Management Information Systems – Business 311
College of Business Administration

University of Wisconsin Oshkosh – Spring 2003

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Course Description:
This course prepares students to be able to use management information systems, and understand the concepts and impacts management information systems have on organizations.

Course Objectives:
Students will demonstrate knowledge in the functional business areas.
Students will be able to apply basic ethical principles to business situations.
Students will demonstrate competency in the areas of:
  • communication skills, including business writing,
  • analysis and creative problem solving by using information and solving problems, and
  • information technology skills including the use of computers to organize and analyze information.

Course Structure:
Classroom sessions will include content presentations and discussions as well as computer laboratory work.

Course Expectations:
By the completion of this course, each student should:
  • understand the impact of information technology on business.
  • identify opportunities for applying information technology.
  • understand basic IT hardware concepts and terms.
  • understand the systems development process.
  • understand the range of roles IT plays in business enterprises.
  • understand basic telecommunications and networking concepts including the Internet.
  • understand the business implications of the Internet, including electronic commerce.
  • demonstrate skill in the use of Microsoft Access™, a fundamental tool for storing, manipulating, and presenting information.

Text:
Fundamentals of Information Systems, Ralph M. Stair & George W. Reynolds, Course Technology, 2001, Boston, MA (Fund)

Computer resources:
Campus student account and one (1), labeled 100 MB Zip disk. (Submission of disks may be required.)
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topics</th>
<th>Reading</th>
<th>Assignments Due</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2/6/03</td>
<td>Introduction to course, textbooks, &amp; introductory concepts &amp; definitions; Windows 2000 and Office XP™</td>
<td>Fund 1; NP Win 2000 1.03 – 1.32 &amp; Win 2000 2.01 – 2.32; Off 1 – 24</td>
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<tr>
<td>2 2/13/03</td>
<td>Hardware, software, &amp; Access™ overview</td>
<td>Fund 2 NP AC 1.03 – 1.32</td>
<td>Discussion Paper</td>
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<tr>
<td>3 2/20/03</td>
<td>Data definitions, schemas, DBMS; Creating and maintaining databases</td>
<td>Fund 3 NP AC 2.01 – 2.42</td>
<td>Discussion Paper</td>
<td>Case 2, AC 1.28</td>
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<tr>
<td>4 2/27/03</td>
<td>Telecommunications, Internet, Intra- and Extranet; Querying databases</td>
<td>Fund 4 NP AC 3.01 – 3.46</td>
<td>Discussion Paper</td>
<td>Case 1, AC 2.37</td>
</tr>
<tr>
<td>5 3/6/03</td>
<td>E-commerce and TPS; Forms &amp; Reports</td>
<td>Fund 5 NP AC 4.01 – 4.40</td>
<td>Discussion Paper</td>
<td>Case 1, AC 3.43</td>
</tr>
<tr>
<td>6 3/13/03</td>
<td>Information &amp; Decision Support Systems</td>
<td>Fund 6</td>
<td>Discussion Paper</td>
<td>Case 1, AC 4.36</td>
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<td><strong>BREAK</strong></td>
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<tr>
<td>7 3/27/03</td>
<td>Specialized BIS; Enhancing Table Design, Advanced Queries, Custom Forms</td>
<td>Fund 7 NP AC 5.03 – 5.70</td>
<td>Discussion Paper</td>
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<tr>
<td>8 4/3/03</td>
<td>Systems Development; Custom Reports</td>
<td>Fund 8 NP AC 6.01- 6.68</td>
<td>Discussion Paper</td>
<td>Case 1, AC 5.61</td>
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<tr>
<td>9 4/10/03</td>
<td>Security, Privacy, &amp; Ethics; Integration with the Web and Other Programs</td>
<td>Fund 9 NP AC 7.01 – 7.70</td>
<td>Discussion Paper</td>
<td>Case 1, AC 6.58</td>
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<tr>
<td>10 4/17/03</td>
<td>Relational Database Design</td>
<td>NP RD 1</td>
<td>Case 1, AC 7.61</td>
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<tr>
<td>11 4/24/03</td>
<td>Queries and Relationships</td>
<td>NP AC 8.01 – 8.64</td>
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<tr>
<td>12 5/1/03</td>
<td>Access™ Project Work</td>
<td>NP AC 9 (TBA)</td>
<td>Case 1, AC 8.56</td>
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<tr>
<td>13 5/8/03</td>
<td>Access™ Project Work</td>
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<td>NP Quiz</td>
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<tr>
<td>14 5/15/03</td>
<td>Access™ Project Work</td>
<td></td>
<td></td>
<td>Project Case Due</td>
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Class Discussions:
Each week students are expected to bring to class current technology information related to the topic of the week. Each student should be prepared to discuss this information with the class. Newspapers, magazines, and the Internet are all possible resources for this information. A summary of the content and a copy of the original source are due at the end of each class.

Test & Assignment Policy:
✓ Assigned readings are to be done prior to the scheduled class time in which they are to be discussed. Weekly participation in the discussion is expected of all students.
✓ All assignments are due as indicated.
✓ In case of an emergency absence, contact the instructor as soon as possible to obtain approval to make up work without a penalty. Evidence of the emergency will be requested.
✓ All tests are hands-on in the computer lab during class time on the scheduled dates and must be completed in the specified lab period.
✓ To discuss special circumstances related to the scheduled test times, see your instructor at least three weeks in advance of the conflict.
✓ Make-up tests, after the scheduled date and time, are not available without evidence of the emergency that prevented taking it as scheduled.

Grading Policy:
✓ Discussion papers will be graded on content and effectiveness of communication. Sentence structure, spelling, grammar and punctuation are critical components of effective communication and will carry considerable value.
✓ Access™ Tutorials must be completed and submitted. Although all Tutorials must be submitted, late Assignments will lose 10% of the total points available for the assignment per late day and then will be graded.

✓ Failure to complete the Access™ project or any test/quiz will result in an “F” for the final course grade.

Course Points:
A total of 720 points can be accumulated as follows:
Class participation
  Discussion papers & discourse (8) 120
  Access™ Tutorials (8) 80
  Access™ assignments (8) 80
Information Systems Tests (3) 240
Access™ Quizzes (2) 100
Access™ Project (1) 100

Final letter grades will be given according to the following percentage of points schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lower Limit</th>
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<tbody>
<tr>
<td>A</td>
<td>90.0%</td>
</tr>
<tr>
<td>A/B</td>
<td>85.0%</td>
</tr>
<tr>
<td>B</td>
<td>80.0%</td>
</tr>
<tr>
<td>B/C</td>
<td>75.0%</td>
</tr>
<tr>
<td>C</td>
<td>70.0%</td>
</tr>
<tr>
<td>C/D</td>
<td>65.0%</td>
</tr>
<tr>
<td>D</td>
<td>60.0%</td>
</tr>
<tr>
<td>F</td>
<td>0.0%</td>
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</table>