Syllabus
Information Systems (BACS 300) – Spring 2020

This page contains the syllabus for Information Systems for Spring 2020. "The course syllabus contains important information regarding course requirements and the grading system utilized. It is the responsibility of the students to read the syllabus and consult the instructor if they have questions." (from UNC Undergraduate Catalog)

Course: BACS 300 007 - Information Systems, Spring 2020 – 3 credits

Class meeting time and location: Mondays, Wednesdays, and Fridays 1:25pm – 2:15pm in Kepner Hall 0090

Instructor: Mehrgan Mostowfi, Ph.D. (mer-gone mos-tow-fee)

Department: Accounting and CIS, Monfort College of Business

Office location: Kepner Hall 0095C

Office hours:
- Mondays, Wednesdays, and Fridays 2:20pm – 4:00pm in Kepner Hall 0095C
- By appointment (email to schedule an appointment)

Email: mehrgan.mostowfi@unco.edu

Catalog course description: Topics include information systems technology, strategic uses of information, software, hardware concepts, networking and internet and e-commerce.


You must purchase an account code that will give you access to the online assessment site used for all exams and homework assignment in this class. The MyMISLab code can be purchased in the card form from either the University Bookstore in the University Center or Textbook Brokers, 807 17th St. Suite C. The code can also be purchased online at the following address: http://www.mymislab.com. Once you have purchased your account code, additional instructions to complete your account set-up will be posted on the class Canvas site. You will be given a code from your instructor for a MyITLab account.

Prerequisites:
- BACS 101 or CS 101.
- Business majors/minors and Software Engineering majors only.
- Juniors or above.

Course Objectives:
- Concepts, purposes design, and development of information systems in organizations.
- Strategic applications of databases and information systems for decision making.
- The requirements of an information system; for example, security, integrity, reliability, and flexibility.
- Deployment of networks, Internet, and e-commerce technologies in meeting corporate information goals.
- Technology required to implement networks, hardware, and Internet or e-commerce applications in the modern organization.
- Global and multinational issues which must be addressed in developing and utilizing information systems.
### MCB Assurance of Learning Goals and Objectives:

<table>
<thead>
<tr>
<th>Learning Goal</th>
<th>Learning Objective</th>
<th>Course Coverage</th>
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</thead>
<tbody>
<tr>
<td>Be knowledgeable of key concepts in core business curriculum</td>
<td>Students will demonstrate a firm understanding of core business concepts.</td>
<td>Objectives 1, 2, 3</td>
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<tr>
<td>Be effective communicators</td>
<td>Students will prepare and deliver quality presentations on a business topic.</td>
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<td>Students will prepare quality business documents.</td>
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<td>Demonstrate conceptual and analytical skills</td>
<td>Students will analyze data &amp; information to identify key problems, generate and evaluate appropriate alternatives, and propose a feasible alternative.</td>
<td>Objective 1, 2</td>
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<tr>
<td>Be proficient with technology</td>
<td>Students will demonstrate proficiency in common business software packages.</td>
<td>Objectives 1, 3</td>
</tr>
<tr>
<td>Demonstrate ethical awareness</td>
<td>Students will be knowledgeable about ethics and social responsibility.</td>
<td>Objective 4</td>
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<td></td>
<td>Students will identify the ethical issue or problem, analyze the consequences for various stakeholders, and develop an acceptable resolution.</td>
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<tr>
<td>Be proficient with discipline-specific knowledge</td>
<td>Students will demonstrate a firm understanding of discipline-specific knowledge within their emphasis.</td>
<td>Objectives 1, 2, 3, 4, 5</td>
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<td>Students will demonstrate competency with advanced topics within their emphasis.</td>
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### Course topics: This course will cover the following topics:

- Week 2 (January 20 – January 26): Information Systems and Strategy, Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets
- Week 3 (January 27 – February 2): Information and Communications Technology, Creating PivotTable and PivotChart Reports and Using BI Tools in Excel
- Week 4 (February 3 – February 9): Information and Communications Technology, Creating PivotTable and PivotChart Reports and Using BI Tools in Excel
- Week 6 (February 17 – February 24): Databases and Data Warehouses, Tables and Queries in Relational Databases: Designing Databases and Extracting Data
- Week 7 (February 24 – March 3): Databases and Data Warehouses, Tables and Queries in Relational Databases: Designing Databases and Extracting Data
- Week 8 (March 2 – March 10): Mid-term Exams (IS, Excel, Access)
- Week 9 (March 9 – March 15): Information Systems for the Enterprise,
- Week 10 (March 16 – March 24): No class, **Spring Break**
- Week 11 (March 23 – March 31): Information Systems for the Enterprise,
- Week 12 (March 30 – April 7): The Web and Social Media
- Week 13 (April 6 – April 14): The Web and Social Media
- Week 14 (April 13 – April 21): Business Intelligence and Decision Making
- Week 15 (April 20 – April 28): Business Intelligence and Decision Making
- Week 16 (April 27 – May 3): Wrap-up and final subjects
- Week 17 (May 4 – May 10): No Class, **Comprehensive Final Exams (IS, Excel, Access)**
Grading: Students will earn a grade based on assignments, exams, and a comprehensive final exam. The breakdown is:

- Assignments: 35% (due dates will be posted on Canvas)
- Quizzes: 25% (given after completing each chapter)
- Mid-term Exams: 20% (the exact dates will be announced)
- Final Exams: 20% (held in class on Wednesday, May 6, 1:30pm – 4:00pm)

The grading scale is:

- 93.33% += A; 90.00%+=A-
- 86.66%+=B+; 83.33%+=B; 80.00%+=B-
- 76.66%+=C; 73.33%+=C; 70.00%+=C-
- 66.66%+=D+; 63.33%+=D; 60.00%+=D-
- Below 60% = F

Other Important Dates:

- Add Deadline on URSA: 01/17/2020
- Drop Deadline on URSA: 01/27/2020
- Course Withdrawal Deadline: 03/09/2020

Course Policies:

- I expect you to make sure your UNCO email works and check your email regularly. Email will be the main means of communication between you and me. Not having checked your email will not be accepted as an excuse for missing due dates and other important information.
- If you must submit work late you need to talk to me at least one week before the due date in question. Otherwise, late work cannot be accepted except in cases of verifiable emergencies.
- Attending class is mandatory and very important. I may choose to track attendance.
- Incomplete (“I”) grades will only be given in the case of severe hardship including verifiable medical emergencies or legal troubles. Simply being “overloaded” and unable to complete your work is not grounds for an “I” grade.


- Assessment Statement
- Classroom Technology Guidelines
- Computer Utilization
- Ethical Dimension Coverage
- Food and Beverage Guideline
- Global Dimension Coverage
- Library Utilization
- MCB Statement
- Monfort College of Business Student Code of Professional Conduct
- Students with Disabilities

Networking Night – 02/19/2020 | 5:30PM—7:00PM | Kepner Hall – Networking Night’s focus is bringing together business students and business professionals from various industries to help build students’ soft skills and learn about different organizations and available career paths. **Sophomore and Junior Business Administration students are required to attend Networking Night, occurring Wednesday, February 19, 2020, from 5:30PM—7:00PM in Kepner Hall.** All business students are encouraged to attend in order to broaden their professional network.

If an irresolvable conflict or emergency prevents a student from attending Networking Night, that student should contact Melissa Hoffman (melissa.hoffman@unco.edu) | (970) 351-4589 for an alternative assignment. For questions or additional details about Networking Night, please see the Networking Night website ([www.mcb.unco.edu/students/networking-night](http://www.mcb.unco.edu/students/networking-night)) or contact Melissa Hoffman (melissa.hoffman@unco.edu) | (970) 351-4589.
Spring Job & Internship Fair – 02/20/2020 | 1:00PM—4:00PM | University Center – Center for Career Readiness hosts a campus-wide Job & Internship Fair each semester, connecting soon-to-be graduates with employment opportunities. **Senior Business Administration students are required to attend the spring fair, occurring Thursday, February 20, 2020, from 1:00PM—4:00PM in the University Center.** All business students are encouraged to attend, especially those seeking internship opportunities. Business Administration students should check-in once at the fair in order to record their attendance.

If an irresolvable conflict or emergency prevents a student from attending the fair, that student should contact Melissa Hoffman (melissa.hoffman@unco.edu) | (970) 351-4589) for an alternative assignment. For questions or additional details about the Job & Internship Fair, please contact Center for Career Readiness (www.unco.edu/careers | (970) 351-2127).

*Last Update: January 9, 2020*

*Every part of this syllabus is subject to adjustment as the semester progresses.*