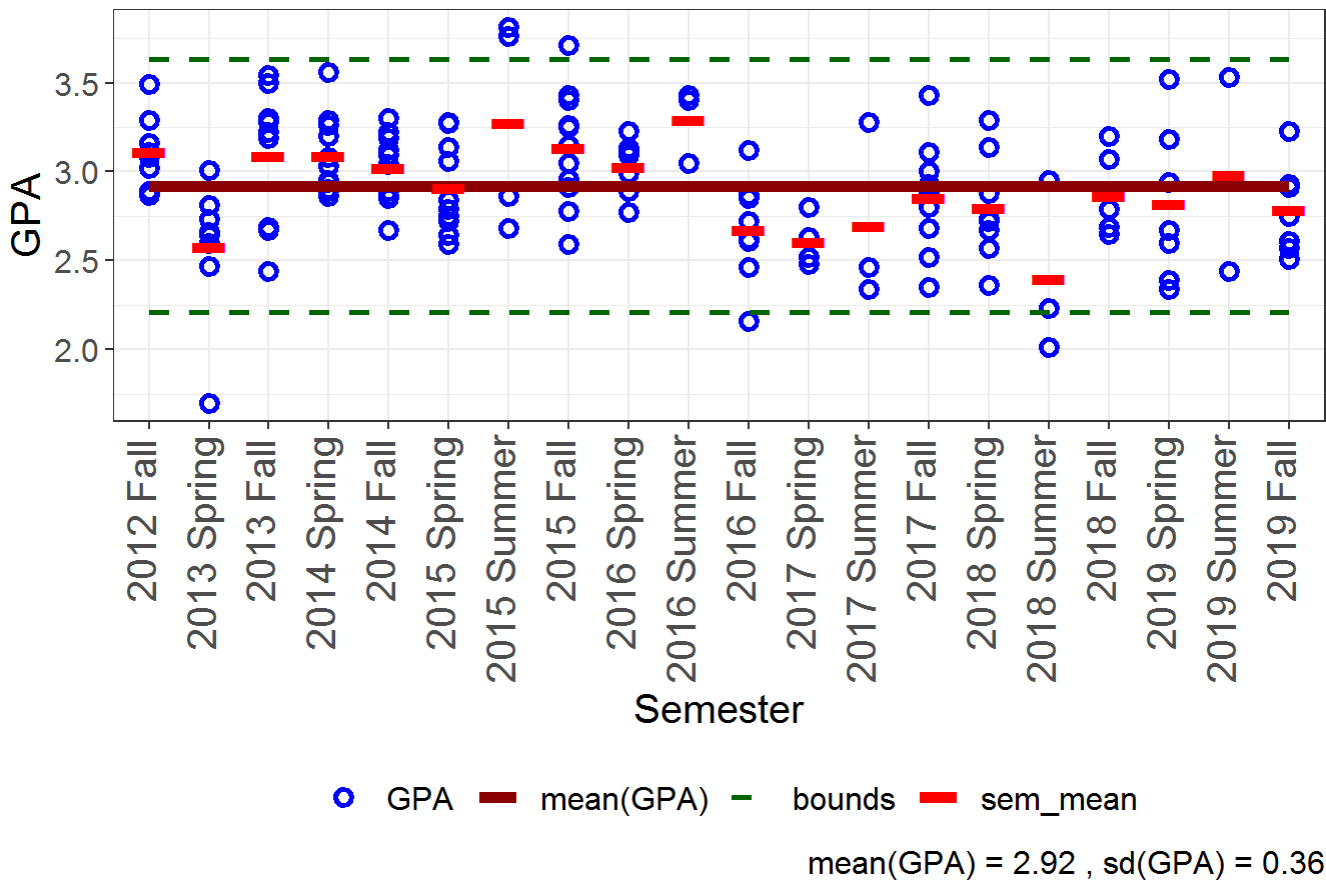
GPA, P(C-), P(D+) over time: ISYS 363



## 6 Graph: GPA by section



## GPA by year: ISYS 363



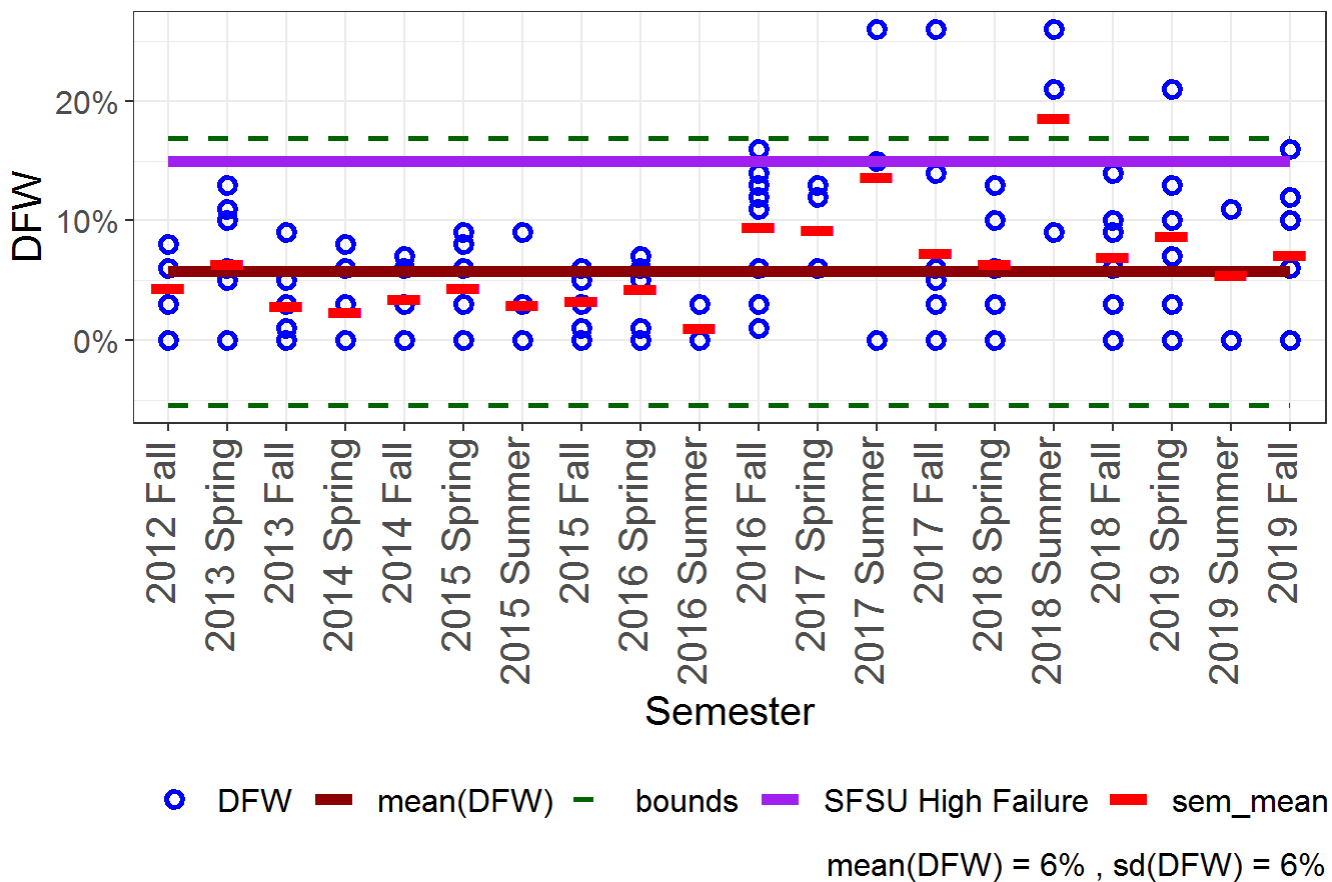
## 7 Graph: DFW by section

$\%DFW = (D+, D, D-, F, WU) / (Total \text{ (without I, RD, RP) } )$ .

Institutional Research set 15% as the cutoff beyond which the course is classified as **High Failure Course Section**.

<https://ir.sfsu.edu/content/course-faculty-data2>

## DFW by year: ISYS 363



## 8 Outlier sections

Outliers: ISYS 363

year	semester	section	N	GPA	DFW
2013	Spring	Q4	1	1.70	0%
2015	Summer	05	32	3.81	0%
2015	Summer	07	32	3.76	0%
2015	Fall	07	35	3.71	0%
2016	Fall	15	31	2.16	16%
2017	Summer	03	35	2.34	26%
2017	Fall	13	34	2.35	26%
2018	Summer	02	31	2.01	26%
2018	Summer	01	34	2.23	21%

# 9 Percent of High Failure Rate Sections (DFW at least 15%)

Percent of high failure rate sections (DFW >= 15%): ISYS 363

DFW classification	Percent
Low	94%
High	6%

# 10 Percent of CR, NC

Percent of CR, NC of total enrollment ISYS 363

CR	NC	Total
1.60%	1.60%	3.20%