Southern Illinois University Carbondale
College of Business, Department of Management

MGMT 345: Computer Information Systems
Syllabus Spring Semester 2015

Section 1 – Lawson 171

Course Lectures for Section 001 – 3:35 to 4:50 p.m. in Lawson 171 on Tuesdays and Thursdays
Class Content for Section 001 Lecture on Textbook on Thursdays and Lecture on Computer Assignments on Tuesdays.

Chapter Dynamic Learning Module (DLM) is activated on Monday at 12:01 a.m. and due on Thursdays by 3:35 p.m. on MyMISLab.

Chapter Quiz is activated on Friday at 12:01 a.m. and due on Tuesday by 3:35 p.m. on MyMISLab. The Chapter Quiz is open book but with a time limit. Starting, stopping, and restarting is allowed.

Computer homework is due on Wednesdays at 5:00 p.m. on D2L.
Self-Study Quiz on computer homework is due in class typically on Thursday at start of class.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dave Guggenheim</th>
<th>Office: Rehn 217</th>
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<tbody>
<tr>
<td><strong>Office Hours</strong></td>
<td>Quick Questions: (after class )</td>
<td>Office: 618-453-7938</td>
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<td></td>
<td>Longer Sessions:</td>
<td>Email: <a href="mailto:dguggen@siu.edu">dguggen@siu.edu</a></td>
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<td></td>
<td>Thursdays: 1:35 pm – 3:35 pm</td>
<td>drop in the office or come by appointment.</td>
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<tr>
<td>TA</td>
<td>Miranda Dismang</td>
<td>Email: <a href="mailto:mdiz@siu.edu">mdiz@siu.edu</a></td>
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<td>TA</td>
<td>Abdussamad Muntahi</td>
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<td></td>
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<td>Mailbox: Rehn 212</td>
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Required Textbooks and Clicker

Required:


Joseph Valacich  
Christoph Schneider

ISBN-10: 0133908909  
Publisher: Prentice Hall  
Copyright: 2014  
Format: Unbound (saleable) with Access Card; 576 pages  
Status: 02-May-2014 AS

Title: Management 345 Lab Manual
Author: Chuck Litecky
Publisher: Management Department, SIUC
Edition/Year: Spring 2015 (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.

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 dynamic learning modules, chapter quizzes, and exams (two midterm exams, and a non-comprehensive final exam). The homework component is specified in the *Mgmt 345 Lab Manual,* 13 assignments in Excel, Access and SAP. Each homework assignment is worth approximately 20 points for a total of 260 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 Wednesdays 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 Thursday 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:**

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Approximate Percentage</th>
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<tbody>
<tr>
<td>Chapter DLM (10 @ 5) + 1 bonus</td>
<td>55</td>
<td>≈ 6%</td>
</tr>
<tr>
<td>Chapter quizzes (10 @ 12) + 1 bonus</td>
<td>120</td>
<td>≈ 13%</td>
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<tr>
<td>Midterm Tests (2 at 150) on Thursdays MT1 March 5; MT2 April 16.</td>
<td>300</td>
<td>≈ 32%</td>
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<tr>
<td>Final Test (1 at 200) – Sec 001 May 14, Thursday 2:45 p.m.</td>
<td>200</td>
<td>≈ 21%</td>
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<tr>
<td>Homework points (13 @ 20) (You cannot get)</td>
<td>260</td>
<td>≈ 28%</td>
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credit for the quiz (10 pts) without getting the computer portion done first) + 1 bonus

| Total Points | 935 | 100% |

Course Grades (of total points earned):

<table>
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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>90 – 100 %</td>
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<tr>
<td>B</td>
<td>80 – 89 %</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
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Policy on Plagiarism or Cheating on MyMISLab Assignments

- University plagiarism policy applies to Chapter Dynamic Learning Modules and Chapter Quizzes administered through MyMISLab.
- The right to review previously submitted or handed in homework is reserved along with possible retroactive change of grades.

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 half points until next homework due, then zero.
- 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. This includes submitting work prepared in a prior semester.
- Maximum points are 0% for plagiarized lab assignments and related lab quizzes.
- 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:**