EMPORIA STATE UNIVERSITY
DEPARTMENT OF ACCOUNTING & INFORMATION SYSTEMS
IS 213
Management Information Systems Concepts
Spring 2013

Instructor: Dr. Jim Waeglelein
Course Time: On-Line
Office: Cremer 106
Office Phone: (620) 341-6395 (It is best to contact me by email)
E-mail: JWaegele@Emporia.EDU
Office Hours: On-line and TR 8:00 – 9:30 AM & 11 – 12:30 PM; T 12:30 – 1 PM

Course Description:

This course provides an understanding of information systems utilized to manage an enterprise. Topics include the importance of computer and information literacy, an overview of system development methodologies, types of information systems, telecommunications, social and ethical issues, relational databases, and other personal productivity tools. Hands on experience will be obtained through projects and various software packages. Students will use the Windows, MS Office (Excel, Word, Access) Visio, Microsoft Expressions, Dreamweaver, and Lexis/Nexis software packages in the course. The student will also do research using the Internet.

Course Goals/Purposes:

1. Understanding the importance of information literacy, including
   a. The importance of information in problem solving and decision-making
   b. The sources of information
   c. The importance of validating information
   d. The role of information systems professionals
2. Understanding the various categories of computer-based systems including TPS, MIS, DSS, ESS,
3. Ability to use database, spreadsheet, and other personal productivity tools in the solution of business problems.
4. Understanding the use of telecommunications in the business systems environment.
5. Understanding ethics in business and information systems and how to resolve ethical dilemmas.

This course assumes a minimal knowledge of computers. There is no programming required in this course (Prerequisites: IS 113)

Course Format:

This course is an on-line class. On-line classes are very intensive. They require a significant amount of self-discipline. You should not take the class if you are working more than 40 hours a week and if you are taking more than two other on-line classes during this same time period. The course is designed to prepare you for the business world and it therefore is expected you act in a professional and responsible manner. This includes handing in assignments when they are due. You need to read this syllabus carefully and email me by 8 PM on the first day of class (Monday, Jan. 21), where you will be taking the exams and whether you accept the requirements of the class. Use your Emporia email account to email me as other accounts may be blocked because of a spam filter. Email will be the primary means of communication. The syllabus and textbook have been posted to Blackboard. All software for the class will be available over the Internet using the University's Blade Server.

Required Textbooks:

Available on Blackboard. No textbooks to buy.
You are also required to buy a USB drive.

Examinations:

There will be three exams given on the dates indicated. They may be taken Thursdays in Cremer Hall (Emporia), Thursdays for Butler County students, or Saturdays 10:00 to 11:20 AM ESU-KC in Overland Park Kansas. They will be given on the dates listed in the assignment sheet. Butler County students need to contact Rae Ann Williams at rwilliams26@butlercc.edu Other testing options and make-ups are available. Only students with documented excuses will be given make-ups. Students must notify the instructor prior to the exam time or the time an assignment is due. I do not give early exams under any circumstances.

Evaluation:

Grades will be assigned on the basis of:
EXAM 1 = 15%, EXAM 2 = 15%, Final Exam = 25%, Integrated computer assignment = 10%, Resume Assignment 5%, Access Assignment = 5%, Current Events Participation = 5%, Homework = 5%, Flowchart Assignment = 5%, Web Page = 10%. +/- grading will be used. Homework assigned and other assignments are due on Mondays or Wednesdays and should be posted as an assignment in Blackboard prior to 8 PM on the date it is due. Submit the homework as an Assignment in Blackboard and attach the homework as a Word 2003 file. The homework also includes a video clip at the start of each chapter to watch and a question to answer for each assignment. Late assignments will not be accepted. Articles that are relevant to the class that you discuss also count for current events participation. The grade is based on quantity as well as quality and is also used to evaluate borderline grade situations. Check web sites such as the technology section of cnn.com and abcnews.com and cio.com and computerworld.com. Summarize the article in 3 sentences, discussing the relevance to the class and copy and paste the article. You can "email all users" in Blackboard and include your article information.

Homework & Participation:

Homework is extremely important in this class. If you miss more than 4 homework assignments or do not turn in all computer assignments you will receive a grade of F in the class or withdrawn. Homework questions are for your benefit. They should be used in studying for the exams.

It is expected that you do the required reading and assignments on time and participate in class email discussions. It is also expected that you maintain a schedule for the projects and you do the computer software package assignments on time.

Withdrawal Policy:

The option of the instructor to initiate student withdrawal for excessive student missed homework assignments does apply to this course. Students may be withdrawn for excessive missed homework assignments (>4). Students who decide to withdraw and receive an automatic "W" must complete the formal withdrawal procedure by April 3, 2013. After that date, a student may not withdraw from the class nor may the instructor assign a "W". School of Business students must attain a minimum 2.35 GPA in core courses and overall in order to graduate.

School of Business Mission Statement

The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management
practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

MAJOR FIELD TEST IN BUSINESS: All students pursuing a Bachelor of Science in Business are required to earn a score of 135 (or higher) of a possible 200 on the Major Field Test in Business (MFT). The MFT is administered to students enrolled in MG 473 – Business Policy. Some of the content of this course (IS 213) is a portion of the material that is examined on the MFT. More information about the MFT is available at http://www.ets.org/mft. You are encouraged to learn this material in depth and remember it. Also, you are encouraged to keep your course materials to assist you in doing a quick review prior to taking the MFT. From this course, IS 213 – Management Information Systems Concepts - the following topics are included in the MFT:

A. Information Systems in Business and Society
1. Information management in a global society
2. Security, privacy, and ethical issues
B. Information Technology Concepts
1. Hardware technology
2. Software technology
3. Database management systems
4. Network and internet technology
C. Business Information Systems
1. Automation and support systems
2. Transaction processing systems
3. Management information systems
4. Decision support and expert systems
5. Enterprise systems (ERP)
D. Systems Development
1. Systems investigation and analysis
2. Systems planning development and implementation

Academic Dishonesty:

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams and assessments are meant to be individual efforts and those that are not will be punished by failure (score of zero) on that assignment, a grade of F in the class and referral to the appropriate University offices. Copying word-for-word from another source is plagiarism.

Disabled Student Policy:

Please contact the instructor immediately if (1) you have or think you have a disability or medical condition which may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class related activities or schedules, (2) you may require medical attention
during class, or (3) you may need special emergency evacuation preparations of procedures. Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential. Contact the Office of Disability Services and Non-Traditional Student Programs at Room 106 Plumb Hall, 620/341-6637 Voice, 620/341-6646 TTY, or via e-mail disabser@emporia.edu. Accommodations are provided on an individualized, as-needed basis after needs and circumstances have been evaluated.

Special Instructions:

All written assignments and software assignments must be submitted by 8 PM on the date due. Late assignments WILL NOT be accepted. Any assignments or web pages that have more than 3 grammatical and typographical errors, will be returned ungraded.

RESUME ASSIGNMENT

The resume assignment requires that you prepare a resume using MS Word and one of the MS Word templates or Resume Wizard. Your resume should look professional and should be proofread for spelling errors. Use short phrases instead of sentences. Include the categories of objective, education, work experience, activities and interests.

INTEGRATED COMPUTER ASSIGNMENT

This assignment is designed to expose you to the preliminary work that is often done prior to a consulting engagement. Before an engagement, preliminary analysis is done of the company they are about to evaluate to determine areas that need further work and areas that might need additional examination and analysis in the future. This is done by doing research on the company and by doing ratio and trend analysis on the company’s financial statements. The report requires the use of an integrated word processing, spreadsheet, and graphics package.

For this assignment, you should first find your company’s annual report, that was assigned, on-line. Look over carefully the annual report of the company. For the spreadsheet assignment you are to do a 5 year projection of this company’s income, expense, and sales. The two most recent years in the annual report should be entered as given. You should therefore have a total of seven years entered on your spreadsheet. You only need to enter the income statement (up to income from operations - ignore extraordinary items). The assumptions you should use are: sales will increase by 10% each year, cost of goods sold will increase by 8% each year (if a service company use the largest expense), selling expenses will increase by 2%, and any other expenses will increase by 1%. Modify the assumptions and show what happens when you change any of the numbers. Using graphics you should then create a bar graph showing the trend of sales, cost of sales, total expenses, and net income over the five year period. Papers with more than 3 spelling or typographical errors will be returned ungraded.

For your particular company you should do research by examining ABI Inform, Lexis/Nexis, the Internet, and then finding any articles (at least 3 non-company & independent) that relate to your company or the company’s industry as to how they and the industry use technology to achieve a strategic and competitive advantage. You should then prepare a report using the integrated package that examines the issues that have involved your company and your company’s industry. Your report should also include an analysis of the results of your spreadsheet forecast and should highlight, based on your results, any problem areas. The report should be approximately 3-4 pages (not including appendices and references) and should be an integrated report. You should include a printout of your spreadsheet formulas as an appendix to your report.
You will be graded on your comprehensiveness, creativity, writing style, and whether or not you have used the software tools correctly. You should plan accordingly and not wait until the last minute.

FLOWCHART ASSIGNMENT

This assignment requires you to use Visio (use Audit Diagram template by selecting new, business and audit diagram in Visio) to prepare a data flow diagram for the retail sales process for a company in the industry that was assigned to you for your web page assignment. First, find a company in the industry assigned (look in the yellow pages). Observe and write a narrative description (1 paragraph) of how sales are conducted, indicating what the name of the company is you observed and the products they carry. Then prepare a data flow diagram of that process. Indicate how you think the company could use the Internet and/or kiosks in the sales process to allow customers to order products (1 – 2 sentences) and then prepare a second data flow diagram of how that process would look. You are handing in 2 data flow diagrams and your narrative in hard copy format. Use the diagram in Appendix 11 A of your textbook as a guide. You should use the three symbols of source/sink, process and data store.

THE WEB PAGE PROJECT

Objective: The web page project requires each student to design a web page that will allow a company to describe its products and services and to engage in electronic commerce.

Goals:
1) Ability to sell your ideas.
2) Practice in designing a business web page.
3) Application of knowledge in this and other courses to a "real world" organization.
4) Understanding what electronic commerce is and what makes for a good system.

Obtaining a Company:

The company you use for your web page assignment is a mythical company in an industry that I will assign to you. You can gather information from publicly available sources. The web page resides on your student computer account.

Creating Web Pages

There are several packages that you can use to create Web pages. In the Business School there is Microsoft Expressions and Dreamweaver and you can download Netscape Composer for free (www.getnetscape.com). Please do not use MS Word (You will have major problems if you do). One way to create web pages is to use the files I have created for electronic commerce. The 2 files barg.htm (Simple Web Page) and form.htm (E-Commerce Page)will be posted to Blackboard.

Things to Remember
- Review the information you want to have on your Web page. The opening page should have basic information of the company, location, products/services, hours etc. There should then be links to other pages that describe the products and services and allow people to order products/services or find out more information about them. Add a picture of the business and clip art or animation.
- You may use another company’s Web page design and clip art for your Web page and edit it using Netscape Composer or some other package. DO NOT USE COPYRIGHTED MATERIAL OR ANOTHER COMPANY’S SPECIFIC MATERIAL IN THE DESIGN OF YOUR WEB PAGE (The Power E and Corky are copyrighted).
- You are being graded on your comprehensiveness in representing the company information, layout, creativity, and ability to conduct electronic commerce effectively. You should create at least three web pages for the company (introduction, product/service descriptions, and ordering). The product page should have pictures and descriptions of at least 3 products that the company could have available for sale on the Internet and the correct prices (You could get pictures of these products from the Internet). Choose appropriate products. You probably wouldn’t buy large furniture or shoes on the Internet. People who have these types of companies could have for sale home furnishings and shoe
related products (socks, laces, polish etc.). Add links to maps and related Emporia/product sites.

- The Web Page should reside on your student account. Make sure you have copied to the Y-drive all of your files, pictures and graphics so that they can be seen. Please be organized. Start with a clean disk and use one word (6 letters or less and no underscores) names for your files and pictures. Make sure you review your web page in Internet Explorer and without any disks in your A drive or related files in your C directory. You need to make a preliminary presentation to me of your introduction page. You are handing in a sheet that has the account name where your web page is located. Use Table format to keep pictures and text from wrapping around.

  To Load Your Web Page To Your Student Account (Y-drive):
  - Type in your user id and password when you sign-in.
  - Put your clean disk that has all of your web files in drive a or USB key.
  - Copy all files and pictures to the public_html directory of your Y drive using Skylab.
  - Your web page should then be in the URL address http://studentaccess.emporia.edu/~yourname/filename (where your name is your account and filename is the opening page file that should have the extension htm or html.) Remember file names are case sensitive.
  - When you have created your additional pages or updated your files you should remove the pages that were on your account because things such as links have been changed.
  - You can dress up your web page with clip art or animation by doing a google search for "free clip art" or "free animation" or going to sites like www.clipart.com or www.animationcity.com

DATABASE (MS Access) ASSIGNMENT

For this assignment you are to build a personnel/payroll database with 20 names that include 10 relatives and 10 of your friends. You should include your own name. The fields in the database should include name, age, city and state, years of education, occupation, and make up whether each is an hourly or salary employee (coded H or S) and what the hourly rate or salary wage is (Half of your employees should be hourly and half should be salary). You should hand in four reports. Two reports should be a listing of the entire database sorted by years of education and then by age with both reports having an average of hourly and salary wages or rates. Another report should consist of all people on the database that are more than 22 years old. Another report should be all the people that have more than 15 (high school = 12 years) years of education. The first two reports should include all fields. The subsequent reports should only have the name, address, occupation, age, and years of education. You should have titles on your reports. Your reports should have the field name properly aligned and centered and look professional. You may use only the MS Access software package.

Directions:

  Enter Office 2007 and MS Access. Choose Blank database and create. Click on add new field to add your fields. To sort records click on the field name. To create a report click create and then report. To select records (i.e age >22) click on the field and click number filters. To compute averages use the report wizard and select grouping options and average.
Course Assignments:
(R=Review, D=Discussion)

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FINAL EXAMINATION THURSDAY MAY 9; 2:00 to 3:20 PM Cremer Hall 106 (Emporia) or SATURDAY MAY 11; 10:00 to 11:20 AM Metro Learning Center (K.C.)