



MGMT 345-3 – Computer Information Systems

Instructor: Andrew Aken

Office: College of Business and Administration – Rehn 206A

Hours: MWF 8:00 a.m. – 9:00 a.m.

Tuesday 8:00 a.m. – 9:30 a.m.

Thursday 11:00 a.m. – 12:30 p.m.

Phone: 453-7880

E-Mail: ajaken@cba.siu.edu

Website: <http://siu.globaleyes.com/MGMT345/Fall2003>

Class Time: Thursday 12:35 – 1:50 p.m. Rehn 17

Course Objectives:

The course will introduce the students to the use of computers, information technologies and information systems in organizations. Topics include management information systems (MIS), hardware and software concepts, organization of information, elements of systems analysis and design, telecommunications, e-commerce and contemporary applications of computers in organizational environments. The course will cover both technical and managerial issues in MIS. The goal is to help students become end-users of information technology and systems who can propose, participate and develop information systems solutions to various real world problems.

This introductory core course in IT will provide an overview of various IS concepts and technologies and will serve as a foundation course for other advanced courses in IT/MIS.

The course will help students:

- To gain an understanding of the applications of computers and information technology to improve efficiency and effectiveness of individuals, groups, and organizations.
- To understand the fundamental concepts in hardware, software, telecommunications, database and e-commerce.
- To develop basic skills in using software packages for office administration including word processing, presentation, spreadsheets, database management and web-development tools.
- To develop problem solving and managerial decision making skills using tools and concepts in IT/MIS

Prerequisites:

CS 200b or IMS 229

Required Textbooks:

O'Brien, James, *Introduction to Information Systems: Essentials for the e-Business Enterprise*, 11th Edition. McGraw-Hill-Irwin, 2002.

O'Leary & O'Leary, *Introduction to Microsoft Office XP Series*. McGraw-Hill-Irwin. Excel, Access, & FrontPage.

Course Policies:

1. Withdrawal Policy

See Undergraduate Catalog, p. 29-31

2. Class Attendance and Preparation Policy

Class attendance will be taken and class preparation is strongly suggested. The instructor reserves the right to cancel any lecture when the majority of the class is unprepared or the attendance falls below 66% of the class enrollment. Course requirements will not be reduced to compensate for such cancellations.

3. Make-up Policy

Generally, students will be allowed to make-up missed exams if the absence is excused. All excused absences must be documented and approved IN ADVANCE and IN WRITING with the instructor or through the appropriate college or university office. Class work missed due to an unexcused absence will be graded and then penalized 50%. Once an assignment has been graded and returned, late assignments will not be accepted.

4. Academic Dishonesty Policy

Any student who is found cheating during an examination or assists another student in cheating during an examination will automatically fail the course. The case will be forwarded to the appropriate individuals for university action. Cheating includes, but is not limited to, crib sheets (unless approved by the instructor), copying answers from another student's exam, use of recording devices, submitting work that is not your own on individual assignments, and gaining unauthorized prior access to exams or answers.

5. Grade Appeals Policy

It is the student's responsibility to keep all graded materials that have been returned. The instructor's grades will be assumed to be accurate unless you can prove otherwise. Any student wishing to appeal a grade must submit a WRITTEN appeal indicating the specific section the student is requesting a re-grade of and a complete explanation (rationale) of why the student feels they deserve a different grade. Verbal grade appeals will not be accepted.

Class Website

Once the student information has been entered into the class website, you will be able to access your grades and student-specific information, if applicable. Your logon ID will normally be your first initial concatenated to your last name in all lower case (e.g. aaken). Your initial password will be the first 2 numbers and last 4 numbers of your student ID number. If you experience any problems with accessing the class website, please notify me at AJAken@GETTelco.com.

Course Grades

Quizzes	2	150
Assignments	7	350
Total		<u>500</u>

Note: This constitutes 50% of your total grade for this class.

I use the following scale to assign grades:

92-100%	A
84-91.99%	B
76-83.99%	C
68-75.99%	D
< 67.99%	F

Homework Submissions:

Assignments are due at the start of class on the specified dates. No late assignments will be accepted unless the delay is due to a substantiated emergency situation. All assignments must be presented in a professional manner (i.e. grammar/spelling, not hand-written, etc.). Do not procrastinate!!

For all electronic forms of Homework, you should e-mail your solutions to me at ajaken@cba.siu.edu, upload them to the class' webserver, or turn them in on diskette or CD-ROM. However the assignment is submitted, it must be received prior to the beginning of class on the day which the assignment is due.

Course Schedule (subject to revision):

Date	Topic	Assignments & Quizzes
August 21	Introduction to Office XP	
August 28	Excel Lab 1	
September 4	Excel Lab 2	
September 11	Excel Lab 3	On Your Own #4 Lab 2
September 18	Excel Lab 4	On Your Own #3 Lab 3
September 25	Excel Lab 5	
October 2	Excel Lab 6	On Your Own #4 Lab 5
October 9	Access Lab 1	Quiz
October 16	Access Lab 2	
October 23	Access Lab 3	
October 30	Access Lab 4	On Your Own #3 Lab 3
November 6	Access Lab 5	On Your Own #4 Lab 4
November 13	Access Lab 6	On Your Own #4 Lab 5
November 20	FrontPage Labs 1-3	Quiz
November 27	Thanksgiving Break	
December 3	FrontPage Labs 4-7	Problem Solving 1-2 Lesson 3