Department of Information Technology / Business Education
ITBE-280 Sections 4 & 6
Management Information Systems
Spring 2012
Dr. Horton

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Phone 920-472-1206
eMail hortonb@uww.edu; please place ITBE 280 in the subject line
Office hours T: 1-3; TH: 2-4; F: 1-2
Email hours On Monday and Wednesday, I will generally not see e-mail until the next day
Class meets: Sec 4: 2:15-3:30pm; M,W … Sec 6: 3:45-5:00pm; M,W
Room: Mondays - HH 2101/Section 4 – HH 2306/Section 6
Wednesdays - HH3101
Final: Sec 4: Mon, May 7, 1 - 3 pm … Sec 6: Wed., May 9, 3:15-5:15 pm

Changes will be announced in class and/or on D2L and students are responsible for all changes.

Course Description
Catalog descriptions for 280.

ITBE 280: This course introduces students to information systems, and details how and why they are critical to the functioning of modern organizations. The course provides technological, organizational, and managerial foundations of information, and explains how successful systems are built. Students also learn to develop and use a database system for personal productivity.

PREREQ: 24 CREDITS AND 2.50 COMBINED CUMULATIVE GPA AND COMPLETION OF COMPUTER APPLICATIONS REQUIREMENT OR PUBLIC POLICY MAJOR

Information systems have become critical tools in the movement to restructure and flatten corporate hierarchies. Managers and knowledge workers at all levels need to use personal productivity computing tools daily in their jobs. Thus, this course is designed to give you both an awareness of the strategic uses of information systems, and make you more proficient in hands-on uses of productivity software. Concerning hands-on skills, you should already be proficient in Microsoft Word, reasonably proficient in Microsoft Excel but relatively new to Microsoft Access. In this course, we will endeavor to gain skills in the use of Microsoft Access. Database systems, e.g. Access, are central players in the creation of information systems which, in turn, are critical to the functioning of every sizable corporation.

On a more personal level, employees who are knowledgeable in information systems are better performers in their job no matter its discipline, e.g. marketing, sales, etc. because they better grasp ways of dealing with today’s problems and opportunities.

Course Objectives
On completion of the course, students will be able to:
• **Explain** what is an information system, its core components, and why organizations need information systems
• **Describe** the key information technology components of information systems
• **Describe** the general process of building information systems, and the role played by various information systems stakeholders during systems development
• **Explain** the transforming nature of information systems on corporations; their strategic roles in organizations and their ethical and social impact on the organization and its people.
• **Articulate** the roles that telecommunications, networks and the internet play in developing inter-organizational information systems and e-commerce
• **Explain** important issues involved in managing and securing information systems
• **Demonstrate proficiency** in using database management tools to solve specific business problems.

There are two College learning objectives associated with this course – each has sub-parts:

1. Students will know how to use information systems to improve their effectiveness as business professionals.
   a. Use word processing, spreadsheet, presentation and **database** tools to enter, format, manipulate and summarize information. (This course touches database, but not spreadsheet or presentation tools.)
   b. Identify and retrieve quantitative and qualitative information in order to make effective business decisions.
   c. Describe the processes firms use to develop information systems and the roles business professional play in that development.
2. Students will understand information systems and the role and impact they have on corporations, employees and society.
   a. Describe the core components of information systems.
   b. Given a specific organizational context; identify ways the organization can use information technology to achieve desired results.
   c. Given the description of a specific information system implementation, derive the impacts that implementation may have on the organization, stakeholders, and society.

Note: THIS IS NOT AN ONLINE COURSE. Students are responsible for all classroom discussions and instruction.

**Course Materials – Books**

As part of the Adamski textbook, students are required to purchase the license for a student account on the associated SAM 2010 website. This site will be accessed for web based Access Training, the six online database Exams and the six Projects.
Course Materials - Software
Microsoft Access 2010, Microsoft Corp. This software is available in all campus computer labs.

Evaluation
Progress toward these objectives will be evaluated as follows:

Adamski: SAM 2010 Database OnLine Exams
6 @ 50 pts each 300 pts

Adamski: SAM 2010 Database Projects
6 @ 50 pts each 300 pts

Laudon: Exams 3 @ 100 pts each 300 pts
(The third exam is the final)

Total: 900 pts

Grading scale: Grades for the two sections will be curved at the end of the semester; the curve will be no “higher” than
A = 100-93%; B = 92 – 83%; C = 82 – 73%; D = 72-63%, F <63%

Plus/Minus grades are at the discretion of the instructor.

SAM 2010 OnLine Exams
Six online database exams covering the material in chapters 1, 2, 3, 4, 5, and 8 in the Adamski text are required using the automated testing software designed by the text publisher on the SAM 2010 site. These exams will be taken only during class on Wednesdays in a controlled lab environment as scheduled in the syllabus.

Students can prepare for these exams by
- Reading the appropriate chapter in the Adamski text and doing the tutorial
- Doing the Access Project available on the SAM 2010 site.
- Taking the online training for each chapter available on the SAM 2010 site
- Taking the practice exam for each chapter available on the SAM 2010 site

SAM 2010 Database Projects
Access Database Projects are required for each of the Adamski chapters 1, 2, 3, 4, 5, and 8. These are graded automatically by the publisher’s software available on the SAM 2010 site. These Projects must be submitted by the due dates as scheduled in the syllabus. Save your Project files until the end of the semester. The files you submit to the SAM 2010 web site cannot be retrieved by the instructor.

Students can prepare for these Projects by
- Reading the appropriate chapter in the Adamski text and doing the tutorial
- Taking the online training for each chapter available on the SAM 2010 site
- Taking the practice exam for each chapter available on the SAM 2010 site
- Doing the Access Practice Project available on the SAM 2010 site. However, there will be no Practice Project for chapters 5 and 8.
Laudon Exams
All Laudon exams will be multiple choice, true/false, short answer. These exam dates are scheduled in the syllabus and, in general, **cannot** be made up unless there is a prior arrangement with the professor.

### Weekly Schedule*

<table>
<thead>
<tr>
<th>Week</th>
<th>MIS (Laudon) Monday</th>
<th>MS Access On Line Exams (Adamski) Wednesday</th>
<th>MS Access On Line Projects (Adamski)</th>
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<tbody>
<tr>
<td>1.Jan 16-20</td>
<td>Martin Luther King Jr's Birthday</td>
<td>Course Introduction</td>
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<tr>
<td>2. Jan 23-27</td>
<td>Chapter 1</td>
<td><strong>SAM 2010 Registration ;SAM 2010 Exam 1</strong></td>
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<tr>
<td>3. Jan 30-Feb 3</td>
<td>Chapter 2</td>
<td><strong>SAM 2010 Exam 1</strong></td>
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<tr>
<td>4. Feb 6-10</td>
<td>Chapter 3</td>
<td><strong>SAM 2010 Exam 1, 2 (Last day to take Exam 1)</strong></td>
<td><strong>Feb 10 – Last Day to submit Chapter 1 Project</strong></td>
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<tr>
<td>5. Feb 13-17</td>
<td>Feb 13 : Exam 1: Loudon, Chapters 1-3</td>
<td><strong>SAM 2010 Exam 2</strong></td>
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<tr>
<td>6. Feb 20-24</td>
<td>Chapter 4</td>
<td><strong>SAM 2010 Exam 2, 3 (Last day to take Exam 2)</strong></td>
<td><strong>Feb 24 – Last Day to submit Chapter 2 Project</strong></td>
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<td>7. Feb27-Mar 2</td>
<td>Chapter 5</td>
<td><strong>SAM 2010 Exam 3</strong></td>
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<td>8. Mar 5-9</td>
<td>Chapter 6</td>
<td><strong>SAM 2010 Exam 3, 4 (Last day to take Exam 3)</strong></td>
<td><strong>Mar 9 – Last Day to submit Chapter 3 Project</strong></td>
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<td>9. Mar12-16</td>
<td>Chapter 7</td>
<td><strong>SAM 2010 Exam 4</strong></td>
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<tr>
<td>10. Mar 19-23</td>
<td>Mar 19: Exam 2: Loudon, Chapters 4-7</td>
<td><strong>SAM 2010 Exam 4 (Last day to take Exam 4)</strong></td>
<td><strong>Mar 23 – Last Day to submit Chapter 4 Project</strong></td>
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<tr>
<td>Mar 26-30</td>
<td>SPRING</td>
<td><strong>BREAK</strong></td>
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<tr>
<td>11. Apr 2-6</td>
<td>Chapter 8</td>
<td><strong>SAM 2010 Exam 5</strong></td>
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<tr>
<td>12. Apr 9-13</td>
<td>Chapter 9</td>
<td><strong>SAM 2010 Exam 5</strong></td>
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<tr>
<td>13. Apr 16-20</td>
<td>Chapter 10</td>
<td><strong>SAM Exam 5, 8 (Last day to take Exam 5)</strong></td>
<td><strong>Apr 20 – Last Day to submit Chapter 5 Project</strong></td>
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### Closing Remarks

A class should be a two-way learning process. This syllabus describes what I hope you will learn during the term. I also expect to learn from you. I hope you will share course pertinent ideas and experiences with us during the class sessions especially as they relate to the specific topic being discussed at that time in the session. I am always looking for ways to improve the course so if you have any suggestions, please pass them on either in person or anonymously.

### University Policies

The University of Wisconsin-Whitewater is dedicated to a safe, supportive and non-discriminatory learning environment. It is the responsibility of all undergraduate and graduate students to familiarize themselves with University policies regarding Special Accommodations, Misconduct, Religious Beliefs Accommodation, Discrimination, and Absence for University Sponsored Events. For details please refer to the Undergraduate and Graduate Timetables; the "Rights and Responsibilities" section of the Undergraduate Bulletin; the Academic Requirements and Policies and the Facilities and services section of the Graduate Bulletin; and the "Student Academic Disciplinary Procedures" (UWS Chapter 14); and the "Student Nonacademic Disciplinary Procedures" (UWS Chapter 17).

### College of Business Student Code of Ethics

As members of the University of Wisconsin – Whitewater College of Business & Economics community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect for these values.

### Hyland Hall 3101 Computer Lab

LanSchool Classroom management software has been installed in this computer lab and may be utilized by the instructor to limit applications and web access, monitor student computer activity, remote to student workstations and assist students with classroom and lab materials. Because of the functionality of the software, history of computer use including web browsing history is available to the instructors. Please assume that the software is active at all class times.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Event</th>
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<tr>
<td>15. Apr 30-May 4</td>
<td>12</td>
<td>SAM Exam 8 (Last day to take Exam 8)</td>
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</table>

*This is a tentative schedule and is subject to alteration. Students are responsible for all changes and revisions.*
Academic Misconduct

The University believes that academic and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors.

Students who violate these standards are subject to disciplinary action including failure in the course and expulsion from the university. UWS Chapter 14 identifies procedures to be followed when a student is accused of academic misconduct. For additional information, please refer to the section in the Student Handbook titled, Student Academic Disciplinary Procedures.

To simply copy computer files is academic misconduct by both persons involved. Copying computer files and making minor changes is also academic misconduct. Copying computer files and making major changes is still academic misconduct. Don't do it.

Clear examples of academic misconduct:
- Turning in someone else’s work as your own (with or without their knowledge);
- Allowing someone else to turn in your work as their own;
- Several people working on a project together and turning in multiple copies, all represented (implicitly or explicitly) as individual work;
- Using any part of someone else’s work, including design, in your work.

Clear examples where it is not academic misconduct:
- Turning in work done alone or with the help of course or support staff;
- Receiving or giving help on solving minor syntax errors;
- Receiving or giving help on an Access task, etc.
- High level discussion of course material for better understanding;
- Discussion of assignments for better understanding or to analyze different methodologies;
- Receiving, or giving, help on system access or utility questions, such as saving a file, using the network, etc.