MGMT 345 – Computer Information Systems Section 1

Instructor:	Andrew Aken
Office:	College of Business and Administration – Rehn 206A
Hours:	Tuesday 11:00 a.m. – 2:00 p.m.
	Thursday 11:00 a.m. – 2:00 p.m.
Phone:	453-7880
E-Mail:	ajaken@cba.siu.edu
Class Time:	Tuesday 8:00 – 9:15 a.m. Rehn 12
	Thursday 8:00 – 9:15 a.m. Rehn 17 (Lab)

Course Objectives:

This course provides an introduction to computer information systems. Course emphasis focuses on concepts, tools, and techniques associated with computer-based information systems that a modern businessperson should know and understand. Basic competency is expected in **MS Excel** and **MS Access** and this course will NOT serve as an introduction to these software packages. Introductory skills should have been obtained in the prerequisite courses.

Required Textbooks:

1. *Introduction to Information Technology*, Turban, Rainer, and Potter, John Wiley & Sons, Inc., 2nd Ed.
2. *Microsoft Office XP: The O'Leary Series*, O'Leary and O'Leary, McGraw-Hill-Irwin.

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. Each absence will result in 5 pts. Being subtracted from the total points earned in the class. 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.

Course Grades

Mid-term Exam	1	100
Final Exam	1	150
Quizzes	10	100
Assignments	8	200
	Total	550

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

A grade of 'B' or better in MGMT345 is a required prerequisite for MGMT360 and MGMT362a-e – NO EXCEPTIONS!

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. collated and stapled when necessary, grammar/spelling, not hand-written, etc.). Do not procrastinate!!

Course Schedule (subject to revision)**:**

Date	Topic
August 20	Introduction
August 22	Lab – Intro to Office XP
August 27	Chapters 1 & 2 – *Intro to Information Technology*
August 29	Lab – Excel, Modules 1 & 2
September 3	Video – Bill Gates
September 5	Lab – Excel, Module 3
September 10	Chapters 3 & 4 – *Intro to Information Technology*
September 12	Lab – Excel, Module 4
September 17	Chapters 5 & 6 – *Intro to Information Technology*
September 19	Lab – Excel, Module 5
September 24	Chapter 7 – *Intro to Information Technology*
September 26	Lab – Excel, Module 6
October 1	Video – Dot.com
October 3	Lab – Access, Modules 1 & 2
October 7	**Mid-Term Exam – Chapters 1-7 & Office XP**
October 8	Chapter 8 – *Intro to Information Technology*
October 10	Lab – Access, Module 3
October 15	Chapter 9 – *Intro to Information Technology*
October 17	Lab – Access, Module 4
October 22	Chapter 10 – *Intro to Information Technology*
October 24	Lab – Access, Module 5
October 29	Chapter 11 – *Intro to Information Technology*
October 31	Lab – Access, Module 6
November 5	Chapter 12 – *Intro to Information Technology*
November 7	Lab – PowerPoint, Modules 1 & 2
November 12	Chapter 13 – *Intro to Information Technology*
November 14	Lab – PowerPoint, Modules 3 & 4
November 19	Chapter 14 – *Intro to Information Technology*
November 21	Lab – Integration
November 26	Thanksgiving Holiday
November 28	Thanksgiving Holiday
December 3	Chapter 15 – *Intro to Information Technology*
December 5	Lab – Integration

Assignments:

Date Due	Assignment	Package	Topic
September 19	#1	Excel	Lab 4 – On Your Own #3 Spring Break Scenarios
September 26	#2	Excel	Lab 5 – On Your Own #4 Sports Company Credit Card Incentives
October 3	#3	Excel	Lab 6 – On Your Own #3 Baseball League Roster
October 24	#4	Access	Lab 4 – On Your Own #5 Little League Database
October 31	#5	Access	Lab 5 – On Your Own #5 Tri-County Little League Form
November 7	#6	Access	Lab 6 – On Your Own #5 Tri-County Little League Reports
November 21	#7	PowerPoint	Lab 4 – On Your Own #4 Lee Placement Service Employment Web Page
December 5	#8	Working Together #2	Creating an Edusoft Data Access Page