

IS 335: Information Technology in Business

Spring 2013

Section 12731 (Wednesday 7:00 – 9:45pm)

INSTRUCTOR/CLASSROOM INFORMATION

Instructor: Dr. David W. Miller

- Phone: (818) 677-2451
 - Please note that I rarely return phone messages. You are much more likely to receive a reply using email.
- E-mail: david.w.miller@csun.edu
 - E-mail Hours: Anytime. My goal is to respond to your e-mail within 24 hours. I will reply to the email address from which the message was sent.
- Office: JH3220
- Office Hours/Visits:
 - Tuesdays: 2:00 to 3:00pm
 - Wednesdays: 5:30 to 6:30pm
 - Thursdays: 9:30 to 10:30am
- I will not discuss students' personal issues in the lecture room. Students will have to make a point to see me in my office to discuss such matters. That is, as a rule, I discuss only course material and matters relevant to the entire class in the lecture room.
- You are not restricted to seeing me only during scheduled office hours. I have a "drop-in" policy regarding office visits. If you need help, contact me. If I am available, I will see you at that time. If I am not available, we will arrange another time that we can meet.
- I work in my office most business days and feel that I am reasonably available to students there or through email. I do not accept the excuse "I could not make your office hours."

Class Time/Place:

- 12731 Wednesday 7:00 – 9:45pm, room JH2125 Computer Classroom
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PREREQUISITES

Required: Completed ACCT 220.

MATERIALS AND RESOURCES

Textbook: [Design of Enterprise Systems: Theory, Architecture, and Methods](#); by Ronald E. Giachetti; Taylor & Francis Group, LLC ©2010; ISBN: 978-1-4398-1823-7

Supplementary Materials: Readings and discussion questions for class lectures as well as Project/Assignment Instructions and tutorials will be posted to the course Web site. Links to these materials will be provided on the course [Schedule Page](#).

Other Materials: You will need to bring a Scantron form 882 for each exam.

COURSE GOALS

- To understand information technology concepts, and how those concepts are applied in business environments.
- To understand the characteristics of information technology architecture, operating systems concepts and their interactions.
- To understand the systems concept of information technology design and management.

LEARNING ENVIRONMENT AND STRATEGY

The course will use a variety of means to address the course objectives. The **lectures, readings, and conceptual assignments** will introduce students to a number of key concepts and timely issues related to the information systems (IS) field and information technology (IT) applications in organizations. **Hands-on computer assignments** will provide students with a chance to extend their knowledge of the concepts discussed in.

Attendance: Your attendance in this class not scored, *per se*. However, I will be discussing topics, cases and current events in class lectures that you may be required to refer to or otherwise discuss on examinations. Your failure to attend lectures will not excuse you from course content discussed in class but not provided in the textbook, course Website, or other course materials. Moreover, this course is your introduction to a field of knowledge that will affect your life's work. Failure to attend class indicates a lackluster interest in your career, suggesting that you either will be a poor member of the Business professional community or are in the wrong major.

If you are unable to attend a class session, it is your responsibility to acquire the class notes, assignments, announcements, etc. from a classmate. I will not give private lectures for those that miss class. Missing announcements in class does not constitute a valid excuse for missing a course milestone.

Examinations: You are expected to be present for the exams. If you cannot attend an exam, you must discuss the situation with the instructor prior to the exam date. Please note that I tend to reject all excuses related to inconvenient scheduling (i.e., anything under the control of the student).

Submission of Assignments: Your performance in this course will depend on your ability to meet established milestones (that is, submit your work on time). Work must be submitted on the due date and time (i.e., "late" assignments are not accepted). Therefore, prepare for contingencies. Homework assignments (if issued) are due at the beginning of the class period—arriving late means that your submission will not be accepted.

- If you have a legitimate personal emergency (e.g., severe health problem) that may impair your ability to meet a milestone, you are expected to take the initiative to contact me before the due date/time (or as soon after your emergency as possible) to communicate the situation.

SCHEDULE

The below table depicts a generic schedule of the lesson content that will be covered during the term. See the [Schedule Page](#) for the specific readings, class meeting preparation, projects and homework schedules.

Week	Conceptual Topics	Preparation and Readings
1	Course Introduction – What is the purpose of this course? Computer Technology: Your Need to Know	
2	Introduction to Systems Architecture	Supplemental Reading
3	Data Representation	Supplemental Reading
4	Processor Technology and Architecture	Supplemental Reading
5	First Midterm Examination	
6	Fundamentals of Enterprise Architecture	Supplemental Reading
7	Business Functions and Business Processes	Chapter 1
8	The Development of ERP Systems	Chapter 2
9	Marketing IS and the Sales Order Process	Chapter 3
10	Second Midterm Examination	
11	Production and SCM IS	Chapter 4
12	Accounting in ERP Systems	Chapter 5
13	Human Resource Processes with ERP	Chapter 6
14	Process Modeling/Improvement and ERP Implementation	Chapter 7
15	RFID, BI, M-computing, and the Cloud	Chapter 8

Updates to the Course and Schedule: This course will make extensive use of the posted Web schedule to notify students of changes to lectures, readings and assignments. It is your responsibility to check the course schedule Web page frequently for course updates. Failure to check the schedule does not constitute a valid excuse for missing a course milestone. That said, I may also send email notices to students of changes to the schedule or to distribute other information. The messages will be sent to your student email account. It is my expectation that you receive these messages. Therefore, you need to check this account often or have it forwarded to an email account that you check regularly.

COURSE EVALUATION

Course Grades: The plus-minus (+/-) grading system will be used. Projects and Examinations will be scored on a 100 point rubric and weighted as shown below (next page) to arrive at an overall average for the course. Note that your course aggregated score is used in grade assessment but that final letter grade assignment is subjective. I will not necessarily assign the grade represented by your weighted score. Generally, you will not receive a letter grade more than one-half grade (equal to 5 percentage points) higher than your exam score average, regardless of your aggregate score.

Projects/Assignments/Homework	25%
First Midterm Examination	25%
Second Midterm Examination	25%
FINAL EXAMINATION	25%
Total (aggregate score)	100%

POLICIES

Intellectual Content/Property Statement: I exert a copyright on all materials, lectures, discussions, and images pertaining to the course described in this syllabus that have not been previously copyrighted. The materials provided and content of classroom meetings and all materials and discussion related to them are provided for the exclusive use of students enrolled in these classes. Course materials provided by the instructor may not be reproduced without express permission of the author. Voice and images from class meetings (lectures) may not be recorded without the express permission of the instructor. No teaching materials provided by the instructor, or voice or images from lectures may be distributed without the express permission of the instructor.

Core Values & Ethics Statement: All students are to have read, committed to, and signed the Students Core Values & Ethics statement.

Academic Honesty: Students are encouraged to discuss the assignments out of class and share ideas. However, unless specified as a group assignment, each student must **individually complete** and submit his or her own work. The submission of work for grading that is not your own will be considered a violation of the rules of academic honesty and will be dealt with in accordance with University regulations.

Students are expected to uphold the CSUN standards of conduct for students relating to academic dishonesty. As described on CSUN's [Student Conduct WWW Site](http://www.csun.edu/~studaff/studentconduct/conduct_code.pdf) (see http://www.csun.edu/~studaff/studentconduct/conduct_code.pdf):

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Students are expected to be honest and ethical in their academic work.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that student's own work. Examples of academic dishonesty include:

- **Cheating:** Use or attempted use of unauthorized materials, information or study aids OR an act of deceit by which a student attempts to misrepresent mastery of academic effort or information. This includes unauthorized copying or collaboration on a test or assignment or using prohibited materials and texts.
- **Fabrication:** Falsification or invention of any information (including falsifying research, inventing or exaggerating data and listing incorrect or fictitious references).
- **Assisting:** Helping another commit an act of academic dishonesty or submitting work for someone else that is not their work. This includes paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, or taking a test/doing an assignment for someone else (or allowing someone to do these things for you).
- **Plagiarism:** Representing the words or ideas of another person as one's own OR presenting someone else's words, ideas, artistry or data as one's own. This includes copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own.
- **Tampering:** Altering or interfering with evaluation instruments and documents.

The penalty for academic dishonesty is severe. Any student guilty of academic dishonesty is subject to receive a failing grade for the course and to be reported to the Office of Student Affairs. If a student is unclear about whether a situation or potential situation may constitute academic dishonesty, the student should meet with the instructor to discuss the situation.

Behavior in Class: Behavior in class is to be professional at all times. Students are expected to arrive on time and be ready to participate at the commencement of the lecture. People must treat each other with dignity and respect in order for scholarship to thrive. Behaviors that are disruptive to learning will not be tolerated and individuals who continually cause disruptions may be referred to the Office of the Dean of Students for disciplinary action.

Discrimination and/or Harassment: Discrimination and/or harassment will not be tolerated in the classroom. In most cases, discrimination and/or harassment violates Federal and State laws and/or University Policies and Regulations. Intentional discrimination and/or harassment will be referred to the Affirmative Action Office and dealt with in accordance with the appropriate rules and regulations.

Unintentional discrimination and/or harassment are just as damaging to the offended party. It usually results from people not understanding the impact of their remarks or actions on others, or from insensitivity to the feelings of others. We must all strive to work together to create a positive learning environment. This means that each individual should be sensitive to the feelings of others, and tolerant of the remarks and actions of others. If you find the remarks and actions of others within the class to be offensive, please bring it to their or my attention. If you believe those remarks and actions constitute intentional discrimination and/or harassment, please bring it to my attention.

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This document authored and maintained by David W. Miller, Ph.D.

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The page was last updated on November 20, 2013.

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