



MBA 605

Management Information Systems

Summer 2007

Piedmont College • Walker School of Business • Center for WorkGroup Computing

Course Description

This course provides MBA students with a framework for managing information systems in the business environment. Both personal and organizational productivity are stressed.

Students will review the fundamental workings of hardware, software, and networking technologies. Principles for managing information systems resources are presented. The strategic role of information technology and e-business are examined. Students will become familiar with information systems professional literature, web-based resources, and current issues in this fast-changing field.

Completion of this course earns 3 semester hours.

Student Outcomes

At the conclusion of this course, students should be able to:

- Demonstrate knowledge of fundamental computer technology terminology and concepts, particularly in conjunction with computer hardware, software, and networking.
- Discuss the role of information systems in the enterprise.
- Identify common issues in managing information systems in the enterprise along with strategies for avoiding or addressing common problems.
- Identify significant stakeholders and forces in the information technology industry and how they shape the development of the industry.
- Identify options for acquiring and developing information systems.
- Discuss the impact of the World Wide Web on business computing.
- Identify technology and topics of current interest in the information technology industry.
- Discuss important trends in the information technology industry.
- Formulate effective research strategies using electronic resources including both the Internet and bibliographic databases.

Instructor

Instructor: Keith R. Nelms, PE, Ph.D.
Associate Professor,
Computer Information Systems
Walker School of Business

Office: Camp Hall 215

E-mail: knelms@piedmont.edu

Website: <http://www.knowbd.com/piedmont/>

Phone: 706-778-8500 x1289 (voice mail)

Office Hours: Thursday 5:00 – 5:50pm

Other times by appointment

The instructor will be in Europe from June 18-29. Should the instructor be unavailable by e-mail during that time, students needing assistance should contact:

Instructor: Ed Carmack
Associate Professor,
Computer Information Systems
Walker School of Business

Office: Camp Hall 215

E-mail: ecarmack@piedmont.edu

Phone: 706-778-8500 x1254 (voice mail)

Grading Scale

The overall course grade will be assigned based on the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	less than 60

Once the semester progresses, students will be provided frequent grade status reports.

Assessment Methods

The Course Grade will be based on the following components:

20%	Midterm Exam
30%	Miscellaneous Assignments
15%	Group Briefing Report
20%	Final Exam
15%	Participation/Quality

Midterm

A Midterm Exam will be scheduled to test understanding of concepts covered in the first half of the course. The test is typically composed of multiple-choice, true-false, short answer, and short essay questions. The Midterm Exam will cover readings, lectures, and activities through Week 4. The instructor will allow a few minutes of “open book” time during the exam. Textbooks may not be shared during the exam.

Miscellaneous Assignments

Small-scale projects and activities from the textbook and other sources will be assigned on an occasional basis. Some assignments may be completed during class time; some may take the form of homework. Some assignments will be minor in scope and will be designed to help students stay on schedule with the course. Timely completion of these assignments is essential. Brief “pop quizzes” testing knowledge over the past week’s readings may be included in the Miscellaneous Assignments category.

(Some assignments may not be graded but will be suggested to help students prepare for other graded assignments to be completed in class.)

Unless specifically designated **in writing** as a group project, all assignments are to be completed on an individual basis in keeping with the class academic integrity policy (see below). **Late assignments may not be graded at the instructor’s discretion. All late submissions will be penalized at least 5 points.**

Final Exam

The Final Exam will be a cover all content since the Midterm Exam, including content covered in the Group Briefing Presentation. The Final will be very much like the Midterm Exam. The instructor will allow a few minutes of “open book” time during the exam. Textbooks may not be shared during the exam.

Group Briefing Report

Students groups will be asked to prepare a brief presentation to a “corporate board of directors” on an assigned topic. Each group will present the findings from their research on the topic. Use of computer, presentation software, and video projector will be required. Grades will be based on both the quality of information and the quality of the presentation. Presentations will be made during the 7th class meeting.

Participation/Quality

At the end of the semester the instructor will evaluate each student’s overall performance and assign a Participation/Quality grade. Such factors as attendance, overall timeliness of work, quality of work, creativity, and mastery of the subject matter will determine the Participation/Quality grade.

Resources

Required Texts/Media

The required media for this course are:

- *Management Information Systems, 5th Edition* by Effy Oz (ISBN 1-4188-3597-8).
- *The Faulkner Advisory for Information Technology Studies (FAITS)* is available in the electronic resources section of the Piedmont College Library’s website.
- *The Open CD* version 07.04, available for download at www.theopencd.org
- *Visibooks – Base2*, available for download from www.freeloadpress.com. Registration is required.
- Various web-based industry publications accessible from the instructor’s website at <http://www.knowbd.com/piedmont>

Other software may be provided for some assignments at no cost to the student. Additional reading material may be provided as handouts and via the World Wide Web. These materials are required reading.

Students are expected to have or have access to a contemporary personal computer to complete some assignments.

Computer Labs

All software necessary for fulfilling course requirements will be available on laboratory computers in the Walker School of Business computer labs. Lab access will be limited on nights and weekends. Be aware of the lab schedule and plan your work accordingly. Students should report computer lab problems to the instructor; please provide day, date, time, location, computer number, and a description of the problem.

E-mail

All students will be expected to acquire, monitor, and use an e-mail account. An e-mail address should be provided to the instructor in the first few days of class. Students who do not have e-mail accounts should inform the instructor within the first few days of class. Assistance will be provided in acquiring an e-mail account.

All e-mail messages sent to the instructor should have a descriptive subject line that begins with “MBA 605 –“ (for example, “MBA 605 – Need to Schedule Appointment”).

Floppy Disks, CD-R, and CD-RW

Students may need floppy disks during the semester. It is the student’s responsibility to have formatted disks available at all times. Students should also have floppy disk labels available at all times (see note below regarding the labeling of assignments). Assignments may also require CD-R or CD-RW disks. Students should have blanks available at all times.

Disks and CD-ROMs submitted to the instructor may not be returned in a timely manner. Students should never submit media containing files not pertaining to this class.

Class Policies

Make-Up Tests

Students are allowed to make-up tests only by permission of the instructor. If the student has an unavoidable absence on the night of the exam, it is the student's responsibility to inform the instructor as soon as possible (preferable well in advance of the absence).

Attendance

Attendance is required. Students in 1-day-per-week classes are permitted 2 unexcused absence. **Students missing more than the allowed number of unexcused absences will lose one letter grade in the course for each additional absence.** Excused absences are absences sanctioned in writing by the Vice President of Academic Affairs, typically due to involvement in other school-sponsored activities. In MBA classes involving working adults, the instructor recognizes the necessity of some work-related absences. If you must be absent due to a work-related responsibility, discuss this matter with the instructor in advance of the absence.

A sign-in sheet will be available at the beginning of each class. Students are responsible for signing the sign-in sheet each day they are present. **If your signature is not on the sign-in sheet, you will be considered absent.** The sign-in sheet will be removed after the first few minutes of class; students arriving after the sign-in sheet is removed will be considered absent. Signing in for another student will be deemed a violation of the College's academic integrity policy. Students who elect to leave class early (instead of working on lab assignments in class, for example) will be counted as absent for that class.

Students are responsible for any and all information presented in class.

Classroom Activities

Students will limit their computer activities in class to course-related assignments. For example, students will not check personal e-mail, surf the web (except as required for completing class assignments), engage in Internet chat, work on assignments for other classes, or play games during the class period. Unless authorized by the instructor, students are forbidden to download programs and files to the computer from the Internet. Students are not allowed to install software on a lab computer. Any student caught engaging in such unauthorized uses of the lab computers during the class period may be required to leave the class and may be counted absent for the day. Repeated offenses are subject to more serious disciplinary action.

Students should turn off cell phones, pagers, PDAs, MP3 players, and other electronic devices before entering class. Such devices are not permitted on the student's desk during class.

Food is not permitted in the Walker School of Business Administration computer labs. Drinks are permitted only when the container has a "screw-on" top that can contain spills if the container is tipped over. The instructor reserves the right to ban beverages from the class.

Students may bring guests to class, particularly as part of a College open house event. Other guests may be permitted, but please check with the instructor prior to class. Public displays of affection are strongly discouraged during class.

Delivery of Assignments

Assigned work should be delivered to the instructor at class meetings. Students wishing to deliver materials outside of class meeting times should consult the instructor for appropriate options. Time sensitive materials should be signed-in by a faculty or staff member (with faculty member's name, date, and time) if not delivered to the instructor in person. Be aware that materials left in the instructor's Daniel Hall mailbox may not reach the instructor for several days; the instructor considers assignments "received" when they reach his office.

All pages of a single assignment should be stapled together. Multiple assignments due on the same day should *not* be stapled together. Written assignments should have the following information clearly written or printed in the **upper right-hand corner** of the front page:

- Course number and section ("MBA 605.1")
- Student name ("John Smith")
- Assignment name ("Personal Webpage")

Floppy disks submitted to the instructor must be clearly labeled with the course number and section and with the student's name. If the disk contains multiple assignments, make sure each assignment is clearly labeled. If an assignment contains more than one document, then all assignment documents must be placed in a single folder. That folder should bear the name of the assignment. The disk should contain assignments for MBA 605 only. The instructor does not guarantee safety of the floppy disk or CD-R and will not return the disk early because a student has work for other courses on the disk.

Assignments that are submitted late, improperly labeled, or improperly stapled may not be graded or may be subject to grade penalties of 5 or more points at the instructor's discretion.

Back-up Disks

It is the student's responsibility to make sure assignments are properly backed-up. Students must make sure they keep a copy of any assignment submitted on disk.

Academic Integrity

Learning is a social process – we learn from and with others. Sharing knowledge between students is encouraged in this class. However, all assignments should be the product of your individual effort. Feel free to discuss problems and assist a classmate, but make sure the work you submit is your own individual effort. **Every assignment submitted for grading should be the product of your own keystrokes, your own mouse movements, and your own decisions only.** Except when otherwise stated in writing by the instructor, **there are no group**

projects in this course. Presenting the work of another as your own, in any form or instance, will be considered academic misconduct and will be handled according to the Piedmont College policy on academic integrity found in your student handbook.

Special Considerations

Piedmont College makes every effort to provide reasonable and appropriate accommodations to students with disabilities. Accommodations must be coordinated through the Office of Academic Support by contacting the director

at 1-800-277-7020 x1359 or by email (dtaylor@piedmont.edu). Students are responsible for providing accurate and current documentation of their disability and for making a written request to the Director of Academic Support before receiving accommodations. Students with special needs (disabilities, problems, or any other factors that may affect their performance or that require special instructional strategies) should also make these needs known to the professor/instructor during the first class session.

Course Schedule

The following course schedule is subject to change at the professor's discretion. Changes will be announced in class and students will be responsible for noting and complying with any schedule adjustments.

Week	Date	Class Activity	Textbook Assignments
1	Thursday May 23	Overview Information Technology Industry Technological Foundations: Basic Terms & Concepts	Chapters 1, 4, 5
2	Thursday May 31	Technological Foundations: Hardware & Software Electronic Research Methodology & Resources	Chapters 6, 7
3	Thursday June 7	Technological Foundations: Networking Technological Foundations: Database & Programming	Chapters 12, 13
4	Thursday June 14	Enterprise Computing Managing the IT Function	Chapter 14
5	Thursday June 21	Computer Forensics (Ed Carmack) Mid-Term Exam	Chapters 8, 10, 11
6	Thursday June 28	Data Mining Application (Bob Glass) Dot-Com Video Group Briefing Report Work Session	Chapter 2, 3, 9
7	Thursday July 5	Group Briefing Reports Strategic Uses of Information Systems	
8	Thursday July 12	Course Evaluation Final Exam	