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QBA 362 Syllabus - Fall 2003

Introduction to Management Information System

Professor: Dr. Kelly Burke

Office Hours: MWF 8:30 - 9:00 a.m., 10:00 - 11:00 a.m., and by appt.

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Course Description

This is a management course. Organizations use and are structured by information technologies. Information and the technologies that facilitate its acquisition, storage, processing, analysis, and use are valuable corporate resources. A manager's job is to learn to use technology to enhance productivity and effectiveness in the workplace. Workers and managers alike will find both work and technology more rewarding when they understand how technology supports everyday task performance. This course is designed to inform potential managers and knowledge workers in all functional areas about issues and problems related to the use and management of information systems in business.

Course Goals

Students will gain an understanding of the fundamentals of information management and the impact of information technology (IT) on business. In particular, you will learn what information is and what

modern managers need to understand about their organization, their employees and technology to best manage information for operational, tactical, and strategic benefits.

Students will also engage in several "hands-on" computing exercises using common business information system tools. The goal of this course, however, is not to give students proficiency in the use of any particular application. Rather, the course demonstrates how systems support information management for problem solving in general. The course will also help the student understand how information technology impacts the behavior of organizations and their employees.

In summary, the course aims to help you:

- understand fundamental concepts of information management
- understand why and how technology is used to achieve operational, tactical, and strategic goals
- become more comfortable with the use of communication and information technologies
- learn to use computer applications for managerial problem solving
- explore the impact of computing systems on people and the organization

Reading

Haag, S., Cummings, M., and McCubbrey, D. J., *Management Information Systems for the Information Age*, 4th ed., McGraw-Hill Irwin, 2004.

From time to time other materials such as articles from the popular press and professional periodicals will be handed out and will be covered on the exams, whether covered in class or not.

Applications

You will be required to complete several assignments using Microsoft Access (a database) and Netscape Navigator (an Internet browser). These applications are available to you on the university network. To use them,

you will need to obtain a network account during the first week of class. This class assumes that you have had CS 101 and have used MS Access at least briefly. If it has been a while since you took CS 101, I suggest that you begin re-familiarizing yourself with Access early in the semester, prior to the database assignment.

Teaching Methods

Lectures are used to present, explain, and clarify information management concepts.

Discussions:

- **expose you to a variety of ideas and thoughts;**
- **let you apply lecture concepts in real-world situations;**

help you clarify your own thoughts by verbalizing your ideas.

Your preparation and participation in the discussions is important for everyone in the class to learn. Sharing your insights, thoughts, opinions, and experiences which are different from everyone else s will help them and you learn. If necessary I will call on individuals by name to respond to a particular discussion issue. How well the discussion method works will depend on how well prepared you are and the quality of your participation. Your discussion preparation and participation will be reflected in the participation component of your grade.

It is important that you read ALL assigned material and attend class, especially since you will be held responsible on the examinations for understanding the material covered in the readings as well as the discussions and lectures.

Hands-on experience: There will be in-class *demonstrations* (not tutorials) of computer systems relevant to the current topics and assignments. Assignments following the demonstrations provide hands-on experience with a variety of information systems. In order to benefit most from the in-class demonstrations, I encourage you to use a computer that afternoon or evening to practice what was

demonstrated. The longer you wait to practice, the more you will have forgotten about the demonstration.

Participation

You can see from the grading table below that 10% of your grade is determined by your participation in class. For this class participation requires two things. First you have to attend class before you can participate. But mere attendance is not participation. I aim to make this class a lecture / discussion one, rather than just me talking to you. How much we enjoy and learn in this class will depend on our discussions. So, you will need to contribute actively in class. Active contributions can be in the form of sharing your experiences, thoughts, opinions or other information you feel is relevant to the topic / discussion of the day. A thought provoking question is also participation. I will also be looking for evidence in your contributions that you were adequately prepared for the discussions, for example by reading the assigned material. Examples of things I would NOT consider participation include asking a question about the format or content of an exam, asking when an assignment is due, or other administrative types of questions.

Because participation is critical, I reward those who participate effectively. The 10% participation grade is composed of two parts, 5% for attendance and 5% for participation. For attendance, everyone is permitted two absences without penalty. The third absence reduces your attendance grade by 1% (from 5% down to 4%), a fourth absence reduces it to 3%, a fifth absence to 2%, a sixth to 1% and being absent more than six times results in a zero for attendance. The second part of the grade depends on the first part. In other words, the more classes you miss, the less able you will be to earn the other 5% as well. But just being there will not earn you the next 5% either. You need to actively participate on a 'regular' basis. Talking once or twice during the semester is not considered active participation for this class. I would say that if you offer something helpful once a week or so, that would result in full points. So for example, if you miss no more than two classes and you participate once every two or three class sessions throughout the semester, you would

probably receive the full 10%. Think carefully about your participation throughout the semester. Remember, if you get a zero for participation your total grade will be reduced by 10% or one grade point. For example you could be getting an A but have your grade reduced to a B by failing to participate adequately. Please help make this class interesting and fun: Prepare appropriately and participate in our discussions.

Exams & Assignments

There will be no make-up for quizzes. Exams can only be made up in the case of documented, qualified medical or immediate family-related emergencies. All assignments must be completed to receive a passing grade in this class. Assignments handed in *after the start of class* on the due day will be considered late and will be penalized. Don't wait until just before class to finish and print out your assignments, there are often problems in the lab that can cause delays.

Academic Honesty

Under no circumstances will I accept any assignment or work from you that has been substantially prepared by another person. Nor will I give any credit for any assignment or work that you have turned in for credit in any other university course. Any student in this class who disregards either of these guidelines may be failed in this course and faces the risk of expulsion from the university.

Special Needs

Students with special needs: UHH is committed to providing equal access to the campus for students with disabilities. If you have any disability that is documented and/or related access needs, please contact the Student Service Program in the Office of Student Services, phone number 974-7616.

Grading

Examinations

Mid-term exams 30%
(2 at 15% each)

**Final
(cumulative) 20%**
**Unannounced
quizzes 5%**

Assignments

Homework 5%
Database 15%
Web site 15%

Participation

10%

Total

100%

Grading Scale

A: 90% - 100%

B: 80% - 89%

C: 70% - 79%

D: 60% - 69%

F: 0% - 59%

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