

BUS 3500 – Management Information Systems

General Information

Professor: Dr. Norman Garrett
Office: Lumpkin Hall 4024
Office Hours: MWF 11:00 a.m. to Noon, Mondays 6-7 pm
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Class Meetings: MWF Noon-12:50 pm, Lumpkin Hall 2020

Course Description

An introduction to MIS by management level. Special emphasis is given to database design and use. Other topics include: Telecommunications, types of information systems, approaches to systems development, and security.

Prerequisites: Successful completion of BUS 1950 and junior standing OR permission of the Chair, School of Business.

Required Texts and Materials

Essentials of Management Information Systems, Eighth Edition by Laudon and Laudon. Upper Saddle River NJ: Pearson Education, 2009.

TurningPoint is the EIU campus standard for student response systems. As part of this class students are required to purchase a TurningPoint keypad from the University Union Bookstore. The purpose of this keypad is to allow me to integrate responses with PowerPoint in order to do class polling, take attendance, get feedback about what is being discussed, and conduct testing. Please be sure to register your keypad when you purchase it and register your keypad in WebCT CE8. Keypads will be required beginning with the third week of class.

Windows XP or later, Office 2007, Internet browser, and others as needed. Note: All database assignments must be completed in Microsoft Access 2007. Older versions of Access will not be accepted due to file incompatibility issues. All required software is available for use in on-campus computer laboratories.

Course Objectives

Upon successful completion of the course, the student should be able to:

Content Knowledge

- Explain the concept of a computer-based information system including detailed knowledge of the system components and how they evolved and interact.
- Demonstrate an understanding of hardware and software.
- Explain data communications and telecommunications concepts in a business environment.
- Distinguish and relate transaction processing systems, management information systems, decision support systems, expert systems, executive information systems, and knowledge management systems. Compare their components, major uses, benefits, and limitations.

Skills Development

- Solve a database problem using appropriate design methodologies. Demonstrate: Database creation, manipulation, queries, forms, and reports generation.
- Use Internet technologies to research and analyze information.
- Use typical business software packages to solve business problems.

Attitude/Values Development

- Recognize the value of the database management system concept; functions, uses, and types.
- Be aware of the systems development life cycle and alternative analysis and design methods in solving business problems.
- Understand the role of end user computing and its impact and value to organizations.
- Realize the importance of computer security, privacy, and ethics in today's business organizations.

Online Access

We will use our course area in WebCT extensively, so you should arrange to have a computer available with Internet access. You will also need a user ID issued by Information Technology Services. In addition, we will extensively use other Internet technologies that will require daily access to the Internet.

Instructor and Campus Assistance

All course-related correspondence should take place via WebCT. Non-course-related correspondence can be directed to me via regular email (nagarrett@eiu.edu)

You may see me during my office hours with no appointment necessary. If you wish to see me at another time, please make an appointment by calling me at 581-2228, sending me an email in WebCT, or seeing me after class to make arrangements. Appropriate academic support is available for students with a documented disability. Please notify me and contact the Office of Disability Services (581-6583) for further information.

You can also obtain assistance from a variety of campus sources including the following:

Career Services (<http://www.eiu.edu/~careers>), 581-2412

Counseling Center (<http://www.eiu.edu/~counctr>), 581-3413

Student Success Center (<http://www.eiu.edu/~success>), 581-6696

Grading

Examinations

There will be 3 exams and a comprehensive final. The exams will be worth 100 points each and the final exam will be worth 200.

Projects

There will be 4 Microsoft Access projects worth 50 points each. In addition, there will be a group project valued at 200 points.

Groups

There will be a group project during the course. Group members will be required to evaluate the performance of each member of their group at the end of the project. This evaluation will be considered when determining a final group project grade.

Issues

Students will be required to write 5 short papers (2-3 pages) on selected issues. These papers will be valued at 100 points each.

Quizzes

Occasional pop (no-notice) quizzes will be administered at the beginning of class. These quizzes are valued at 25 points each and are designed to reward those who both read the assigned material and attend class. There is no makeup for these quizzes. Each quiz must be taken when administered, which will always be at the beginning of a class period. Quizzes are taken via the TurningPoint response devices and will not be administered via any other form. Students must have a response device in order to participate in a quiz.

10 quizzes will be administered during the course, of which 8 must be taken in order to receive all possible quiz points (200). Students taking more than 8 quizzes will be allowed to retain all points, even those in excess of 200.

Extra Credit

There will no extra credit for this course.

Grade Calculation

Grades will be calculated by dividing the points amassed by the number possible. The resulting percentage will be assigned a grade based on the following scale:

90% or better	A
80-89%	B
70-79%	C
60-69%	D

Points possible may vary, but tentatively they will be as follows:

Exams (3)	300
Final Exam	200
Quizzes	200
Group Project	200
Access Projects	200
Issues (5)	500
Total	1,600

General Policies

Attendance

In accordance with University policy, students are expected to attend class unless prevented by illness, an official University activity, or an emergency. Students who miss class due to an excused absence will be allowed to make up missed work or submit assignments without penalty (except for quizzes as outlined below under *makeup*). An absence from class will be considered an “excused absence” under the following circumstances:

- *Absence due to illness:* An absence due to illness is excused ONLY if the student notifies the instructor of the absence in advance *and* provides documentation of the illness upon return to class.
- *Absence due to an official University activity:* Absence due to an official University activity is an excused absence only if the student notifies the professor of the absence in advance *and* provides written documentation of the University activity from an appropriate University representative prior to the absence.

- *Absence due to emergency:* Evaluation of whether an absence due to emergency is an excused absence will be made by the professor on a case by case basis. At a minimum, the student should notify the professor of the absence as soon as possible and should provide documentation of the emergency.

Makeup

Makeup of exams will be allowed only due to an excused absence for emergency or serious illness, as outlined above. Students who are excused from class due to participation in official activities, must make arrangements to take the exam **prior** to the absence.

Quizzes are administered at the beginning of a class via TurningPoint response devices. You must be in class with your registered TurningPoint device to take a quiz. Due to the nature of the quiz, and due to the fact that you have two built-in makeup opportunities, there is no makeup of quizzes.

Due Dates

All due dates are noted on the course calendar. You are responsible to make sure that your assignments are turned in on time. **Late assignments will not be accepted!** Assignments are due at the beginning of the class period where a due date is shown. Once assignments have been collected, or submitted in electronic form, no assignments will be accepted for credit. Learn to do things completely and on time.

Academic Integrity

All students are expected to comply with University rules and regulations on academic integrity and honesty. These rules and regulations are summarized in the Student Conduct Code (<http://www.eiu.edu/~judicial>). Disciplinary sanctions may be imposed for violations of these rules and regulations.

To encourage original and authentic written work, students may be required to submit their written assignments in this course for review to Turnitin.com, or other systems designed to detect plagiarized material, and those assignments will become a searchable document with the Turnitin (or other system's) database.

Course Calendar

The course calendar is the official schedule for the course. All due dates and assignments, whether announced in class or not, will comply with the written calendar. This schedule is tentative and is subject to change by the professor. Any changes will be announced in class. Students are responsible for complying with changes announced in class.

Emergencies

Instructions about what to do in the event of an emergency are posted in all classrooms on Eastern's campus. Students are responsible for acquainting themselves as to the specific instructions so that they will be prepared in the event of an emergency.

Use of Cell Phones and Computers

The use of cell phones, pagers, PDAs, or similar communication devices, during scheduled classes and examinations is prohibited. All such devices must be turned off or put in a silent mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Students may use laptops during class to access PowerPoint lecture notes and/or take notes. Accessing the Internet, sending and receiving emails, etc., is NOT acceptable. Students who abuse the laptop privilege will be asked to keep their laptops stowed during class. Laptops may not be used during examinations. Occasionally, this policy may be altered by the instructor as needed for instructional purposes.

Professionalism

Students are expected to demonstrate professional conduct in class. Students who engage in unprofessional behavior (such as tardiness, sleeping, reading non-class materials, talking, text messaging, etc.) may be asked to leave the classroom for the duration of the class session.