

## CIS 211 Intro to Management Information Systems

### Course Syllabus SPRING 2008

TTH Section A (10:30 – 12:10 pm), Section B (12:25 – 2:05 pm)

Love School of Business & Computing Sciences

Elon University

Classroom – KOBC 313

**Professor:** Alexander Y. Yap, Ph.D. (Office Room No. 336 KBC)  
Email: [ayap@elon.edu](mailto:ayap@elon.edu) (Fastest way to reach me is by email)  
Consultation Time: T-TH and other days by appointment  
Please set up an appointment ahead of time if you want to see me

#### Required Texts:

MIS book: Baltzan, Phillips, Haag

##### **Business Driven Technology**

McGraw-Hill 2009 ISBN 978-0-07-337676-5

Access book: J Adamski, K Finnegan

##### **New Perspectives on Microsoft Access 2007 Introductory**

Course Technology - Thomson, 2008

ISBN 13: 978-1-4239-0588-2

ISBN 10: 1-4239-0588-1

**Materials:** Electronic Storage for Backup – USB Drive or Portable Disk

**Software:** Microsoft Access 007

Microsoft Visio 2007

Additional Course information is available in **Blackboard**

Consult <http://blackboard.elon.edu> for all announcements & assignments

#### Course Description

This course provides an introduction to the fundamentals of **Information Systems (IS)** in organizations. The course examines the role of IS in managing business organizations, improving business operations, enhancing customer relationships and introducing the fundamentals of business-process modeling using data flow diagrams and Microsoft Visio. Database Management is introduced using Microsoft Access to implement projects requiring the organization, manipulation and retrieval of data and to design and execute forms, reports and views. A basic introduction to Excel Spreadsheet will also be covered. The strategic and global aspects of Information Systems will also be discussed. Prerequisite: None.

#### Goals

1. Understand the role of Information Systems in different business settings
2. Analyze business processes that produce and deliver goods and services.
3. Understand the role of information systems in the operation of business processes
4. Develop skills for creation and management of organizational databases
5. Gain an appreciation for current issues in Information Systems management and the role of IS in the Global business environment

### **Instructional Approach:**

Lectures, readings, online discussions and in-class exercises will support an understanding of the main concepts. Exercises will include use of Microsoft Visio for process and data modeling, and a thorough introduction to use of Microsoft Access for design and implementation of databases.

Group discussion of problems and methods is encouraged prior to class, but each student should be prepared for individual contributions in class discussion. Remember: All written assignments are individual assignments. (Although group discussions are encouraged, the written assignments for this course must be done by you alone. Group discussions are only for exchanging ideas, not copy work).

While some portion of scheduled class sessions will be available in the lab for work on assigned material, students are expected to devote considerable effort outside class sessions to complete assigned readings, exercises and projects.

### **Course Grades:**

Quizzes (total quiz scores = Mid-term grade)	25%
Database/Excel assignments (required to pass)	25%
Class Attendance/Lab Attendance	10%
Written Assignments & Group presentation	15%
Final Exam (required to pass)	25%

### **Format for submission:**

Exercises, projects and programming documentation are to be submitted in specified formats (paper and digital files) and/or in the Blackboard drop box.

### **Policy on Assignment and Submission:**

Assignments must be submitted on the day they are due. You are responsible for checking announcements in Blackboard and via email (from me) on what assignments are due.

If you submit late, here are the deductions:

- 10% deducted off your grade if submitted after the beginning of class (but before the end of the day)
- 25% deducted off your grade if you submit paper assignments by email or blackboard
- NOTE: All NON-database assignments should be submitted on paper - not email or blackboard submissions (assignments are usually on a 1-page paper)
- 40% deducted off your grade if you submit assignments the following day it is due. (This means you get a C if you submit late)
- No grade Credit if you submitted two days after due date. You get an F.
- No grade Credit if you submit an assignment which is exactly identical to another student (please remember that you should not copy another student's assignment because you are in violation of the Honor code).

### **Honor Code (Important Reading!!!)**

Electronic submission under your name, typewritten and handwritten signatures represent your pledge of compliance with the Elon University honor code.

You should never allow anyone to copy any of your computer files; never copy someone else's files; never share printouts; never enter data into someone else's document or allow someone else to enter anything into yours. Plagiarism is a serious violation of the school honor policy and will not be tolerated in this class. Elon does not tolerate Honor Code violation and worst case leads to expulsion.

All Database assignments should be submitted as an individual assignment. If the names of your classmates are reflected in your database, that will be seen as an honor code violation. Having the name of your classmates in your assignments can be used as evidence of plagiarism.

All oral class presentations are group assignments (Visio, Cases), but all printed work are "individual" and should be "unique". Any written assignment that is identical to another student's work may constitute plagiarism and an honor code violation.

### **Missed Exams/Quizzes**

You will need a doctor's note if the missed quiz is due to illness or medication. If the remedial quiz is taken only 12-24 hours after the original date of the exam, the instructor may give the same quiz. In this case, however, the instructor has the right to forfeit the exam and give another set of exams in case the student gets a score that is unreasonably higher than the rest.

A reason for this is that the student may already have asked his/her classmate about the exam and violated the honor code. If the student does not agree to these conditions, he/she will be given another set of exams that will be different from the original one. If the student fails to take the second exam/quiz at the agreed time, there will be no more remedial exams given.

### **Detailed Schedule**

The detailed schedule published on Blackboard is the guiding statement for all assignments and deadlines. This schedule will outline work to be completed. While various alerts and announcements will be sent via email to addresses that you supply, it is your responsibility to consult the Blackboard postings on a frequent basis to determine assignments and deadlines. Major updates and changes to the Detailed Schedule will be announced in class and on Blackboard.

### **Attendance**

We recognize the need for occasional travel or activities during the semester that may conflict with scheduled class times. Please notify the instructor in advance of these absences in order to work out the delivery of assigned work or schedule make-up activities. Frequent absences will jeopardize receipt of an "acceptable" grade for contribution to class activities. After unexpected absences, consult with the instructor about make-up work. Students are expected to attend all class sessions.

**Office Hours** are posted on the instructor's office door and on Blackboard. Students may make appointments outside these posted times. Email, instant messenger and phone provide additional channels for communication.

Email is the fastest way to contact me.

## Topics - Overview

- Role of IS in Business Operations (Business Process, Improving Productivity, Customer Relations)
  - o IS serves to improve business processes and, in effect, improve customer services and relationships
  - o The use of IS differs across various product/service and organizations
  - o Customers view of IS performance based on how it satisfies their needs
  
- Analysis of basic production processes – flow of materials and information with emphasis on systems necessary to enable the production process.
  - o Introduction to basic production processes
  - o Fundamental differences between various process types
  - o Process performance concepts
  - o Relationship between information and process components
  
- Fundamentals of process modeling
  - o Using Microsoft Visio as modeling tool
  - o Case problems and exercises
  
- Introduction to Database Management using MS Access
  - o Relational database models
  - o Database tools – tables, forms, queries and reports
  - o Relationships; normalization
  - o Tools for business functions and processes
  - o Managing and securing a database
  
- Current Issues /Topics in Managing Information Systems
  - o Basic elements of programming
  - o Strategic role of IS
  - o Ethical and Moral issues; Privacy and security
  - o Global perspectives
  - o Business and the Internet - eCommerce