



Eastern Connecticut State University
SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES
DEPARTMENT OF BUSINESS ADMINISTRATION

INFORMATION MANAGEMENT (BUS205) 3.0 CREDITS
Semester Fall 2008
Section 2, Thursday 7 pm – 9.45 pm, Webb 407

Lecturer: Dr Don Petkov, office WH446, Office tel (860) 465 0264 or (860)465 4667 (secretary), email petkovd@easternct.edu, web site: ECSU site-Faculty/Staff-Petkov or <http://www.easternct.edu/personal/faculty/petkovd/index.html>

Student consultations during office hours: Tuesday 3.30 pm-5.15pm; Wed 6.45-8.00 pm; Thursday 11 am - 12.30 pm, 4.45 pm - 5.15 pm. Students are expected to check the course web site at least twice a week for instructions related to the course.

ECSU Course Catalogue Description:

The course introduces the use of information technology for problem solving and decision-making across all the functions of business. Focuses are given to the analysis, organization, communication and presentation of information for business planning and control.

Prerequisites: none, though it is expected that Tier 1 Information Competency according to the new LAC or CSC100 or CSC110 or equivalent (following the old GER).

The **main aim** of this course is to provide the students with understanding of information technology to explore applications of information systems, the impact of computers on society, the ethical use of digital information for personal and career productivity enhancement.

Course learning objectives: After the completion of the course, a student will be able to:

- apply information technology in problem-solving, management of existing information, the pursuit of knowledge, and the communication of ideas;
- explain digital representation of information;
- develop critical thinking and information literacy skills for analyzing real business problems;
- understand important information systems applied to business and non-profit organizations and other spheres of society;
- explain the technical and ethical limits of information systems.

The above outcomes will be demonstrated via the course work and the completion of the two half semester projects (on the analysis of an information system implementation and on building a decision support system in Excel).

Personal development student goals: The above goals and objectives will be pursued through the parallel development of analytic and information search skills, communication skills, development of self-discipline and ability to cope with change and work under pressure individually and in small teams.

Methods and instructional materials employed: The course objectives will be pursued through class discussions if applicable or guided on-line self study, small group work on two problem solving projects, one related to the interpretation of organizational usage of information systems and the other – about the building of a simple decision support system, work with the textbook (you are expected to have your textbooks with you at every session since you will use it for the practical work), laboratory hands-on work and home assignments, library and Internet search.

Required textbooks: Please use the bundled books (available only from the ECSU bookstore) to prepare in advance for every week, following the schedule below.

D Kroenke, Using MIS, ch 1-4 and 7, Prentice Hall, custom edition for ECSU, available only through the ECSU bookstore in a bundle with the other book by Gaskin et al:

Go! With Microsoft Office 2007 Introductory 2nd edition, by Gaskin et al., Core, Prentice Hall, 2009

Additional materials that are relevant for particular topics may be posted on the ECSU Library site as an E-repository for BUS205. To reach that go to the Library web site, then move to their online catalog page, <http://csulib.ctstateu.edu/>, on the right lower site select "Search by course name", provide "BUS 205" and you will find the repository that is to be used online per instructions by your instructor or may be used by you as additional readings related to your first project please. Other materials may be handed out additionally. These should be used in conjunction with the books.

Supporting on-line Resources:

The lectures, PPT and additional materials will be found on the WEBCT course site for your section.

Self quizzes, ppts and other resources are available at the student resource websites for the Kroenke textbook: www.prenhall.com/kroenke after selecting the corresponding book title that we use in class from those that are displayed there. Our custom edition of Using MIS has different colors from the whole book but the title is the same and those chapters we use are the same hence the course materials for them are the same.

Other Requirements:

- WEBCT/VISTA account and an ECSU user name and password
- Technical Requirements: A computer and Internet access, Office XP, with installed plug-ins for running WebCT/VISTA and Java components – see your WebCT/VISTA site for this course section.
- Passwords should be changed every 90 days

Requirements for completion of the course: To successfully complete this course the student must pass the midterm and final examinations and complete the two half-term project and assignments. Grading is as follows:

- Two Group projects and presentation 16% and 8 % each. The first project is needs to be submitted twice – at first as a completed version (4%) and then after a revision based on the instructor feedback that demonstrates critical thinking and information literacy skills – as a second version (12%). The second project is submitted once (8%).
- Midterm 10%
- Three quizzes 10% (2%, 3% and 5% weights)
- 4 individual lab assignments – 16%
- 4 Individual home assignments- 16%
- Class participation 4%
- Final exam 20%

The first project grades will be based on the following components: Draft report, submitted 2 weeks before the final deadline: 4%, Final report and presentation – 12%, These will be affected also by a report by the team leader on the specific contribution of every team member and organization of the work, the peer evaluation forms for the team work of each team member and the peer evaluation of the final presentations.

The **grading scale** will be 93-100 =A; 90-92=A-; 87-89=B+; 83-86=B; 80-82=B-; 77-79=C+; 72-76=C; 70-72=C-; 67-69=D+; 63-66=D; 60-62=D-, 0-59=F.

Your midterm is based on Hk1-Hk2, Lab 1, Quiz 1 and Midterm test.

Policy on submission and deadlines

Homeworks, quizzes, tests, projects are to be submitted ONLY via WEBCT /VISTA unless otherwise instructed in a specific case. Do not send them as attachments to ECSU emails. The deadlines are to be observed. For late submission of up to 7 days after a deadline there is no penalty. For late submissions that are late more than a week there will be a penalty of 20% unless a medical certificate is provided. For late submissions that are late more than two weeks there will be a penalty of 30%. If you miss a quiz or a test, please provide a certificate to the instructor at the make-up quiz/test to be held always 7 days after the original one at 9.15 am in class.

Accommodation of students with disabilities:

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Office of AccessAbility Services at 465-5573. To avoid any delay in the receipt of accommodations, you should contact the Office of AccessAbility Services as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Office of AccessAbility Services. Your cooperation is appreciated.

Class Schedule:

The details of the course work and the term project are found below.

Unit	Lecture Topic	Reading Assign	Projects/Assignments Announcements
One, starting 09.02 09.01 is a holiday	<p>Introduction to the course. MIS and you (ch 1, Kroenke)</p> <p>The article by S Alter on the Work system method which provides foundations for the first project together with Kroenke ch 1,2,7</p> <p>Review of MS Windows Vista and Office 2007 interface and format issues. Review on your own of MS Word skills (see chapters 5-8 in the book) .Note that general computing skills are expected to be known by the student from previous courses. You may use the online tutorials by Microsoft to refresh your knowledge.</p>	<p>Kroenke ch 1, 2 Article on the Work Systems Method by S Alter (provided in WebCT) Read also the two readings by S Alter Moving towards E Business and Ch 6 by Jessup/Valacich in the Library repository for BUS 205) Self revision on Windows and other introductory material and Review on your own of MS Word –that material is to be expected to be known by the student from previous courses. Read Go! Excel ch 9</p>	<p>Each week the student is responsible to read the material covered during the unit. This includes the chapter Cases.</p> <p>Prepare to discuss your tasks for work on the first group project with the instructor in class before Unit 2.</p>
Two 09.8	<p>Introduction to MS Excel 2007 Chapter 9 from the Go! Book and Kroenke ch 2 Purposes of Info systems-</p> <p>and</p> <p>Revision Kroenke ch 1 and the work system method by S Alter.</p>	<p>Kroenke ch 2, 7 Go! Ch 9 Excel</p>	<p>Finalize your work plan on the first team project.</p>
Three 09.15	<p>Review of Units 1 and 2;</p>	<p>Kroenke ch 2, Ch.7 and ch 3 Go! Ch 9.</p>	<p>Quiz1 (Kroenke ch 1, 2 and Go! Ch 9)</p> <p>Homework 1 due on Kroenke ch 1, 2 and the work system method</p> <p>Project Review</p>

Four 09.22	Kroenke ch 7- Information systems within organizations and Go! Ch 10	Kroenke ch 3 and Go! Ch 10	Lab 1 on Excel Go! Ch 9, 10
Five 09.29	Hardware and software – Kroenke ch 3. and Revision of all past material	Kroenke ch 1,2,7, 3 and Go! Ch 10	Project 1 submission of first completed version which will be reviewed and returned with feedback by your instructor within a week. Homework 2 Due Kroenke ch 7 and 3 plus Go! Ch 9, 10
Six 10.06	Go! Ch 11	Kroenke ch 4 Go! Ch 11	Midterm exam (Go! Ch 9, 10 Excel and Kroenke ch 1,2,3,7)
Seven 10.13	Go! Ch 11 And Kroenke ch 4 Database processing Review all Kroenke and all Excel chapters	Review all Kroenke and all Excel chapters	
Eight 10.20	Revision of Go! Excel ch 9-11 and Revision of Kroenke ch 4	Go! Access ch 12	Lab 2 onGo! Excel ch 10, 11 Project 2 starts
Nine 10.27	Go! Access ch 12	Go! Access ch 12	Project 1 final version submission and presentations
Ten 11.03	Go! Access Chapter 12	Go! ch 13 Access	Quiz 2 (on Excel all chapters and Kroenke ch 2,7, 3, 4)
Eleven 11.10	Go! Access Chapter 13	Go! Access Chapter 13	Project 2 - analysis Homework 3 due on Kroenke ch 4 and Go! Access Chapter 12

Twelve 11.17 11.24-25; Recess	Revision	Go! Access Chapter 13,14	Lab 3 on Go! Access Chapter 12-13
Thirteen 12.1	Go! Access Chapter 14 Review Kroenke ch 4,	Go! Access Chapter 12-14	Revision and Project 2 submission (no formal presentations, however the students should be prepared to answer questions from their instructor in an evaluation session) Submit Hk 4, on Kroenke ch 4 and 7 and also on Access ch 13,14
Fourteen 12.08	Go! Access Chapter 14 revision	Revision and preparation for the final exam	Lab 4 on Go! Access ch 13,14 Quiz 3(On Access Go! Ch 12,13, 14 and Kroenke ch 4)
Fifteen 12.15.	Exam week		.

Academic Honesty and Writing Policy Statement

Among the primary purposes of a university education is the development of abilities and attitudes necessary to engage thoughtfully and ethically with the ideas of others--so that you make fully, accurately, and appropriately clear in your writing (or speaking) where and how those others have influenced your thinking and your conclusions. These abilities and attitudes are generally part of the larger concept of "academic honesty."

Academic honesty involves taking responsibility for your own education, completing all work required of you on your own, and contributing thoughtfully and fully to any group work assigned or sanctioned by your instructors. In more straightforward terms, academic honesty means not cheating on tests and not plagiarizing. Generally, there are two kinds of plagiarism: intentional and unintentional. Acts of intentional plagiarism include turning in a paper obtained from a roommate, friend, or web site as your own, or cutting and pasting together a paper from several such sources.

According to the ECSU Student Handbook, Academic Misconduct is punishable in a number of ways, including expulsion from the university.

Unintentional plagiarism usually occurs when students do not understand the rules and procedures for properly quoting, paraphrasing, and citing source information. As a rule of thumb, remember 1) for exact words (whether full sentences or phrases), use quotations marks or a block indentation, together with an in-text citation; 2) for a summary or paraphrase, show exactly where the source begins and exactly where it ends by introducing the borrowing with a comment about it and closing it with an in-text citation. If you have any questions or concerns about this policy, it is your responsibility to raise them and ask for clarification until you are certain of its meaning.

MINIPROJECTS – to be described separately