Southern Illinois University Carbondale  
College of Business, Department of Management  

MGMT 345: Computer Information Systems  
Syllabus Fall Semester 2014  

Section 1 – Wham 105  
Course Organization for Section 001 – 12:35 to 1:50 in Wham 105 on Mondays and Wednesdays  
Class Content for Section 001 Lecture on Textbook on Mondays and Lecture on Computer Assignments on Wednesdays.  
Computer homework is due on Thursdays at 5:00 p.m. on D2L.  
Self-Study Quiz on computer homework is due in class typically on Mondays at start of class.  

<table>
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<tr>
<th>Instructor</th>
<th>Dave Guggenheim</th>
<th>Office: Rehn 217</th>
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| Office Hours | Quick Questions: (after class )  
Longer Sessions:  
Mondays: 2:00 – 5:00 drop in the office or come by appointment. | Office: 618-453-7938  
Email: dguggen@siu.edu |
| TA | Office Phone: |
| TA | |

Required Textbooks and Clicker  
Required:  
Title: *Information Systems Today: Managing in the Digital World*  
Author: Joe Valacich and Christopher Schneider  
Publisher: Prentice Hall  

Title: *Management 345 Lab Manual*  
Author: Chuck Litecky  
Publisher: Management Department, SIUC  
Edition/Year: Fall 2014 (*no other edition accepted*)  
This manual is only available in this class not in the bookstores or Internet. The cost is $40 cash or check (payable to SIU) no credit cards. Vouchers and other forms of payment must be taken to the Management department, room 214, Rehn Hall.  

Required:  
Title: i>Clicker
While the lab manual is only available in our classroom, there are a lot of options to get the main
text book or the clicker ranging from an e-book to used hardbacks and used clickers. You can use
your clicker in more than one course like for instance if you are already getting one for Mgmt
318 but you can’t share a clicker for use in this course with another person who is also in
this course. The reason you can’t share in this course as then the clicker receiver couldn’t tell
your responses apart. You cannot bring another person’s clicker to class and answer
questions for that person as this is cheating. Persons seen with more than one clicker may lose
their clicker points and subject to the code of conduct penalties.

**Course Background**
Information technology and information systems are advancing at a fast rate. Every day new
technology, new software, and new business processes are introduced that take advantage of
these advances. This course is an introduction to the core information technologies: hardware,
software, database, and telecommunications. In addition, this course shows you how all this
technology influences (and is influenced by) the people and the processes of the organization.
For example how are businesses taking advantage of the latest technology trends such as the
“cloud” or “Big Data” along with their associated computers or mobile computers?

**Course Objectives**
This course gives you the “core” of information systems. Information systems help you to:

- Understand the relationship between information systems a.k.a. computer systems and other
  systems in the organization, within an overall business planning framework;
- **NEW:** acquire an in depth understanding of enterprise systems and processes including an
  understanding of the role of professional knowledge workers in using ERP systems
- Acquire the background knowledge and technical terminology necessary to communicate
effectively with information systems professionals and participate in the design, development
and evaluation of information systems;
- Acquire hands-on skills in Microsoft Excel, Microsoft Access and SAP ERP software.
- Understand basic security and control issues relating to information systems.

**Learning Outcomes**
Learning outcomes for this class include both cognitive (knowledge you will gain) and
behavioral (actions you will perform). Cognitive learning outcomes include the following:

1. Understand the concept of information technology (IT) and information systems (IS)
   and the role they play within and outside the business organization.
2. Describe approaches for evaluating information systems investments.
3. Identify the components, benefits, and limitations of core hardware, software,
   database, and telecommunications technologies.
4. Indicate how information systems can be used to manage data and support organizational goals, both strategic and operational.

5. Discuss the importance of aligning information systems and business strategies.

6. Explain the issues and mitigation methods related to information security and privacy.

7. Recognize technological solutions supporting various functional areas within an organization and activities along the supply chain.

8. Articulate issues related to information technology acquisition, development, and outsourcing.

9. Examine the impact of information technology on organizations and society.

Behavioral learning outcomes include the following skills that students should develop and demonstrate in this course:

1. Demonstrate working knowledge of using Microsoft Excel in performing basic financial investment analysis.

2. Illustrate an aptitude in using Microsoft Access to create and manage simple, relational database structures, information, and reports.

3. Demonstrate SAP Business Suite usage to process customer orders through shipment, initiate and complete materiel purchases, and perform accounting tasks.

Grading
The course grade is broken into lecture and homework components. The lecture grade is broken into three parts: chapter clicker quizzes, two midterm exams, and a non-comprehensive final exam. The homework component is specified in the *Mgmt 345 Lab Manual*, 14 assignments in Excel, Access and SAP. Each homework assignment is worth approximately 20 points for a total of 280 points. Each homework from the lab manual is divided into two parts, computer and quiz. The computer portions of each homework assignments are due on Thursdays by 5:00 p.m. by submission on the Internet to the Course Management System, Desire to Learn. The hand in quiz portion of each homework assignment is due the following Monday class. You may work from home for most assignments or work in the campus labs.

NOTE: The following numbers are APPROXIMATE and are subject to change during the semester.

**Points Available:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Clicker chapter quizzes (10 @ 12)</td>
<td>120</td>
<td>13.3%</td>
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<tr>
<td>Midterm Tests (2 at 150) on Mondays</td>
<td>300</td>
<td>33.3%</td>
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<td>MT1 Sept 29; MT2 Nov 10.</td>
<td></td>
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<tr>
<td>Final Test (1 at 200) – Sec 001 Dec 10, Wed 12:00</td>
<td>200</td>
<td>22.2%</td>
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<tr>
<td>Homework points (14 @ 20) (You cannot get credit for the quiz (10 pts) without getting the computer portion done first)</td>
<td>280</td>
<td>31.1%</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>900</strong></td>
<td><strong>100%</strong></td>
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**Course Grades** (of total points earned):
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
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**Policy on Clickers**
- You must have your own clicker in classes to get any of the required points.
- You get one free missing/mis-functioning clicker in a class by getting a Problem Form from me before class.
- You may not share answers for clicker questions – clickers questions are quiz questions.
- You may only have one clicker in class – you cannot answer questions for someone else as this is cheating and is subject to the same penalties.

**Policy on Late and Missing Tests or Homework**
- You may not make up a missed test, midterms or final. See me as soon as possible if you discover that you have to miss the midterms or final so we can figure something out.
- Late homework penalty is 10% per day late.
- Hand-in homework is due at the beginning of the lecture class or will be assigned the late homework penalty.

**Policy on Plagiarism or Cheating on Homework Assignments**
- Plagiarism is sharing or copying computer assignments - both actions are prohibited by the student conduct code.
- First time offenders will be notified on D2L and must resubmit. Maximum points are only 50%, zero will temporarily show on D2L and late penalty also applies.
- Second offense, zero points and no resubmit.
- Plagiarism on computer assignments is detected as the software automatically keeps info tracking the user.
- All hand in assignments must be in your own handwriting and signed. Hand-ins will not be accepted without your signature and completion of the related computer assignment.
- The right to review previously submitted or handed in homework is reserved along with possible retroactive change of grades.

**Emergency and Other Procedures:**