

WIKI 2002

GSU ARCHIVES
MIS 370A
WIKI 2002

Course Number & Title: MIS370[†] Management Information Systems
Credit Hours: 3
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Office Hours: Online

Catalog Description

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 use of database software in business-related problems, and the integrations of applications software.

Prerequisites

MIS301 within five years with successful completion of software exam or permission of instructor.

Textbook and supplies

Post, Gerald V. and Anderson, David L., *Management Information Systems, Solving Business Problems with Information Technology*, second edition. Boston, Irwin McGraw-Hill, 2000.

Shelly, Gary B., Cashman, Thomas J., and Quasney, James S., *Microsoft Excel 2000 Comprehensive Concepts and Techniques*. Cambridge, Massachusetts, Course Technology, 2000.

Shelly, Gary B., Cashman, Thomas J., Pratt, Philip J., *Microsoft Access 2000 Comprehensive Concepts and Techniques*. Cambridge, Massachusetts, Course Technology, 2000.

Software: Microsoft Office2000 – Professional Edition will be needed in the course.

Recommended Browsers

For WebCT courses, the following are the recommended browsers:

- Microsoft Internet Explorer:** version 5.0 or higher
- Netscape Navigator:** 4.5x, 4.6x, and all versions of 4.7 except 4.78 -- version 4.78 and 6.0 are not supported.

To listen to the sound recordings, you need to use the Internet Explorer 5.0 or higher. If you use America Online (AOL) for Web access, you will need the AOL version 4.0 or higher client and the Internet Explorer 5.0 browser. Do not use earlier versions of the AOL client with earlier versions of Internet Explorer, as you will have difficulty accessing many of WebCT features.

Rationale

This course is worth taking because:

- It is required of all undergraduate business majors in the CBPA.
- All Business school accreditation agencies require an introductory MIS course. MIS 370 meets this accreditation requirement. Offering this course in this manner will offer business students throughout the US the opportunity to meet this requirement in a student-friendly medium.
- It focuses on the uses of computer systems in business, including all web-based technologies, and how these systems impact the business, including Business Reengineering fostered through the integration of computer based business systems.
- Students will learn the advanced business-based applications of Microsoft Excel and Access.
- It demonstrates the proposed Expert level skill set for the Microsoft Office User Specialist Exam.

Intended Audience

All undergraduate students who have successfully completed MIS301, with special emphasis on the business student.

Expected Student Outcomes

Upon completion of this course, the students should be able to:

- List examples of the computer as a useful tool.
- Explain how information technology is used to improve business transactions and operations.
- Explain how information systems are developed and organized.
- Explain the importance of business planning, systems planning, and budget planning as it applies to computer based systems and how these strategic plans are often totally integrated.
- Explain the fundamental structure of information technology in the communication and integration of data across an organization.
- Determine how information technology can play a crucial role in building models, analyzing situations, and making decisions.
- Analyze the impact of information technology on the business world and explain how this can eventually lead to business reengineering.
- Create Excel worksheets suitable for course work, professional purposes, and personal use.

- Create, query, and maintain databases suitable for coursework, professional purposes, and personal use.

Method of Instruction

- Chapter materials and assignments will be available on WebCT.
- Presentations are available on WebCT through sound recordings and video clips.
- Chat room meetings will be used to give students the chance to ask questions, discuss topics, receive feedback, interact with other students.
- Exams will be proctored.
- Computer assignments to illustrate textbook topics.
- Hands-on experience with projects and exercises.

Class Policies

Make-up exams will be given, if the student provides a legitimate excuse. An incomplete grade will be given, only if a student is hospitalized.

Disability Statement

Students who have a disability or special needs and require accommodation in order to have equal access to the classroom, must register with the designated staff member in the Division of Student Development. Please go to Room B1201 or call (708) 534-4090 and ask for the Coordinator of Disability Services. Students will be required to provide documentation of any disability when an accommodation is requested.

Evaluation

Assignments (23 assignments/10 pts. each)	230 points (43.4%)
Exams (3 exams/100 pts. each)	300 points (56.6%)

Grading Scale

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

Lab Assignments

Students should do the tutorial at the beginning of each project before attempting the assignments at the end of every project.

Every student needs to finish one project every week.

To do the assignments, use the lab books. For Excel Projects use *Microsoft Excel 2000 Comprehensive Concepts and Techniques*. For Access Projects use *Microsoft Access 2000 Comprehensive Concepts and Techniques*.

Microsoft Office Project	Assignment	Page	Points
Excel-Project 1	Tutorial	E1.6	10
	Cases & Places #4	E1.64	10
Excel-Project 2	Tutorial	E2.6	10
	Apply Your knowledge #1	E2.66	10
Excel-Project 3	Tutorial	E3.6	10
	Cases & Places #3	E3.80	10
Excel-Project 4	Tutorial	E4.4	10
	In the lab #2	E4.58	10
Excel-Project 5	Tutorial	E5.4	10
	Cases & Places #2	E5.61	10
Excel-Project 6	Tutorial	E6.4	10
	Cases & Places #1	E6.71	10
Access-Project 1	Tutorial	A1.6	10
	Cases & Places #2	A1.63	10
Access-Project 2	Tutorial	A2.4	10
	Cases & Places #2	A2.48	10
Access-Project 3	Tutorial	A3.4	10
	Cases & Places #2	A3.59	10
Access-Project 4	Tutorial	A4.4	10
	Cases & Places #3	A4.58	10
Access-Project 5	Tutorial	A5.4	10
Access-Project 6	Tutorial	A6.4	10
Access-Project 7	Tutorial	A7.4	10

Textbook Reading Assignments and Tests

Textbook: *Management Information Systems, Solving Business Problems with Information Technology*.

Week	Textbook Reading Assignments and Tests	page
1	Chapter 1 - Introduction	2
2	Chapter 2 - Personal Productivity	44
3	Chapter 3 - Solving Problems	94
4	Chapter 4 - Operations and Transactions	130
5	Chapter 5 - Database Management	170
6	Test 1 (Chapter 1, 2, 3, 4, and 5) on 2-13-2002	
7	Chapter 6 - Networks and Telecommunications	226
8	Chapter 7 - Integration of Information	282
9	Chapter 8 - Models and Decision Support	328
10	Chapter 9 - Decisions in Business Areas	368
11	Test 2 (Chapter 6, 7, 8, and 9) on 3-20-2002 Chapter 10 - Complex Decisions and Artificial Intelligence	406
12	Chapter 11 - Strategic Analysis	448
13	Chapter 12 - Systems Development	492
14	Chapter 13 - Organizing Information System Resources	542
15	Test 3 (Chapter 10, 11, 12, and 13) on 4-17-2002	