



NORTHWEST
 MISSOURI STATE UNIVERSITY
 MARYVILLE | KANSAS CITY

School of Computer Science and Information Systems

Management Information Systems

CSIS 44317, 48 contact hours, 3 credit hours

5-Week Summer Session

Instructor: TBD

Email: TBD

Office Hours: By appointment

Prerequisites: Mgt. 54-313, CS/IS 44-130

Required materials

1. *Problem-solving cases in Microsoft Access and Excel*. Monk, Brady, & Mendelsohn (2016) 13th Edition. Cengage Publishing/Course Technology Publishing. Available at Bearcat Bookstore. The ISBN number is: 978-1305408722. Make sure you get the 13th edition. Use of a PAPER VERSION is highly recommended. Since you'll be viewing online videos and working in Excel or Access, also trying to view the book on screen could be challenging. In addition, you can use your paper book as a reference on the exam but you will not be allowed to use electronic sources during exams.
2. *Business Driven Technology* by Baltzan. 7th Edition. McGraw-Hill Education. Available from Textbook Services.
3. Microsoft Office 2016 (Word, Excel, Access, and Visio). You may bring your notebook computer to class when we work with Excel and Access assignments.
4. Earphones or ear buds in class during the Excel and Access Tutorials and Cases.

Course Description

A study of business systems and their relationship with computer systems. The interaction of various systems of the organization and computer technology is emphasized.

This course will acquaint you with a variety of topics and issues relating to business systems, information, and computers. As you study, you will quickly realize that no single course can adequately prepare you for the complex organizational computer environment you will face. However, by actively completing the required work, you will develop a base of knowledge upon which to draw and will become acquainted with some of the literature and other sources available for furthering your knowledge in the field of information systems and related technology. You will also practice software skills in solving business problems and technology-integrated learning techniques.

Course Objectives

<u>Course Objectives</u>	<u>Assessment Method</u>
Demonstrate an understanding of the organization's ethical, social, and	• Chapter Assessments



strategic roles in information systems.	
Understand the foundations and implementation of technology in today's information architecture.	<ul style="list-style-type: none"> • Chapter Assessments
Compare and contrast the technical and organizational concerns involved in effective information system design.	<ul style="list-style-type: none"> • Chapter Assessments • Casebook content (Access, Solver, Scenario Manager)
Distinguish various types of business information systems existing in organization.	<ul style="list-style-type: none"> • Chapter Assessments
Apply the use of information systems to management decision making.	<ul style="list-style-type: none"> • Casebook content (Solver, Scenario Manager)
Demonstrate proficiency in using selected computer software.	<ul style="list-style-type: none"> • All Access and Excel content
Communicate and work effectively in individual, group, and computer-related environments.	<ul style="list-style-type: none"> • Access Case, Chapter Activities
Identify the security and global challenges to management, organizations and technology	<ul style="list-style-type: none"> • Chapter Assessments

Method of Instruction

This course will be delivered fully online, and all instructional methods and assessments outlined as follows will be adapted to this format on Canvas. This class is designed to be an interactive modular learning experience. To be successful in this class, make sure you have read the course syllabus and understand the course components. Each week, you should read the assigned chapters, concentrating on the concepts on the PowerPoint presentations, contribute to the threaded discussion, take the weekly quiz over the textbook material, and do the computer component (either Access or Excel). For the software tutorials from the Problem-Solving Cases book, there are narrated slide shows and actual software demonstrations available from the course website. **Please view these lectures to learn how to use the features of Access and Excel covered in this course. Then actually complete the tutorials; just watching the video presentations is not the same as doing the tutorials.**

Course Assessments

Title	Description	Number	Points	Total
Exams	Module exams over course text	2	75	150
Access exam	50-minute exam where student creates tables, forms, queries, and reports. Case book may be used as a reference	1	40	40
Software cases	Cases assigned from Problem-Solving Case book Access Case – 35 pts	3	30/35	95
Scenario Manager quiz	Quiz over writing IF statements and calculations with Excel Scenario Manager	1	10	10
Software tutorials	Individual tutorial and practice case assignments from Problem-solving case book. Tutorial B, C, D, Scents, House purchase, Access model intro, pivot tables and breakeven	7	10	70
Activities	Class activities	5-7	5	25-35
Chapter Quizzes	Must be on time to take quiz	8	20	160
Total Possible Points				550-560



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Grading

A = 90-100 percent of course points
B = 80-89 percent of course points
C = 70-79 percent of course points
D = 60-69 percent of course points
F = Less than 60 percent of course points

Course Policies

Attendance: Expected. Roll will be taken each class period and attendance granted when you stay for the entire class period. **If you must miss class because of any reason, absences are excused only when the instructor is contacted BEFORE class begins.** Exams and assignments can be made up ONLY with an excused absence. Be on time to class. Excused absences include attendance at university-sponsored events (documented with an excuse signed by the university sponsor prior to the event) or by circumstances considered adequately extenuating by the course instructor. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Assignments: No late assignments accepted. Assignments are due as noted on the syllabus unless posted otherwise. Most assignments are submitted electronically.

Quizzes and other in-class assignments worth points cannot be made up without documentation of illness or University activity. Attendance is required on test dates and computer lab work days. If you have your lab work done ahead of time, be in class to show the instructor your work. Some computer assignments must be completed in class in order to earn credit.

Preparation: Plan to either read the text or listen to the audio lectures to review the chapters **prior to coming to class.** Quizzes will be given over the textbook readings. Bring the textbook, pencil, and paper to class for class exercises and to take notes. There are many parts of the class also available online. You will be expected to use the online components for help with the Excel and Access tutorials. On lab days, you may want to work on your laptop computer for the Excel and Access assignments, so you can continue working on the assignment outside of class.

In-class behavior: When you arrive early for class and as instructor is taking attendance, feel free to use the web to check email and other social networks. Once class has started, you should either follow along with the instructor's computer or turn off your monitor. Plan to take notes as preparation for exams.

Electronic devices: Cell phones, iPods, MP3 players, and other communication devices are to be turned off and put away during class with assessments. No text messaging, personal email, Facebook, or other social networks should be used during class. This includes listening to music on any device. Concentrate on the electronic work of 44-317 during the time we have together. If your electronic device is in view while an assessment is being given you will be charged with academic dishonesty.

University Policies

Academic integrity policy: The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University's Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

Non-discrimination and anti-harassment policy: Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination



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and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>

Family Education Rights and Privacy Act (FERPA) policy: Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

Tentative Schedule: Course schedule is subject to change with instructor notification and students will be responsible for abiding by these changes.

Date	Planned Class Activity	Do Before Class
Monday	<ul style="list-style-type: none">• Introduction to Course• Chapters 1-3	
Tuesday	<ul style="list-style-type: none">• Chapters 1 & 2 Quiz• Chapter 4 and Plug-in B2• Access Tutorial A	Read Chapters 1-4 & Plug-in B2 Access Tutorial A
Wednesday	<ul style="list-style-type: none">• Chapters 3, 4 & Plug-in B2 Quiz• Access Tutorial B	
Thursday	<ul style="list-style-type: none">• Chapters 5-6• Tutorial B• Access Case	Read Chapter 5 & 6
Monday	<ul style="list-style-type: none">• Chapter 5 & 6 Quiz• Chapters 7-8• Access Case	Read Chapters 7 & 8
Tuesday	<ul style="list-style-type: none">• Chapters 7 & 8 Quiz• Access Case	
Wednesday	<ul style="list-style-type: none">• Module 1 Exam• Access Practice Exam	
Thursday	<ul style="list-style-type: none">• Access Exam• Pivot tables, conditional formatting, goal seek Excel activities	
Monday	<ul style="list-style-type: none">• Excel Tutorial D Solver	
Tuesday	<ul style="list-style-type: none">• Excel Solver practice and case	
Wednesday	<ul style="list-style-type: none">• Chapters 9 & 10• Solver case	Read Chapters 9 & 10
Thursday	<ul style="list-style-type: none">• Chapters 9 & 10 Quiz• Chapters 11 & 12• Solver case	Read Chapters 11 & 12
Monday	<ul style="list-style-type: none">• Chapters 11 & 12 Quiz• Excel Tutorial C Scen Mgr	
Tuesday	<ul style="list-style-type: none">• Tutorial C	
Wednesday	<ul style="list-style-type: none">• Tutorial C House	
Thursday	<ul style="list-style-type: none">• Chapters 13 & 14	Read Chapters 13 & 14



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	<ul style="list-style-type: none">• Scenario Manager case	
Monday	<ul style="list-style-type: none">• Chapters 13 & 14 & Scen Mgr Quizzes• Scenario Manager case	
Tuesday	<ul style="list-style-type: none">• Chapters 15 & 16• Scenario Manager case	Read Chapters 15 & 16
Wednesday	<ul style="list-style-type: none">• Chapters 15 & 16 Quiz• Scenario Manager case	
Thursday	<ul style="list-style-type: none">• Module 2 Exam	