CIS 201.NO1 – Business Processes and Information Systems
Credit Hours: 3.0
Spring 2019
Online

Dr. Dinko Bačić, Assistant Professor Computer Information Systems

**COURSE**

**Description:** An introduction to Computer information systems and their applications in the fulfillment of business needs. Fundamental concepts of information are explained and integrated into organizational structures. Relevant technologies are introduced and basic skills on their use are developed. Techniques for information analysis and the creation of business intelligence are introduced and practiced. Information as an organizational resource is studied and practically applied.

**Prerequisites:** N/A

**Course Objectives:** Upon completion of this course you should be able to:
- Define and describe the role of information systems/information technology (IS/IT) in business
- Defend an argument for the importance of IS/Business alignment
- Demonstrate project management skills and relate their application to IT projects
- Demonstrate spreadsheet skill and relate their application to office productivity
- Identify and demonstrate the use of elementary parts of web programming and web content management
- Identify risks associated with the security of organizational data and recommend tools/techniques for mitigation of such risks.
- Defend an argument for the importance of data in today’s organization and demonstrate how data could be organized to enable its analysis
- Explain the relationship between competitive advantage and knowledge management, business intelligence and business analytics
- Describe an enterprise system and discuss support of enterprise-wide processes

**Course Deliverables:** Upon completion of this course you will:
- Provide an analysis which evaluates a firm in an industry and its use technology and information systems to account for competitive advantage
- Perform basic spreadsheet functions and be in a position to easily build upon those skills
- Create a project plan (Gantt chart) to track project steps, milestones, resources and their dependencies using relevant project management technology
- Create web pages with HTML/CSS and a simple personal website using a content management tool
- Provide an analysis which identifies IT security concerns for a specific incident and recommends strategies/tools/techniques for mitigation or response.
- Gain basic insights from data through simple data analysis and dashboards while using leading BI technology
- Perform basic ERP navigation and data input in SAP systems and be in a position to easily build upon those skills.
**College of Business Skills Development Objectives:** While the overall objective of this course is to introduce you to Information Systems, it will reinforce the development of technology, critical thinking and communication skills which are expected to be acquired by all College of Business graduates.

**Materials:**
- **Business Processes and Information Systems,** Cengage Learning., ISBN: 978-0-357-208-281 (This bundle is only available through the USI bookstore and includes an access card to the online tool with Cengage (SAM) we will be using)

**PERFORMANCE EVALUATION**

This is a typical breakdown of point values. I reserve the right to deviate from this distribution at my discretion:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight (%)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>35%</td>
<td>350</td>
</tr>
<tr>
<td>Midterm</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Module Activities</td>
<td>65%</td>
<td>650</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Reflection &amp; Activities</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Individual Assignments</td>
<td>350</td>
<td></td>
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<tr>
<td>Team Assignments</td>
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<td></td>
</tr>
<tr>
<td>Discussion/Participation</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>1,000</strong></td>
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</tbody>
</table>

**SYLLABUS CHANGE POLICY**

This syllabus is a guide to the course may be subject to change with reasonable advanced notice. I reserve the right to modify schedule dates, scope, materials and assignments due throughout the course to more effectively meet course objectives. Check Blackboard for relevant announcements and modifications.
<table>
<thead>
<tr>
<th>Module</th>
<th>Due</th>
<th>Check Your Knowledge Quizzes</th>
<th>Reflections &amp; Activities</th>
<th>Module Hands-on Assignments</th>
<th>Exams</th>
<th>Discussion / Participation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0. Start Here</td>
<td>1/11</td>
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<td></td>
<td></td>
<td></td>
<td>5</td>
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<tr>
<td>1. Intro to IS</td>
<td>1/18</td>
<td>10</td>
<td>10</td>
<td></td>
<td>5</td>
<td></td>
<td>25</td>
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<tr>
<td>2. IT Project Management</td>
<td>2/1</td>
<td>10</td>
<td>10</td>
<td>65</td>
<td></td>
<td></td>
<td>90</td>
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<tr>
<td>3. Excel</td>
<td>2/15</td>
<td>10</td>
<td>10</td>
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<td></td>
<td>100</td>
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<tr>
<td>4. Web Design</td>
<td>3/1</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
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<td>105</td>
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<tr>
<td>Mid-term Exam (1-4)</td>
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<td></td>
<td></td>
<td></td>
<td>175</td>
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<tr>
<td>Spring Break</td>
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<td></td>
<td>March 4&lt;sup&gt;th&lt;/sup&gt; – March 9&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>5. Information Security</td>
<td>3/22</td>
<td>10</td>
<td>10</td>
<td>50&lt;sup&gt;*&lt;/sup&gt;</td>
<td>5</td>
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<td>6. BI/Analytics</td>
<td>4/5</td>
<td>10</td>
<td>10</td>
<td></td>
<td>5</td>
<td></td>
<td>105</td>
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<tr>
<td>7 IS &amp; Organization</td>
<td>4/23</td>
<td>10</td>
<td>10</td>
<td></td>
<td>5</td>
<td></td>
<td>75</td>
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<tr>
<td>8. Enterprise Systems</td>
<td>4/23</td>
<td>10</td>
<td>10</td>
<td></td>
<td>5</td>
<td></td>
<td>70</td>
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<tr>
<td>Final Exam (5-8)</td>
<td>4/25</td>
<td></td>
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<td>175</td>
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<tr>
<td><strong>Total Points</strong></td>
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<td>80</td>
<td>450</td>
<td>350</td>
<td>40</td>
<td>1000</td>
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<tr>
<td><strong>% of Total</strong></td>
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<td>8%</td>
<td>8%</td>
<td>45%</td>
<td>35%</td>
<td>4%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<sup>*</sup>Team-based

1<sup>Schedule is tentative. I reserve the right to modify schedule dates, scope, materials and assignments due throughout the course to more effectively meet course objectives. Check Blackboard for relevant announcements and modifications.</sup>
INSTRUCTOR POLICIES

INSTRUCTOR: Dr. Dinko Bačić, Assistant Professor CIS
OFFICE: BE 2042
OFFICE PHONE: 812-465-1688
EMAIL: dbacic@usi.edu
OFFICE HOURS: T 12:00 – 3:00pm, Th – 12-2 (virtual)
or by appointment

AVAILABILITY

The best way to contact me is via Blackboard (BB) Main Forum/Discussion for class related questions or BB's e-mail for private communications. I am available during posted office hours for any questions you may have to enhance your understanding of course requirements. I am also available for appointments, scheduled in advance, at our mutual convenience. I will always be available to help you perform to the best of your ability in this class. To be certain of a meeting, please arrange a time with me in advance. When this is the case you do not have to be dependent on office hours. We can arrange a time that works for both of us. Communication can be achieved through email or in person before or after class. I can also be reached by phone at the number listed above. It is your responsibility to contact me again if you do not hear from me within 24 hours.

CLASSROOM MANAGEMENT TOOL

Blackboard: I use BB as a classroom management tool; you can access BB through MY USI. I will post announcements, assignments, syllabus, schedules, and other communications on BB; you are expected to check the site regularly for such communication. You will also be able to check your grade(s) via BB.

Mail sent to students via BB will automatically go into student mailbox @ eagles.usi.edu. If this is not your preferred mailbox or email address you should have your mail.usi.edu mail redirected to your preferred email address. You can make these changes inside MY USI. You should understand that any email sent to you from campus/USI based technologies will go to your mail.usi.edu address (unless redirected); therefore, IT IS VERY IMPORTANT that you understand how to redirect your email to an address that you check regularly. Students in my classes are responsible for insuring that email is being delivered to an email location that is checked regularly. Failure to check and therefore receive email from me is NOT a valid excuse. Lastly, due to federal government’s requirement to use validated email, you must use your USI email account when contacting me via email.

SAM: It's an online tool used to help you learn the use of Excel and submit assignments demonstrating your mastery of certain techniques and knowledge. You will have to have an access code (comes in your textbook bundle from the bookstore) in order to use this tool. This is specific to you and you only. Keep your access information throughout your academic career here at USI. You will have this access available to help you out when you get to other courses that require your skills with Excel.

Where to submit Assignments: BB’s Assignment link is where you will submit all formal assignments. Locate the link and submit your assignment as an attachment. In the event you are unable to access the Assignment link, e-mail your assignments to me via BB e-mail
system. In the event that you are unable to access Blackboard, please call IT Support and get a ticket number. When Blackboard is available, post your assignment under the Assignment Tab and notify me of the IT-help ticket number.

**Where to complete Quizzes and/or Exams:** All quizzes and exams will be available and to be completed in class (via BB, unless informed otherwise).

**TEAMWORK**

**Teams:** Students are expected to work effectively in diverse groups and teams to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a tolerant manner toward colleagues and peers. If you experience difficulties working with your team, you are expected to resolve them within the team if possible. However, please feel free to contact me for guidance if you have concerns in this area. Because team projects are outcome-based, all members of your team will generally earn the same grade for team projects. However, I reserve the right to report different grades for different team members if I see a substantial imbalance in individual contribution. If you have any questions, please contact me.

**Expectation:** It is expected that you will actively participate with your team and contribute to the team discussions by a) contributing original work that is accepted and used by the team b) participating in the project from assignment organizing through meaningful final review of the team project for submission, and c) ensuring to your team that your contributions are your original work and properly quoted, cited, and referenced.

**Documentation:** Team Charters and Peer Evaluation forms are required. Forms will be available on Blackboard and you will be provided with instructions how and when to submit them.

**ASSIGNMENTS, TESTS & QUIZZES**

Each topic we cover will involve five parts: (1) The delivery of content via readings, lecture, video, or a combination of these, (2) short quizzes to verify you have covered the content, (3) module reflections/activities, and (4) Hands-on assignment(s) in which you will apply the content, and (5) two exams

*Module assignments, activities, exams and quizzes are due on Fridays at 11:59 pm central time during the week in which they are assigned.*

Course readings and videos are intended to help you lay a foundation for understanding the concepts. Module quizzes and exams will be used to verify that you understand the readings/videos. Both exams and quizzes may be a combination of multiple-choice, true-false, fill-in-the-blank, definitions, short answer, and essay questions. Hands-on assignments will be used to engage students in active, experiential learning where you will have a chance to apply the covered content. Module reflections/activities are designed to help you reflect and internalize the material. I will let you know what is required for each assignment as they are assigned and the due dates for the assignments will be posted in blackboard.

I am not able to make content available to individual students either before or after the scheduled time period so if you are travelling for work or have other planned events, please remember to set aside time for coursework each week.
Students who miss questions on assignments and/or quizzes may appeal any question they miss. An appeal must take the form of a typed explanation as to why the student should receive credit for his or her answer using the grade appeal form on blackboard. Two criteria are used in evaluating appeals: (1) The explanation/argument must be logical and consistent, and (2) accurate knowledge of course material must be demonstrated. All appeals are due within one week following the scheduled due date. Appeals are evaluated individually, and only those students whose appeals are accepted will receive credit for missed answers. Appeals made without the appeals form will not be reviewed for credit. (See Blackboard for appeals form.)

CLASSROOM MANAGEMENT POLICIES

**Late Work/Assignments:** Make-up work on assignments and/or quizzes will only be given in the event of documented emergencies (i.e., hospitalization of the student) and must be completed within one week of the missed deadline. If the deadline for an assignment is missed without a valid excuse, the student will not be allowed to complete it. It is the sole responsibility of the student to submit assignments by the scheduled times. It is also the student’s responsibility to make sure their assignments submit correctly in blackboard. After submitting the assignment file, students should click on the submission link to verify the document is readable in blackboard. Submissions that are not readable in blackboard will not be accepted after the due date. Please consider completing the assignments early to avoid technological or personal complications. Students should use a cloud-based system to save their files so they will have access to them regardless of which computer they are using. If you ask for an extension or an exception, please don’t be offended if I refer you to this section of the syllabus.

**Ethical Conduct:** Academic dishonesty (plagiarism, cheating, copying, etc.) will not be tolerated in this class under any circumstances. Any student found violating this rule will receive a failing grade for the semester and will be expelled from this class. You are expected to do your own work on assignments, tests and quizzes. Helping others or receiving help from others when debugging programs is not dishonest; however, writing-out corrections and/or copying software for others is dishonest.

**Disabilities:** If you have a disability for which you may require academic accommodations for this class, please register with Disability Resources (DR) as soon as possible. Students who have an accommodation letter from DR are encouraged to meet privately with course faculty to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in DR, Science Center Rm. 2206, 812-464-1961, http://www.usi.edu/disabilities. To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation. However, if you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting.

For more information, please visit the Disability Resources website at http://www.usi.edu/disabilities.

**Title IX Sexual Harassment Policy** USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual
misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault.

Right to Retain Student Work: The instructor reserves the right to retain, for pedagogical reasons, either the original or a copy of students’ work, submitted either individually or as a group in this class. Student names will be deleted from any retained items that are used externally.

Collection of Data and Research: The results of your examinations and other coursework may be used to compare facets of this course to other similar courses or to better understand classroom phenomenon. The results of this analysis may be used for publication in scholarly journals. The instructor will take all due care that your personal information is not associated with any data and will, prior to any analysis of this data, remove all personal identifiers from the data so as to protect your educational privacy as outlined in the Family Educational Rights and Privacy Act (FERPA). If you wish to not be included in this research please notify the instructor in writing prior to the completion of the course.

ADDITIONAL RESOURCES

The Writers’ Room (ED 1102) has peer writing consultants available to help all USI students with any writing project for any class. In the one-to-one sessions, consultants help students become aware of effective writing processes and strategies while providing feedback at any stage of the writing process. Some areas a student might focus on during a session include brainstorming, revising, writing a thesis statement, organizing ideas, citing, or using language effectively and correctly. Appointments and more information about our free services are available by calling 461-5359 or visiting http://www.usi.edu/university-division/academic-skills/tutoring/Writers-Room.

FEEDBACK

After each module, I will provide grades, scores and/or comments on assignments within 7 days of when they were due. Your grades/points will be entered into Blackboard along with relevant comments.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>90+</td>
<td>89-87</td>
<td>86-80</td>
<td>79-77</td>
<td>76-70</td>
<td>69-67</td>
<td>66-60</td>
<td>&lt;60</td>
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</table>

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