Kishwaukee College Syllabus
CIS 123 - 5002
Management Information Systems
3 Credit Hours, Spring 2018

Course Description

This course presents a survey of the purpose and function of hardware, software, stored data, procedures, and personnel in a business information system for students intending to major in business. Topics include basic systems analysis and design techniques, file processing, and database concepts; students will use PC applications (word processing, spreadsheet, database, and presentations) for business projects. Three hours lecture/discussion a week. IAI: BUS 902

Prerequisite: None.

Meeting Time and Place

Lecture/Lab:	A-1374	
Time:	9:30 A.M. - 10:45 A.M.	Thursday
Dates:	1/18/18 - 5/16/18	
Withdrawal date:	4/27/18	
MLK Birthday observed:	1/15/18	School closed
Spring break:	3/12/18 - 3/18/18	School closed
Faculty development:	3/29/18	School closed
Good Friday:	3/30/18	School closed
Midterm exam:	3/22/18	during class
Final exam:	5/10/18	8:00 A.M. - 9:50 A.M.

Instructor Information

Instructor:	David G. Klick
Office:	A-1342
Email:	dklick@kish.edu
Phone:	815/825-9337
Website:	kermit.kish.edu/~dklick/
Backup website:	klickfamily.com/david/school/
Desire2Learn:	https://kish.desire2learn.com/
Division Secretary:	815/825-9380 (Brianna Hooker)
Office hours:	M 1:45 P.M. - 2:30 P.M., 5:00 P.M. - 6:00 P.M.
	T 1:45 P.M. - 2:30 P.M., 5:00 P.M. - 6:00 P.M.
	W 10:00 A.M. - 11:00 A.M.
	R 10:45 A.M. - 11:45 A.M.
	other times by appointment

Expected Learner Outcomes

Upon completion of this course, the student will be able to:

1. identify and describe the operations of complex business information systems,
2. utilize basic systems analysis and design techniques to solve case studies or management problems,
3. solve management problems using principles of filing and database concepts,
4. analyze and evaluate business applications and prepare management information using word processing, spreadsheet, database, and presentation software packages on PCs,
5. identify the function of computer hardware and software, data procedures, and personnel in a business information system and use those concepts or functions in solving case studies,
6. identify computer concepts and explain how they relate to management information systems, and
7. identify and describe principles of data communications and Internet access methods.

Required Text and Materials

1. One of the following three editions of the course textbook:
    a. Sousa, K., and Oz, E. (2015). *Management Information Systems, Seventh edition*. Stamford, Connecticut: Cengage Learning.
    b. Oz, E. (2009). *Management Information Systems, Sixth edition*. Boston, Massachusetts: Course Technology.
    c. Oz, E. (2006). *Management Information Systems, Fifth edition*. Boston, Massachusetts: Thomson Course Technology.
2. Internet access, especially since much of this course is online
3. Access to Microsoft Office 2010 or later

Breakdown of Course Requirements

7 written assignments @ various point values	75 points
7 quizzes @ various point values	145 points
4 discussion assignments @ 20 points	80 points
6 application exercises @ 50 points	300 points
1 application exercise @ 100 points	100 points
1 midterm (on-site) @ 100 points	100 points
1 final exam (on-site) @ 100 points	100 points
Total	900 points

Final Grade Determination

A = 90 - 100%	810 points or more
B = 80 - 89.9%	720 - 809 points
C = 70 - 79.9%	630 - 719 points

D = 60 - 69.9%   540 - 629 points

F = below 60%   less than 540 points

Grade reports will not be mailed out. Please check KishSOS,

My Student Info, under Academic Profile, Grades, for grade reports.

Course Procedures

1. Students are expected to attend class sessions on time and prepared (Note: CIS 123 class sessions are optional attendance). Students should bring whatever they need to take notes to every class.

2. Food and beverages are not permitted in the classrooms or labs. See a more detailed policy at http://kermit.kish.edu/~dklick/foodDrinkPolicy.html

3. Cellphones, music players, etc. must be turned off in class.

4. Students are expected to spend **time outside of class** completing assignments.

5. A familiarity with computers and the Windows operating system is expected.

6. Depending on the assignment, both digital and hardcopy versions of assignments may be required for submission. The procedure for submitting digital copies of assignments will be explained in class. Make sure you always keep a copy of all of your assignments. The instructor is NOT responsible for network failures, server failures, or student mistakes.

7. The instructor answers many questions via email. Due to the high volume of requests, submissions, and questions received via email, the instructor must prioritize responses. Most questions will be answered (or at least acknowledged) within 48 hours. If you do not get a response when you expect one, please keep in mind that your email may have failed to reach the instructor, or may have automatically been rejected by an email client or server. Please try to contact the instructor again and possibly use the phone or an in-person visit if email is failing.

Make-up Policy

1. Assignments are to be turned in on time. Assignments which are not turned in on time will not be accepted unless individual arrangements are made **in advance** with the instructor. In unusual cases where late assignments are accepted, the cost of being late is ten percent of the total possible points for every portion of a day late, up to a maximum of three days late. For example, an assignment received twenty-five hours past its due date will lose twenty percent of its total possible point value (because it is two days late). Assignments which are received more than three days (seventy-two hours) late will not be accepted and are not worth any points. Exceptions may be made to this rule if the student contacts the instructor before the due date and makes special arrangements **in advance** with the instructor. All late acceptance decisions of this nature are left solely to the discretion of the instructor. This rule does not apply once answers to an assignment have been distributed or posted. Assignments submitted after answers have been released are worth zero points even if the answers are posted one minute past the due date.

2. Answers to assignments may be posted online, handed out in class, or sent via email by the instructor. Once an answer to an assignment has been released, no further submissions for the assignment will be allowed. This rule supersedes all other rules about when late assignments may be accepted. In general, the instructor will try to wait at least forty-eight hours before posting or distributing solutions, but there is no guarantee, so get your assignments in on time.
3. Tests are to be taken at the day and time scheduled. Failure to take a test at the scheduled time may result in a grade of 0 for that test. In the case of an excusable absence or a genuine emergency, the instructor must be contacted as soon as possible, preferably before the scheduled test, to reschedule the makeup of that test in the Learning Skills Center on the day the student returns to campus.

Attendance Policy

Class attendance is strongly encouraged. You are responsible for whatever was covered in class, whether you are there or not. If you must miss a class, it is your responsibility to contact the instructor and make arrangements for notes, handouts, or announcements that were missed. Although attendance is not counted toward the final grade, there may be coursework which is done during class time which may count toward the final grade and may not be able to be taken outside of class time.

Kishwaukee College Policies and Resources

It is the responsibility of the student to be aware of Kishwaukee College Policies & Resources found on this link: kish.edu/kcsyllabuspolicies

Tentative Weekly Schedule

Please note that this schedule and the topics covered are likely to change. Changes will be announced in class. If you are not able to attend class, it is your responsibility to find out what was covered. A more detailed schedule is provided on the course website. Assignment descriptions and due dates will also be posted on the course web site.

Week	Day	Topics	Reading
1	1/18	Syllabus, orientation, accessing Microsoft Office Note: School closed on 1/15 for MLK holiday	Syllabus (online)
2	1/25	Business information systems overview In-class demonstration of Microsoft Excel topics	Chapter 1
3	2/1	Strategic uses of information systems **Assignments due:** Written assignment #1 (Chapters 1, 2), Quiz #1 (Chapters 1, 2)	Chapter 2

4	2/8	Business functions and supply chains	Chapter 3
		In-class demonstration of Microsoft PowerPoint topics	
		Assignments due:	
		Application project #1 (Excel),	
		Discussion #1 (Chapter 2)	
5	2/15	Business hardware,	Chapter 4
		In-class demonstration of advanced Microsoft Excel topics	
		Assignments due:	
		Application Project #2 (PowerPoint),	
		Written assignment #2 (Chapters 3, 4),	
		Quiz #2 (Chapters 3, 4)	
6	2/22	Business software	Chapter 5
		Assignments due:	
		Application Project #3 (Excel)	
7	3/1	Business networks and telecommunications	Chapter 6
		Assignments due:	
		Written assignment #3 (Chapters 5, 6),	
		Discussion #2 (Chapter 5),	
		Quiz #3 (Chapters 5, 6)	
8	3/8	Databases and data warehouses	Chapter 7
		In-class demonstration of Microsoft Access topics	
	3/15	**School closed for Spring break 3/12 - 3/18**	
		Instructor available online	
		Online components of course remain available	
9	3/22	Web-enabled enterprise	Chapter 8
		Midterm exam in class	
		also available 3/19 - 3/23 in LSC by request	
		Assignments due:	
		Discussion #3 (Chapter7),	
		Written assignment #4 (Chapters 7, 8),	
		Quiz #4 (Chapters 7, 8)	
10	3/29	Challenges of global information systems	Chapter 9
		In-class demonstration of advanced Microsoft Access topics	

		School closed for Faculty Development 3/29 **School closed for Good Friday 3/30** **Assignments due:** Application Project #4 (Access)	
11	4/5	Decision support and expert systems **Assignments due:** Written assignment #5 (Chapters 9, 10), Quiz #5 (Chapters 9, 10)	Chapter 10
12	4/12	Business intelligence and knowledge management In-class demonstration of Microsoft Word topics **Assignments due:** Application Project #5 (Access)	Chapter 11
13	4/19	Systems planning and development **Assignments due:** Written assignment #6 (Chapters 11, 12), Quiz #6 (Chapters 11, 12)	Chapter 12
14	4/26	Choices in systems acquisitions In-class demonstration of Microsoft Office application integration topics	Chapter 13
15	5/3	Risks, security, and disaster recovery **Assignments due:** Written assignment #7 (Chapters 13, 14), Quiz #7 (Chapters 13, 14), Application Project #6 (Word)	Chapter 14
16	5/10	**Final exam: 5/10, 8:00 A.M. - 9:50 A.M., Rm. A-1374,** **also available 5/7 - 5/15 in the LSC by request** **Assignments due:** Discussion #4 (Chapter 14), Final application project (Word, Excel, Access, PowerPoint)	