Governors State University - College of Business and Public Administration
The College of Business and Public Administration's primary mission is to deliver quality instruction which is accessible to a diverse student body, and to create a dynamic learning environment for students, faculty, staff, and the community.

Course: *MIS 370; Management Information Systems*

Provides an overview of business data processing and management information systems. Covers introductory concepts of systems analysis techniques, nature of computer applications in business, problem solving, and discusses the future of computer technology. Includes an introduction to and use of database software in business related problems, and the integration of applications software.

Prerequisite: MIS 301 or computer literacy and graduate standing.

Session: Winter 1998
Tuesday and Thursday 12:30-1:45pm
or Thursday 4:40-7:20

Students who cannot attend their normal section are encouraged to attend the alternate section. Note that (1) computers are allocated first to students enrolled in the section, and (2) the professor must be notified in advance of such plans for exam weeks.

Professor:	Linda Knight
Office:	C-3393
Office Phone:	(708) 534-4947 (messages may be left at any time)
E-mail:	l-knight@govst.edu
Office hours:	11:30-12:30 Tuesday and Thursday
	6:30-7:30 p.m. Tuesday
	3:30-4:30 p.m. Thursday
	Additional times on request.

What you will get out of the course:
- An understanding of the crucial role technology plays in modern organizations.
- An appreciation of current issues in computing, including an appreciation of the international and ethical dimensions of computer usage.
- An introduction to the major tools and techniques systems analysts use to design and develop computerized information systems.
- An understanding of how accounting and manufacturing information systems are structured.

Textbooks / Materials:
McLeod. *Management Information Systems, 7th Edition.* Upper Saddle River, NJ: Prentice-Hall. 1998.
Shelly, Cashman, and Vermaat. *Microsoft Office 97: Advanced Concepts and Techniques.* Cambridge, MA: Course Technology, 1998.
High density (HD) 3.5 inch diskettes formatted for IBM compatible computers. Minimum of two.

Week	Lecture Topic McLeod text	Hands-on Topic Office 97 text	Assignment Due
Jan 13,15	Chp 1: Computer-Based Information Systems	WORD 4: Title page and Tables	
Jan 20,22	Chp 2: Using Information Technology for Competitive Advantage		WORD 4
Jan 27,29	Chp. 3: Electronic Commerce EXAM 1	Word 6: Newsletter	
Feb 3,5	Chp 4: Computer Use in International Marketplace	Excel 4: Templates and Web Pages	WORD 6
Feb 10,12	Chp 5: Ethical Implications of Information Technology University Closed February 12		
Feb 17,19	EXAM 2	Excel 5: Visual Basic, Hyperlinks, Scenario Manager	Excel 4
Feb 24,26	Chp. 6: Systems Model of the Firm		
Mar 3,5	Chp 7: The Systems Approach	Access 4: Reports, Forms, Web	Excel 5
Mar 10,12	Chp. 8: System Life Cycle Methodologies		
Mar 17,19	EXAM 3	PowerPoint 3: Embedded Visuals	Access 4
Mar 24,26	Chp. 10: Database and DBMS		Student PowerPoint Presentations
Mar 31, April 2	Chp. 11: Data Communications	Integrated Case	Student PowerPoint Presentations
April 7,9	Chp 12: Accounting Information Systems		Student PowerPoint Presentations
April 14,16	Chp. 19: Manufacturing Information Systems		Integration Assignment
April 21,23	EXAM 4	EXAM 4	EXAM 4

Dates are approximate and subject to change at any time.

Attendance

Expected. Students are accountable for material covered and assignments / announcements made in class sessions they miss. Arrangements should be made early in the semester to get notes and assignments from a fellow student, in case of unexpected absence.

Grading

Exam 1   10%
Exam 2   10%
Exam 3   15%
Exam 4   15%
Assignment and presentation average 50%

Grading scale: A = 89.500 - 100.000 percent
                        B = 79.500 - 89.499
                        C = 69.500 - 79.499
                        D = 59.500 - 69.499
                        F = 00.000 - 59.499

Assignments

All assignments must have identifying information *printed* in the upper right hand corner:
> Name (first   last)
> MIS 301; Assignment number and assignment name/description.

Most assignments will require handing in both (a) printouts showing you worked through the step-by-step project detailed in the text chapter; and (b) printouts of your work for your choice of any one of the *Cases and Places* for the given chapter.

Assignment grades are based upon:
(1) Difficulty level (Each student selects his or her own difficulty level for each assignment).
(2) Accuracy in meeting assignment specifications
(3) Professional quality
(4) Timely completion

Cases and Places Difficulty Level Completed (Thoroughly and Accurately)	Maximum Points Possible (out of 100)
None	60
Level One ▶	70
Level Two ▶▶	80
Level Three ▶▶▶	90
Level Three ▶▶▶ with significant enhancements	100

Notes regarding timely completion of assignments:
All assignments should be handed in when requested at the start of class. Assignments are considered late if they are not in the professor's hands before she leaves campus on the day due. If

a student chooses to use the professor's mailbox instead, timeliness of completion will be determined by when the professor checks her mail.

Ten points will be deducted for each week, or fraction thereof, that an assignment is late.

Each student is allowed a single one-week extension, which can be used by handwriting a simple note requesting use of the extension immediately after the identifying information at the top of the first page of the assignment.

Extra credit

Students may earn extra credit by bringing relevant clippings from popular publications to the class sessions (maximum of one clipping per week). Time will be allotted at the start of most classroom sessions for students bringing clippings to briefly share the gist of their finding with the class. The clipping must then be handed in for credit. All clippings must include name of publication, date, and page numbers, as well as the name of the student presenting the clipping. Xeroxes of articles are acceptable. All articles must have been published during current semester, and should appear in common periodicals, *not computer publications.* Examples of suitable publications, in no particular order, include: *Newsweek, Time, Chicago Tribune, Chicago Sun-Times, Chicago Defender, Wall Street Journal, New York Times, Reader's Digest, etc.*

Extra credit will not make a low-B student into an A student. It will help a person who is teetering just below a cutoff point.

Miscellaneous notes

1. While some lab time will be available in class, students should not expect to be able to complete their computer assignments during this time alone.
2. Students are encouraged to collaborate on assignments, sharing experiences and expertise. This is quite different from copying or from having another person do one's work. In all cases, when a student hands in an assignment for grading, he/she is certifying that it is his/her work, and his/her work alone.
3. Students are expected to read the text and work through the lab manual in accordance with the schedule, without being explicitly told each class what to read or do.
4. Anything more than one page long must be stapled together before it is handed in. The professor cannot be responsible for keeping loose, paperclipped, or folded papers together.
5. As in any college course, correct spelling, grammar and punctuation are expected in all work. Students are urged to use Office's spelling and grammar checking capabilities, and/or prevail upon their friends or relatives as proofreaders.
6. Students must obtain their own Internet/e-mail account through ACS.

Changes to syllabus

This syllabus is subject to change as necessary during the semester, to better meet student needs. Any changes will be announced during class sessions.