

COURSE SYLLABUS

Introduction to Information Systems

CGS1301, Section # 7882

Online Instruction

0535: Fall 2017

INSTRUCTOR:

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ACADEMIC DEPARTMENT:

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[St. Petersburg College, Computer & Information Technology](#)

COURSE INFORMATION:

Course Description:

This course is designed to provide students with a foundational understanding of Information Systems (IS) as they apply to the computer industry. Topics will include Information Systems fundamentals; IS infrastructure; organizational and business strategies for Information Systems, Managing Information Systems; Information Systems for commerce and collaboration; business intelligence and Enterprise Information Systems; security, privacy and ethics for Information Systems. 47 contact hours.

Learning Outcomes and Objectives:

1. The student will demonstrate an understanding of the scope, purpose and value of information systems in an organization.

2. The student will demonstrate an understanding of the principles, issues and trends in managing information systems infrastructure and services.
3. The student will demonstrate an understanding of the Information Systems and processes involved in utilizing the Internet for interacting with consumers.
4. The student will demonstrate an understanding of Enterprise Information Systems as they relate to enhancing business intelligence and processes.
5. The student will demonstrate an understanding of the processes involved in developing and securing Information Systems.
6. The student will demonstrate an understanding of the processes involved in securing Information Systems.
7. The student will demonstrate an understanding of the ethical issues associated with the integration of information systems into society.

Prerequisites

Prerequisite: No prerequisites.

Availability of Course Content

The course is open so students may work ahead.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

Information Systems for Business by Belanger, France, Craig Van Slyke and Robert E Crossler 978-1-943153-01-5

SPC provides Microsoft Office to students at no extra cost: [How to download Microsoft Office 2016](#)

Required Software: Microsoft Office 2016 Professional (This software includes Word, Excel, Access and PowerPoint) Students that do not have the required software:

- You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software.

View the [Textbooks](#) site.

View the [SPC Libraries and Services](#) site.

LEARNER SUPPORT

View the [Accessibility Services](#) site.

View the [Academic Support and Student Success](#) site.

View the [On Campus and Online Support](#) site.

View the [Student Services](#) site.

IMPORTANT DATES

[View the Academic Calendar](#)

Course Dates: 08/5/17 - 10/07/17

Drop Date: 08/19/2017

Withdrawal Date: 09/15/2017

Financial Aid Dates: View the [Financial Aid Dates](#).

ATTENDANCE

View the college-wide attendance policy included in [How to Be a Successful Student](#).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as:

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the follow to be considered actively participating in the class:

1. Start Here Quiz and a minimum of 70% of Week 1 assignments (approximately 4 assignments)
2. A minimum of 70% of Week 2 assignments. (approximately 4 assignments)

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

*****If a student retakes the course, the prior submitted assignments will not be graded. You must submit newly completed assignments.*****

GRADING

Weekly assignments are required.

The grading scale for the course is:

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

Title	Points	Percentage
Unit 1	85	14.7%
Unit 2	80	13.8%
Unit 3	90	15.5%
Unit 4	65	11.2%
Unit 5	75	12.9%
Unit 6	130	22.4%
Unit 7	55	9.5%
Total	580	
*SSI is Extra Credit		

Total Points and Grading

	Total Points Available for the Course	=	<u>580</u>
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Grade	Points
A	Greater than or equal to 522
B	Greater than or equal to 464 AND less than or equal to 532
C	Greater than or equal to 406 AND less than or equal to 463
D	Greater than or equal to 348 AND less than or equal to 405
F	Less than 348

ASSIGNMENTS:

1. If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See each weeks folder for specific due dates.
2. It is the student's responsibility to follow the schedule of class assignments.
3. **Late work will not be accepted, graded, or reviewed. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation. No Internet or computer issues do not qualify as an emergency.**
4. You will need access to Microsoft Word for this class. All SPC campus libraries have these programs available on their computers.

STUDENT SURVEY OF INSTRUCTION:

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. Please complete the survey to help us improve our courses.

Please review the syllabus addendum for all other important information:

<http://www.spcollege.edu/addendum/>

ASSIGNMENTS

For specific due dates, see the Assignment Checklist.

All assignments are open from the beginning of the term. You may work ahead in this class.

STUDENTS' EXPECTATIONS

- If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See each the [Assignment Schedule](#) for specific due dates.
- It is the student's responsibility to follow the schedule of class assignments.
- **Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates.** In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation. **Technological issues do not constitute an emergency**, i.e. the Internet went down or my computer didn't work.
- You will need access to Microsoft Office 2016 for this class. All SPC campus libraries and Learning Support Commons have these programs loaded on its computers.
- Also see [How to Be a Successful Student \(Syllabus Addendum\)](#)

INSTRUCTOR'S EXPECTATIONS

- I will provide meaningful activities to develop your technical and software skills.
- I will be available to you if you have questions or concerns.
- I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24 hour turnaround time, I will indicate so in an email prior to my absence. Holidays are always an exception.
- I will respond thoughtfully and critically to your comments, questions, and written assignments.
- I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.
- As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

Required Interaction

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation and learning standards, on average students should expect to spend between 15 to 18 hours per week on course action items. Spending less time could be insufficient for success in this course.

Assignments will be graded and returned within 7 business days unless you are specifically notified otherwise by the instructor.

Participation, Conduct, and Netiquette

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

Academic Honesty

View the [Academic Honesty Policy](#).

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: www.copyright.gov.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a Turnitin/Originality Report](#) tutorial.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

Minimum Technology Requirements

View the [Technical Requirements for MyCourses](#).

View the [Technical Requirements for MyITLab](#).

Minimum Technical Skills

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Adobe Accessibility](#)
- [Microsoft Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [Adobe Privacy](#)
- [Microsoft Privacy](#)

Technical Support

Technical support is available via the [Technical Support Desk Call Center](#).

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.