ISM 6021, Section, 521, 2 Credit Hours
Information Systems in Organizations
Summer 2014

Instructor: Dr. Anurag Agarwal  
E-Mail: agarwala@usf.edu  
Class Time: 100% Online

Office: SMC-C217  
Office Telephone: 941-359-4522  
Office Hours: By appointment

PREREQUISITES: None

COURSE DESCRIPTION: An introduction to the fundamentals of information systems including an examination of information technology terminology and concepts, alternative methodologies for developing information systems, and the application and impact of information technology in contemporary organizations.

COURSE TOPICS: This course will cover the following content areas:
1. Fundamentals of Systems Analysis and Design
2. Fundamentals of Databases
   a. Normalization
   b. SQL
   c. Access
3. Fundamentals of Programming using Visual Basic .NET

COURSE OBJECTIVES: To learn the fundamentals of systems analysis and design, database concepts, programming concepts and web concepts.

COURSE STUDENT LEARNING OUTCOMES: At the conclusion of the course the student should be able to:
1. Develop simple forms-based computer applications for business decision making using Access.
2. Create simple database-based computer applications to solve business problems.
3. Create simple Excel applications using VBA.
4. Create a simple web site.
5. Create simple database-based web applications for business.

TEXT AND MATERIALS: There is no required textbook for this course. Notes and video tutorials will be posted online. You will be required to install Visual Basic .Net 2010 Express software on your computer. This software can be downloaded for free from http://www.visualstudio.com/downloads/download-visual-studio-vs. You should also have Excel and Access on your computer.

CANVAS USE: The class syllabus is posted in Canvas, an online course management system. In this class Canvas will be used for posting course content and conducting online quizzes and exams. http://www.usfsm.edu/infocommons/students.php
**COMPUTER LAPTOP USE:** It is assumed that each student will bring their laptop to class. Visual Basic runs on a Windows PC so Mac users will be responsible for running their Macs as a PC using Boot Camp or Virtual machine.

**PLAGIARISM SOFTWARE:** The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

**PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., “U12345678 Essay 1.docx”) BEFORE SUBMITTING IT TO TURNITIN.**

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

**GRADING, EVALUATION AND ATTENDANCE POLICIES:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (Six)</td>
<td>60 pts.</td>
</tr>
<tr>
<td>Quizzes (Three)</td>
<td>30 pts.</td>
</tr>
<tr>
<td>Behavior and Attitude</td>
<td>10 pts.</td>
</tr>
<tr>
<td>Total Course Points</td>
<td>100 pts.</td>
</tr>
</tbody>
</table>

Grade cutoffs will be as follows:
- 96.0% for an A+, 93% for an A, 90.0% for an A-
- 87.0% for a B+, 83.0% for a B, 80.0% for a B-
- 77.0% for a C+, 73.0% for C, 70.0% for C-
- 67.0% for a D+, 63.0% for a D, 60.0% for a D-

Below 60.0% results in an F grade

**Assignments:**
There will be six assignments worth 10 points each.

**Quizzes:**
There will be three quizzes worth 10 points each.

**Attitude and Behavior:**
10 points are reserved for your attitude and behavior. You are expected to show a positive attitude towards learning and show courtesy and respect in your communications.

**USFSM AND USF SYSTEM POLICIES**

A. **Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review
the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

GENERAL INSTRUCTION FOR STUDENTS

How to communicate with me:
You can either (i) send me an email directly or through Canvas, or (ii) call me or (iii) set up an appointment to see me in my office. When emailing, please write the appropriate subject and please write your name at the bottom of the email. As a courtesy, please commence your email with a greeting such as “Dear Dr. Agarwal” or “Dear Prof. Agarwal”. Please re-read your message to make sure there are no spelling or grammatical errors. The emails should be composed professionally and the language should be courteous and respectful to earn attitude and behavior points. If you never interact with me, I will have no reason to deduct points on attitude and behavior because by default I assume everyone has good attitude. But feel free to send me emails to clarify your questions. If your interactions are very positive, I may form a very positive impression of you, which may be helpful if you want me to write a recommendation letter for you or act as a reference for you. If you never interact with me, then serving as your reference becomes hard.

**How NOT to communicate with me**

Please don’t email me from a non-USF email account. Please don’t submit deliverables to me through email. All deliverables must be submitted through Canvas. Please don’t reply to an email that I send to the entire class without changing the subject line, unless your question is about that subject. If you are using the “Reply” button as a means to get my email address in the “To” line, please change the subject line and also delete all previous text from that email, if your email pertains to something else.

**How will I communicate with you?**

I will send announcements through Canvas. If you send me an email through Canvas, I will respond back through Canvas. If you send me an email directly, I will respond back to your email address. I will make every attempt to reply to your emails within 24 hours. Occasionally emails do tend to go to my Junk Mail folder so if you have not received my response within 24 hours, please either resend your email or call my office phone number and leave a message in case I am not in my office. I will provide feedback on your assignments through Canvas. At the beginning of each week, I will post a brief video of what we will be covering that week. Each week I will be posting links for video tutorials for the topic of that week.
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Description</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05/17</td>
<td>Introduction Databases</td>
<td>Assignment 1 due 06/02</td>
</tr>
<tr>
<td>2</td>
<td>05/24</td>
<td>No Class – Memorial Day Weekend</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>05/31</td>
<td>Databases VB .Net</td>
<td>Assignment 2 due 06/09</td>
</tr>
<tr>
<td>4</td>
<td>06/07</td>
<td>Quiz-1 (Live from 6/9 through 6/14) VB .Net HTML</td>
<td>Assignment 3 due 06/16</td>
</tr>
<tr>
<td>5</td>
<td>06/14</td>
<td>Quiz-2 (Live from 6/16 through 6/21) ASP</td>
<td>Assignment 4 due 06/24</td>
</tr>
<tr>
<td>6</td>
<td>06/21</td>
<td>Quiz-3 (Live from 7/1 through 7/6) VBA</td>
<td>Assignment 5 due 07/01 Assignment 6 due 07/08</td>
</tr>
</tbody>
</table>