CIS 2010 - Introduction to Computer-Based Information Systems  
Fall 2010

CIS 2010 Sparks Hall Monday/Wednesday 3:00-4:15 PM

Updated August 19, 2010

Note: This is a sample syllabus for reference of Cairo University faculty member. Please contact Professor Hassan El Alfy for more information.

Required Textbook

Required eTraining
You will be required to complete Microsoft Office Access 2007 Level 1 and Level 2 training through GSU’s eTraining site, http://www.gsu.edu/etraining/, in preparation for the database project. You will be asked to show proof of training completion and
there will be questions on the first exam pertaining to the training. More information about the training is available in the assignment descriptions later in the syllabus.

MyRobinson
This course will use MyRobinson for course management and communication. The link to this course’s site is https://undergrad.robinson.gsu.edu/courses/CIS2010/20100881596/default.aspx and can be accessed with your Campus ID and Campus ID password. If you have any technical problems, call RCB Systems Support. The Help Desk number is: 404-413-7100. The Help Desk email is: rcbhelp@gsu.edu Your professor does not provide technical support for SharePoint or other computing facilities.

Course Description
This course provides an introduction to computer and information systems concepts including hardware, software, databases, data communications, and business applications. The student is introduced to methods of determining user requirements and developing application systems using databases and fourth generation languages. The student will also use SharePoint, a collaborative tool from Microsoft.

Course Objectives
Upon completion of the course, each student will be able to:
1. Analyze and apply IT to solve common business problems,
2. Propose and defend effective solutions to business problems,
3. Create a database application to solve a business problem, and
4. Develop a SharePoint site and use it to collaborate on a team project.

<table>
<thead>
<tr>
<th>Instructor Responsibilities</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Come prepared to every class</td>
<td>1. Come prepared to every class</td>
</tr>
<tr>
<td>2. Plan the class so that objectives can be achieved</td>
<td>2. Complete all work on time</td>
</tr>
<tr>
<td>3. Treat students as responsible adults</td>
<td>3. Behave as a responsible adult</td>
</tr>
<tr>
<td>4. Create a mutually respectful classroom environment</td>
<td>4. Treat others with respect</td>
</tr>
</tbody>
</table>

MyRobinson Skills
You are expected to be proficient in the use of MyRobinson. Specifically, you should be able to read, upload, and download files; read and send e-mail messages, read and post messages on discussion boards, and create wikis. A good place to start is the Beginner’s Guide to MyRobinson.

You are also expected to check the section site daily for any changes, updates, and announcements. This can be done simply by signing up for “Alerts” (see Beginner’s Guide). You are responsible for accessing and downloading all files needed. MyRobinson Web 2.0 site is based on Windows and MS Office 2007. A knowledge of these applications is a prerequisite for any course offered by RCB. The University offers remedial courses in any of these applications.

Instructions to upload your photo:
1) Upload your photo. Use a .jpg file only.
2) Fill in the “Name**” field with your name ( .jpg is automatically added). Scroll down to the area below your photo.
3) In the "Description" field, put in one line of text that will serve as a caption. Be creative. Multiple uploads are allowed…but at least ONE is mandatory!

4) Click “OK” to save.

5) If you don’t have a .jpg photo, use your cell phone to create one…or ask a classmate to use their cell phone to create one.

**MSDNAA - SOFTWARE**

Students are expected to learn MS Access on their own time. Software programs will not be “taught” during class. However, there will be some in-class instruction provided about the use of MS Access. It is the student’s responsibility to learn MS Access in order to apply the database tool to the project, just as one must learn word-processing and use it as a tool to apply to the cases.

By the second week of the semester, all registered students in CIS2010 should have received an e-mail from MSDNAA containing instructions on how to download a single copy of Microsoft Access for personal use. If you do not receive this e-mail, copy and paste the following URL: [https://msdn.e-academy.com/gsu_cis/](https://msdn.e-academy.com/gsu_cis/) into your browser. Click on Log in, click on the ‘Forgot your password’ link and enter your student GSU e-mail address (Example: asmith@student.gsu.edu). The MSDNAA website will e-mail you your password. If you don’t receive a reply within a day or two, contact the GSU MSDNAA administrator at the e-mail address listed at the MSNDAA website. PCs with MS Access installed are available at the Pullen Library South (Wells) Computer Center, the Education Building, and Aderhold labs, in case you don’t have a PC available at home.

**Plus/minus Final Grade Policy**

<table>
<thead>
<tr>
<th>Numeric Range</th>
<th>Original Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A–</td>
</tr>
<tr>
<td>87-90</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B–</td>
</tr>
<tr>
<td>77-80</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C–</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Less than 59</td>
<td>F</td>
</tr>
</tbody>
</table>

**Assignments**

Instructions for all assignments will be posted on the course’s MyRobinson site. Each assignment must be submitted by **11:59 pm** on the assigned date. Assignment files should be named as follows; your last name, your first initial, underscore, assignment name (Example: SmithA_GettingStarted.doc). All assignments must be submitted through the MyRobinson. A student who fails to submit an assignment before the deadline will have an additional 24 hours to submit the assignment to the instructor. Late submissions will receive a five (5) point penalty. Any assignment received more than 24 hours after the original deadline will receive a zero (0). **It is your responsibility to make sure that you properly submit the correct file.** No credit will be given for assignments submitted more than 24 hours after their original due date and time unless you can provide documentation to support a claim of a valid reason for submitting work late.
Academic Honesty

Students may have general discussions about assignments with fellow classmates, but unless assignments are identified as team projects, each student must develop his or her own solution to the assignments. Students may not ‘share’ work in any form or any portion of an assignment except on team assignments. It is each student’s responsibility to keep his/her own work secure. Failing to adequately protect one’s work does not relieve the student from academic dishonesty charges.

University regulations will be enforced regarding dishonorable or unethical conduct (Cheating, Plagiarism, Falsification, Unauthorized Collaboration or Multiple Submissions). The penalties for incidents of academic dishonesty can lead to expulsion from the University (see General Catalogue p. 64, Student Handbook p. 130 or http://www2.gsu.edu/~catalogs/2010-2011/undergraduate/1300/1380_academic_honesty.htm). In this class, there will be zero tolerance for dishonorable or unethical conduct. Electronic or physical sharing of answers will be considered cheating and will not be tolerated.

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include sharing information with another student during an examination, intentionally allowing another student to view one’s own examination, and collaboration before or after an examination which is specifically forbidden by the instructor.

Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student’s work as one’s own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the Internet or other computer based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility. (Note: Please review the definition of plagiarism before you submit Assignment 2, your group paper. Your instructor is obligated to file a form with the Dean’s Office, if there is evidence that you have committed plagiarism in your paper.)

Submission for academic credit of a work product, or a part thereof, represented as its being one’s own effort, which has been developed in substantial collaboration with assistance from another person or source, or computer based resource, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance Collaborative work specifically authorized by an instructor is allowed. (Collaboration on all assignments not designated as team assignments is strictly forbidden. If your instructor discovers that you have had unauthorized assistance or collaboration, the instructor is obligated to file a report with the Dean’s Office.)

If a student is charged with Academic Dishonesty, for each charge, a zero (0) will be given for the assignment, a minimum of fifty (50) points will be deducted from the final course total points and a written Notice of Academic Dishonesty will be given to the Dean’s office. The student will also receive a copy of the notice.

Attendance
Class attendance is expected, anticipated and rewarded. There are 30 points available for participation that will be based on in-class activities so you must attend class to receive these points. All classes are important and you cannot "make up" the experience of a class.

**Bonus Points and Extra Credit**

There will be **NO** bonus points or extra credit beyond the 500 points identified in this syllabus. (See Grading)

**Canceled Classes**

If classes are “canceled by the University,” be prepared to cover both the missed and current reading assignments at the next scheduled class meeting.

**Class Disruption**

Do not disrupt, distract, or prevent others from learning by arriving late, leaving early, or failing to turn off all electronic devices during the scheduled class. (Laptop computers used for taking notes are the exception to this rule.)

**Communication**

All messages will be broadcast to the class electronically through the course’s MyRobinson site at, https://undergrad.robinson.gsu.edu/courses/CIS2010/20100881596/default.aspx. It is important that you check MyRobinson regularly for new or updated information.

**Course Evaluation**

Your constructive assessment of this course plays an indispensible role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.

**Curve**

There will be **NO** curving of grades in this class section. This class is part of a standardized course curriculum, which allows each student to have the same opportunity to succeed, no matter which section or instructor was selected.

**Exam Conflict**

A conflict final exam may be given by the department, if deemed necessary. For a student to take the conflict exam, one or more of the following conditions must be satisfied: (A) a religious observance prevents the student from taking an exam on the scheduled date, (B) the student has another exam scheduled on the same day, at the same time, or (C) the student has three (3) exams scheduled on the final exam day. It is the student’s responsibility to check the exam schedule for conflicts (i.e., other exams or classes scheduled for the same time). Alert your instructor of the conflict **before the end of the second week of class, if you need to take the conflict exam.**

**Incomplete**

A student who, due to exceptional circumstances (e.g., a death in the immediate family or hospitalization), has a passing grade (C or better) and cannot complete the course (all but **ONE** deliverable) may qualify to receive a grade of “I” (see General Catalogue for additional detail).

**Learning Disabilities**

Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which an accommodation is sought.

**Make-Up Exams**

Make-up exams will only be given for a documented religious observance, a documented illness, or a documented work-related reason. It is impossible to create an equivalent experience without placing
the student at either an advantaged or disadvantaged status. You must inform the instructor ahead of
time if you will be unable to take an exam at the scheduled date and time. If you cannot document
that you had a valid reason for missing a test, you will not be able to take a makeup exam, and your
grade for that test will be a zero (0). However, half of your final exam score can replace your lowest
regular test score if that number is higher than your lowest test score. As long as you only miss one
test, you will be able to replace that zero grade with half of your final exam grade. No matter how
well you do on your final exam, half of that score cannot replace more than one test score.

Office Hours
Scheduled office hours are available each week. Preference will be given to students requesting
specific dates and times. Appointments can be made for times other than scheduled office hours by e-
mail or phone. Call to cancel appointments if an emergency arises and you cannot meet with your
instructor. (See page 1)

Participation
The instructor encourages everyone to participate in class activities and discussions, and to respond to
questions from other students. This type of class interaction will guarantee maximum points for
participation. Participation is based on:
1. Attending class,
2. Being prepared to participate (by reading the assigned material),
3. Asking and responding to questions,
4. In-class activities,
5. and pop quizzes (which your instructor may choose to give)

Reading Assignments
Reading assignments relate directly to the material to be covered in class and should be completed
prior to the class for which they are assigned.

Reassessment
If a request is made for any scored material to be reassessed, please recognize that it will be possible
to retain, gain, or lose points in the reassessment process. Make any reassessment requests by e-mail
within one (1) week of grading. Please make a follow-up appointment (e-mail or phone) to meet the
instructor during office hours for review of the results of any reassessment. A request for
reassessment will not be granted if more than a week has passed since the grade in question was
posted. Check your grades regularly.

Religious Observance
If you will miss any class because of a religious observance, consult with the instructor before the end
of the second week of class.

Review of Materials
All materials will be retained for one (1) year after the end of the previous term for review or grade
appeal. Contact the instructor for an appointment to review materials.

Solutions
Solutions to exams, cases, and projects are available for review during office hours or by
appointment. Solutions will be shared with the class during a class review, but will not be posted, as
these represent a student's intellectual property.

Special Considerations
All student work submitted in fulfillment of course requirements and any student activity recorded is
deemed to be granted in the public domain (copyright-free) for the purposes of use as instructional or
research material or for examples of student work in current and future courses.
Study
In order to receive a satisfactory grade, students should anticipate studying at least six (6) hours per week (on average) outside of class. Computer classes, by their nature, require a greater investment of time than other courses in the curriculum.

Syllabus
Read and study this syllabus carefully. This is a contract between the instructor and student, which lays out the responsibilities of both parties. If there are questions, consult with the instructor before the end of the second week of class.

Tests
All (4) tests will be given using objective (multiple-choice) questions covering course materials from lectures and assigned readings. Failure to turn in both the exam and answer sheet will result in a zero (0) for the test grade.

Viruses
It is the student’s responsibility to ensure that all submitted assignments are virus free. Infected files will NOT be opened or graded. Any infected assignment will receive a grade of zero (0). Every student can download and install Symantec AntiVirus software without charge. Point your browser to http://nav.gsu.edu/ for details. Either set your antivirus software to update automatically or run the virus definition update wizard regularly.

Withdrawing from the Course
Students withdrawing after the last date to withdraw will receive a grade of WF unless a hardship authorization is obtained from the Dean of Students. Students can only attend the classes for which they are registered.
# Schedule of Classes

## Operational Production Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Days</th>
<th>Topics and Deliverables</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 23</td>
<td>Course Introduction: Syllabus, Assignments, Exams, eTraining</td>
<td>Ch. 1</td>
</tr>
<tr>
<td></td>
<td>Aug 25</td>
<td>The Importance of MIS</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Aug 30</td>
<td>Getting Started Due</td>
<td>Ch. 2</td>
</tr>
<tr>
<td></td>
<td>Sep 1</td>
<td>Collaboration Information Systems</td>
<td></td>
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<tr>
<td>3</td>
<td>Sep 6</td>
<td>Information Systems for Competitive Advantage</td>
<td>Ch. 3</td>
</tr>
<tr>
<td></td>
<td>Sep 8</td>
<td>eTraining Completion Certificates Due</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sept 13</td>
<td>Test 1: Kroenke Ch. 1-3 and eTraining modules</td>
<td>WebResources.ppt</td>
</tr>
<tr>
<td></td>
<td>Sept 15</td>
<td>IT in Your Career Resources</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sept 20</td>
<td>Database Processing – Database Project</td>
<td>Ch. 5</td>
</tr>
<tr>
<td></td>
<td>Sept 22</td>
<td>SQL</td>
<td>SQL.ppt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SharePoint Assignment Due</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sept 27</td>
<td>Hardware and Software</td>
<td>Ch. 4</td>
</tr>
<tr>
<td></td>
<td>Sept 29</td>
<td>Data Communication</td>
<td>Ch. 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IT in Your Career Due</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Oct 4</td>
<td>Test 2: Kroenke Ch. 4-6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oct 6</td>
<td>IT in Your Career Discussion</td>
<td></td>
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<td></td>
<td></td>
<td><em>Oct 8: Last day to withdraw and receive a &quot;W&quot;</em></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Oct 11</td>
<td>Business Process Management</td>
<td>Ch. 7</td>
</tr>
<tr>
<td></td>
<td>Oct 13</td>
<td>Individual Database Part 1 Due</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Oct 18</td>
<td>E-Commerce and Web 2.0</td>
<td>Ch. 8</td>
</tr>
<tr>
<td></td>
<td>Oct 20</td>
<td>Individual Database Part 2 Due</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Dates</td>
<td>Events</td>
<td>Chapters</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 10   | Oct 25-Oct 27 | Business Intelligence Systems  
**Individual Database Part 3 Due** | Ch. 9    |
| 11   | Nov 1-Nov 3  | Managing Development  
**Nov 2, Test 3: Kroenke Ch. 7-9** | Ch. 10   |
| 12   | Nov 8-Nov 10 | Information Systems Management  
*Optional: Technology Topics Draft Due* | Ch. 11   |
| 13   | Nov 15-Nov 17| Technology Topics Presentations  
Technology Topics Paper Due  
Technology Topics Team Evaluations Due |         |
| 14   | Nov 22-Nov 24| Thanksgiving Holiday No Class |         |
| 15   | Nov 29-Dec 1 | Information Security Management  
**Optional assignment due** | Ch. 12   |
| 16   | Dec 8       | Wrap Up and Final Review  
**Final Exam: 10:45-1:15**  
half on Kroenke Ch. 10-12 and half cumulative |         |
### Points & Weighting

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>SharePoint Assignment</td>
<td>35</td>
<td>7%</td>
</tr>
<tr>
<td>SharePoint Team Evaluation</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>Access eTraining</td>
<td>10</td>
<td>2%</td>
</tr>
<tr>
<td>IT in Your Career</td>
<td>30</td>
<td>6%</td>
</tr>
<tr>
<td>IT in Your Career Discussion</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>Individual Database</td>
<td>40</td>
<td>8%</td>
</tr>
<tr>
<td>Technology Topics</td>
<td>40</td>
<td>8%</td>
</tr>
<tr>
<td>Technology Topics Team Evaluation</td>
<td>5</td>
<td>1%</td>
</tr>
<tr>
<td>Technology Topics Presentation</td>
<td>20</td>
<td>4%</td>
</tr>
<tr>
<td>Challenges &amp; Quizzes</td>
<td>20</td>
<td>4%</td>
</tr>
<tr>
<td>Test 1</td>
<td>45</td>
<td>9%</td>
</tr>
<tr>
<td>Test 2</td>
<td>45</td>
<td>9%</td>
</tr>
<tr>
<td>Test 3</td>
<td>45</td>
<td>9%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>90</td>
<td>18%</td>
</tr>
<tr>
<td>In Class Participation</td>
<td>10</td>
<td>2%</td>
</tr>
<tr>
<td>In SharePoint Participation</td>
<td>30</td>
<td>6%</td>
</tr>
<tr>
<td>Dividends</td>
<td>20</td>
<td>4%</td>
</tr>
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</table>

**Total:** 500 100%

### Grade Distribution

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>485 - 500</td>
<td>A+</td>
</tr>
<tr>
<td>465 - 484</td>
<td>A</td>
</tr>
<tr>
<td>450 - 464</td>
<td>A-</td>
</tr>
<tr>
<td>437 - 449</td>
<td>B+</td>
</tr>
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<td>415 - 436</td>
<td>B</td>
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<tr>
<td>400 - 414</td>
<td>B-</td>
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<td>377 - 399</td>
<td>C+</td>
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<tr>
<td>363 - 376</td>
<td>C</td>
</tr>
<tr>
<td>350 - 362</td>
<td>C-</td>
</tr>
<tr>
<td>300 - 349</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 300</td>
<td>F</td>
</tr>
</tbody>
</table>
Getting Started Assignment

Complete the following tasks for this assignment in learning to use SharePoint and understanding the syllabus.

1. SharePoint is our primary class collaboration tool and it uses only your student email address. Email will be used to contact you. You should contact IS&T to have your student email from your student email address forwarded to your primary email account if you do not wish to check your student email daily.

2. Sign in to SharePoint and upload a picture of yourself in ‘My Site’, ‘My Profile’, Details. This will aid me and your classmates to identify you and your work.

3. Go to the Home Page of this class and read announcements. Here is where I will keep you updated on any news about the class.

4. Go to the Class Directory and enter your contact information so that others in the class can connect with you.

5. Go to Class Assignments, download Getting Started- Syllabus Test, and complete it. Upload the finished test under Getting Started Submissions.

6. Go to the Getting Started Survey and answer the few questions about yourself.

7. Go to the Class Participation Forum and respond to the first topic – Who Are You?

8. If you need training using SharePoint, go to the Home Page for this class and select the link in the right panel that will connect you with SharePoint Training online. You will need to know SharePoint to succeed in this class.

Important Tips and Notes:

Names of files and submission titles are very important. Incorrect names will not be accepted. All assignments in this class use the same naming conventions for files and submissions.

a) Save the file with the proper name: LastnameF_GettingStarted (last name, first name initial _ assignment name - all without spaces).

b) Submit the MS Word 2007/10 file with the proper name: LastnameF_GettingStarted (last name, first name initial _ assignment name - all without spaces).
eTraining for Access 2007

MS Access 2007 is required in this course. Many of you do not know how to use this software tool. This assignment helps to prepare you to complete the database project in the next part of the course. You must complete this training in order to successfully do that project. MS Access 2007 training will not be provided in class.

1. Implement Access 2007 by following directions on ‘Downloading and Installing Microsoft Access 2007 from MSDNAA’. (See Read-Only Documents on class Section Home.)


3. Take the two Assessments at the end of the training courses and save each to a file using class naming conventions.

4. Submit the Assessment files that you saved under Submissions/Access Training Submissions (one submission with two attachments).

Important Tips and Notes:

Names of files and submission titles are very important. Incorrect names will not be accepted. All assignments in this class use the same naming conventions for files and submissions.

a) Save the file with the proper name: LastnameF_AccessTraining (last name, first name initial _ assignment name - all without spaces).

b) Submit the MS Word 2007 file with the proper name: LastnameF_ AccessTraining (last name, first name initial _ assignment name - all without spaces).
IT in Your Career Instructions

Due Date: September 30

This assignment will focus on the use of information technology (IT) in your chosen profession. If you want to be an accountant, then you will search for information related to using IT as an accountant. If you want to be in finance, then explore the use of IT in that domain.

To do this assignment, you will write a blog. Each Division has a blog site ready. When you MS Word document is completed, then copy it to the proper blog site for your division.

1. Format:
   a. The first page of the blog should contain only the following:
      i. Course and section number
      ii. Title of the blog
      iii. Division name
      iv. Names of contributing members and their topics
   b. Blogs should use 12 pt Times New Roman font, double-spaced
   c. Each member’s contribution should be a minimum of 1500 words.
   d. Each member’s contribution to the blog should contain the following:
      i. Division name
      ii. Member name
      iii. Topic and career selected
      iv. Photo of the member
   e. Citations are required for all used resources and quotations. Citations should be properly formatted at the end of each member’s contribution to the blog.
   f. Photos and pictures may be used to add interest and explain points.

2. Method:
   a. Write blog in MS Word first and then copy it to the SharePoint Group Blog. *(SharePoint’s word editor is very limited and sometimes difficult to work with.)*
   b. Publish as a Blog on SharePoint in the Division’s Wiki Site

For this assignment, you should include the following components:

1. **Web Search:** Use Google or another search engine to learn how IT is used in your chosen profession. When writing up your findings, be sure to state how you searched for the information (i.e., the search engine used and the keywords used for the search).

2. **Blog Search:** Find a blog that discusses your career interest or is written for your chosen profession. Explain what information is presented in the blog and how it might help you in your profession.

3. **Job Search:** Search online job sites (e.g. monster.com, careerbuilder.com, etc.) to find a job in your chosen profession. Focus your discussion specifically on what technologies are required for the job. Be sure to state within the paper where you searched for jobs and the keywords you used.

4. **Article Search:** Look for an article about technology in your field. You should be able to find related articles at businessweek.com, informationweek.com, computerworld.com, cio.com or other online magazines.

The assignment will be graded on the following:
• **Completeness:** Does your assignment fulfill all four requirements? (You can get full credit even if you didn’t find any information for one of the component requirements as long as you document your search process. Giving up after searching with one keyword is not adequate. Think of other terms associated with your field, if you got no results from your first search.)

• **Coherence:** How effectively does the writing form a meaningful whole by developing ideas that connect coherently from one to the next?

• **Reasoning:** How effectively does the writing assert claims and provide support for the claims made?

• **Error Interference:** How severely and/or frequently do grammatical and spelling errors interfere with communication and/or damage the writer’s credibility?

If English is not your first language, please have your paper reviewed for form and grammar. (Take advantage of the Writing Center.)

We will discuss your findings following test two, so come prepared to share your search experience with the class. Participation in the discussion will be worth 5 points.
SharePoint Assignment Instructions

Due Date: September 23, 2010

This assignment will help you develop a better understanding of the capabilities and limitations of the course SharePoint site and prepare you for the Technology Topics assignment.

- You will in cross-functional project teams, and the teams for this assignment will also work together on the Technology Topics assignment later in the semester. Project teams should be made of at least one member from each Division. If you do not join a team on your own, you will be assigned to one.
- Once you have identified a set of teammates, select a name for your team, and submit the project member directory in SharePoint. Contact your professor if someone requests your participation on a team and the request is not mutual.
- After confirming the team request, your professor will create a private SharePoint site for your team and then give you instructions on how to access the site. If you have difficulty accessing your team’s site, notify your professor immediately because you must use the site for this assignment and an inability to access the site is not a valid excuse.

SharePoint Components

- Contacts List
  - Create a contacts list and name it “Team Members”. Add contact information for each member of your team including; name, preferred email address, preferred phone number, and preferred meeting times. You can also additional information if you would like to do so.

- Discussion Boards
  - Create a discussion board called “Topic Selection”. Each team member should then start a discussion thread and suggest one potential topic for the Technology Topics assignment. Some potential topics are provided in the Technology Topics Instructions document but you can also suggest something else. Your discussion post should include arguments for why the topic you are suggesting should be chosen and you should include at least one link to online information about the topic or attach a document about the topic. You must also post at least one reply to another teammate’s topic suggestion and your team must reach an agreement through the discussion board on the one topic you will request for the Technology Topics assignment.
  - Follow the instructions in the Technology Topics Instructions document to get approval for your topic. Once your professor has approved your topic, create a second discussion board and give it the name of your topic. You should use this discussion board to discuss how to proceed with the development of your topic paper and presentation. The SharePoint assignment is due on September 23 and you should each make at least two posts to this discussion board by that due date, but you can continue to use this board over the course of the semester as you develop your topic paper and presentation.
- **Task List**
  - Create a task list named “Team Tasks” to organize your work on the Technology Topics assignment. You can either create a new list or just rename the existing “Tasks” list. You need to add at least four entries in your task list and every team member should be assigned to at least one task. Again, the minimum required entries need to be created by September 23 but you can continue using the task list to keep track of your project progress throughout the semester.

- **Calendar**
  - Create entries for team assignment due dates from the syllabus.
  - Create calendar entries for times your team plans to meet during the semester to work on the Technology Topics assignment. These meetings can either be face-to-face or online.

- **Document Library**
  - Change the name of the “Share Documents” list to “Project Documents”. Use this list to store documents you find or produce related to the Technology Topics paper and presentation.
  - Each team member needs to upload one document to the list by September 23.

- **Home Page Customization**
  - Add the “Team Members” list to your site’s home page and remove the announcements component from the home page.
  - You’re welcome to experiment with any other changes to your site that you would like to try.

- **Wiki Page Library**
  - Create a wiki page library and name it “SharePoint Evaluation”. Unlike a discussion board in which you create your own individuals posts and collaborate solely through replying to other’s posts, a wiki is set up with more of a group editing structure where you can create individual pages of information but you can also add to, delete, or extend the work of other teammates to create a group product. When you set up your wiki there will be a “How to Use This Wiki Library” link that you should explore to learn the capabilities of your wiki. Your assignment for the wiki page is to, as a team; write an evaluation of SharePoint as a collaboration tool for your team assignments. Describe the challenges you faced in using SharePoint and make suggestions for how the site could be configured to make your collaboration better. You may also want to compare and contrast SharePoint with other collaboration tools that you have had experience using (e.g. Google Docs).

Everything that is required for the SharePoint assignment must be completed by September 23, but you can and should continue to use your site to collaborate on your Technology Topics paper and presentation that will be due at the end of the semester.
Chapter 1
What is MIS? What are the three key elements? What are each of the five components of an IS?
Which components are actors? Why are they called actors?
Which components are instructions? Why are they called instructions?
Which components are called bridges? Why are they called bridges?
Information systems exist in business to help people achieve what?
What is the difference between ‘high-tech’ and ‘low-tech’?
What is information? What is the difference between data and information?
Why is information subjective?
What are the characteristics of ‘good’ information?
What is the difference between information technology and information systems?
What is Moore’s Law? What are the implications?

Chapter 2
What is collaboration? What are each of the critical collaboration drivers? Which one(s) is(are) more important? Why?
What is synchronous communication? Asynchronous?
Where do the different examples of team communication on slide 2-13 fall as synchronous or asynchronous?
In managing content, what is(are) the difference(s) between no control, version management and version control?
Where (and why) do wikis, google docs, Microsoft groove and Share Point fit in these control categories?
How can you use collaboration systems to manage content? What are examples?
What are wikis?
What is workflow? How can you use collaboration systems to control workflow?
What are the differences between operational decisions, managerial decisions, and strategic decisions?
What is (are) the differences between structured and unstructured decision processes?
What is (are) the relationships between the type of decisions and the types of decision processes?
Where do collaboration systems ‘fit’ into this framework?

Chapter 3
How does organizational strategy determine information systems structure?
What is Porter’s Five Forces model? How is it used? How does it relate to competitive strategy?
What are each of the Five Forces? Can you give examples? If I give you an example, can you tell me which force it represents?
What is competitive strategy?
What are the generic approaches to achieving a competitive advantage?
What is a Value Chain? What is it used for? What is value? A margin?
What are primary activities? What are each of the primary activities?
What are support activities? What are each of the support activities?
What are the linkages?
What are business processes? How do they generate value?
How does competitive strategy determine business processes and the structure of information systems?
How do information systems provide competitive advantage?
Final Research Project

Technology Topics Paper and Presentation Instructions

Presentation Dates: November 16 & 18
Paper Due Date: November 18

- Start by identifying a topic that is of interest to your team. You may select from the list of topics at the end of this document or you may identify your own topic. In either case you must inform your instructor as soon as you have selected a topic since each topic may only be covered by one team. Your instructor will let you know if your topic is available and appropriate.

- Once you have an approved topic you should begin searching for relevant information focusing broadly on the topic’s scope. Besides search engines and the GSU library, other good information resources include; computerworld.com, informationweek.com, cio.com, wsj.com, and businessweek.com. Once you have an understanding of the topic’s scope you will then need to narrow your focus to fit the constraints described below.

- Your paper and presentation should focus on information technology (IT). For example, if you choose the topic “Information systems in healthcare”, you will need to look for information on how IT is being used or could be used in healthcare. If you find the website of an organization that helps healthcare professionals use technology effectively, do not focus on non-IT aspects of the process (e.g. surgical techniques, x-rays that are not digital, etc.) or on the mission of the organization and how it is governed. Similarly, if you choose the topic, “Assistive technologies”, do not focus on the details of the diseases that cause people to need assistive technologies.

- Your paper must be at least 6, but no more than 8, double-spaced pages long (not including a cover page or references page). Use 12pt Times New Roman font with 1 inch margins all around. You will need to have at least 5 different sources with proper references and citations in your paper that show what information you acquired from each source. Most of your sources should be from 2007 or later. Failure to list sources or present direct quotes in quotation marks will result in a grade of zero and a charge of academic dishonesty.

- Your presentations will be 10 minutes in length. All team members are required to participate in the presentation, but participation does not need to be equal. In other words, some team members may speak longer than others. Time management is important so plan how your group will use its time. Practicing as a team before the actual presentation will show you whether you need to cut material and/or speak faster or whether you need more material. Reading your paper in class does not constitute giving a presentation. Your slides should include bulleted phrases, rather than whole sentences, so you can speak about the slides rather than reading them to the class.

- You may submit a draft of your paper, to get feedback. Usually groups that improve their papers to incorporate instructor feedback receive a better grade than they would have received if they had submitted the draft as their final paper.

- Although your instructor will grade your paper with an eye to content, bad writing will prevent your instructor from appreciating the extent of your research and the points you made. You may take the final version of your paper to the GSU Writing Center and ask a staff member to help you identify typographical, grammatical, and stylistic errors.
Potential Topics

- Assistive technologies for the visually impaired, the hearing impaired, and the disabled, including those who do not have use of hands and/or speech
- Augmented reality
- Biometrics
- Cloud computing and virtualization
- “Digital Divide” (definition and approaches to overcoming it in the U.S. and the world)
- Health problems caused by heavy computer use and how to avoid them (e.g. carpal tunnel syndrome, repetitive strain injury (RSI), technostress)
- Identity theft and social engineering
- Information systems in government
- Information systems in healthcare
- Net neutrality
- Online Censorship (this would include ethical and possible future legal issues confronting companies such as Google, Microsoft, and Yahoo that are doing business in countries whose laws limit their own citizens’ freedom of speech and access to information)
- Open source software and the open source movement
- Radio frequency identification (RFID)
- Smart phones and other mobile devices
- Social networking applications (Facebook, LinkedIn, Twitter, etc.)
- Women and/or minorities in IT-related career fields (percentages in the field, efforts to attract both, and potential benefits of having a higher representation of both in IT)
- Virtual reality and virtual worlds