

# Governors State University

## College of Business and Public Administration

**Course Number & Title:** MIS370 Management Information Systems  
**Section** C  
**Trimester:** Winter 2003  
**Class Hours:** Thr. 7: 30- 10: 20pm  
**Classroom:** C3358  
**Credit Hours:** 3  
**Instructor:** Dalsang Chung  
**Phone:** (708) 534-4935  
**E-mail:** Use WebCT E-mail Tool or d-chung@govst.edu  
**Course Web Site:** <http://webct.govst.edu>  
**Office (C3352) Hours:** Mon; Tue: 6:00 to 7:30 pm  
Thur: 6:30 to 7:30pm or By Appointment

### 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.

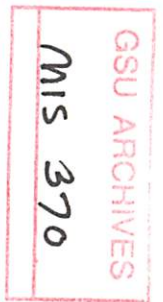
### Textbook and supplies

Post, Gerald V. and Anderson, David L., *Management Information Systems, Solving Business Problems with Information Technology*, third edition. Boston, Irwin McGraw-Hill, 2002.

Shelly, Gary B., Cashman, Thomas J., and Quasney, James S., *Microsoft Excel 2002 Comprehensive Concepts and Techniques*. Cambridge, Massachusetts, Course Technology, 2002.

Shelly, Gary B., Cashman, Thomas J., Pratt, Philip J., *Microsoft Access 2002 Comprehensive Concepts and Techniques*. Cambridge, Massachusetts, Course Technology, 2002.

**Software:** Microsoft Office XP.



## 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 (MOUS) Exam. To learn more, go to <http://www.microsoft.com/traincert/mcp/mous/default.asp>.

## 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 at GSU and a WebCT center. For distant learning students, the exams will be held at a WebCT center. To find out the location of your WebCT center, contact Rebecca Scharnhorst at (708) 534-5000 extension 5956 or send an e-mail to [r-scharnhorst@govst.edu](mailto:r-scharnhorst@govst.edu).
- 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 (13 assignments/10 pts. each)	130 points (39.4%)
Exams (3 exams with the lowest exam score being dropped/100 pts. each)	200 points (60.6%)

## 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.

To do the assignments, use the lab books. For Excel Projects use *Microsoft Excel 2002 Comprehensive Concepts and Techniques*. For Access Projects use *Microsoft Access 2002 Comprehensive Concepts and Techniques*.

Microsoft Office Project	Assignment	Page	Points
Excel-Project 1	Tutorial	E1.06	10
Excel-Project 2	Tutorial	E2.04	10
Excel-Project 3	Tutorial	E3.04	10
Excel-Project 4	Tutorial	E4.04	10
Excel-Project 5	Tutorial	E5.04	10
Excel-Project 6	Tutorial	E6.04	10
Access-Project 1	Tutorial	A1.06	10
Access-Project 2	Tutorial	A2.04	10
Access-Project 3	Tutorial	A3.04	10
Access-Project 4	Tutorial	A4.04	10
Access-Project 5	Tutorial	A5.04	10
Access-Project 6	Tutorial	A6.04	10
Access-Project 7	Tutorial	A7.04	10

The deadline for submitting all the above assignments is Wednesday, June 26, 2002.

## Submitting Assignments

On the WebCT homepage, click on **Submitting Assignments**. Under **Title**, click on the name of the assignment to be submitted. To upload completed assignment files, click **Upload file**, click on the **Browse...** button to select the file to be uploaded and then click the **Open** button. After selecting the desired file, click the **Upload** button. To submit assignments after uploading them, click **Submit assignment**. Make sure you get a confirmation message. The name of the uploaded file should contain words without any spaces and use only alphabetical characters. Use underscore ( **\_** ) instead of a space.

## 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	<b>Test 1</b> (Chapter 1, 2, 3, 4, and 5) on Feb. 13, 2003	
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	<b>Test 2</b> (Chapter 6, 7, 8, and 9) on Mar. 20, 2003 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	<b>Test 3</b> (Chapter 10, 11, 12, and 13) on Apr. 17, 2003	

The above tests dates apply to the students who will be taking the test on GSU campus. For distant learning students, the students will have a week to schedule the test with their proctor. Make sure to study the material of the **Tests Keywords**.