Instructor: Dr. Howard A. Kanter, CPA/CITP/CFF/CGMA

Office: 6020 DPC
Office Phone: 312/362-8449

E-Mail: drhkanter@gmail.com

In the subject line of all email messages please enter MIS140SECxxx.

Hours: Tuesday - Thursday 9:00am - 9:45am
Tuesday - Thursday 12:30pm - 1:20pm
By appointment

INSTRUCTOR BIOGRAPHICAL SKETCH

Dr. Howard A. Kanter, CPA/CITP/CFF/CGMA, CISA, CDP, CSP, CCP is an associate professor in the SOA&MIS, DePaul University. He received his doctorate from the Graduate School of Business, Northern Illinois University. Dr. Kanter majored in accounting/auditing, information systems and research in education. He is a CPA, licensed in the State of Illinois and has earned the Certified Information Technology Professional (CITP), the Certificate in Financial Forensics (CFF) and the Chartered Global Management Accountant (CGMA) designations from the American Institute of CPAs (AICPA).

Prior to entering academia he held positions with a variety of organizations including management consulting with PricewaterhouseCoopers and Deloitte & Touche, associate research mathematician in the Computer Science Division of the IIT Research Institute and Director of MIS for the Walworth Company, a large manufacturer of industrial valves..

In addition to teaching, Dr. Kanter does research in computer software and has published articles in both professional and academic journals. He is currently performing an investigation for Micro Focus International Ltd. which addresses software issues related to mainframe legacy information systems modernization.

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COURSE DESCRIPTION
Management Information Systems addresses how information technology is used to support business operations and management, especially the use of spreadsheets in business applications to insure that students can analyze and present business data. Topics include strategic uses of IT, databases, data warehouse, decision support and artificial intelligence, e-commerce, systems development, IT infrastructure, security, emerging trends, social, ethical and legal considerations. Formerly MIS 340.

COURSE GOAL
Students should become knowledgeable, effective users of information and Information Technology (IT) in professional and managerial roles in organizations.

COURSE OBJECTIVES
Upon completion of this course, a student should:

1. Understand the concept of an organization as a system; how information is used to integrate the various parts of an organization; the nature of information; the information needs of managers; and, how functional and management information systems support management decision-making at all levels; effects of information technology on management processes.

2. Learn how management information systems are developed and managed to help users meet their information needs, user roles in MIS system development, and how to communicate effectively with MIS professionals.

3. Be able to apply these concepts and theories to business situations through conceptual and hands-on use of selected information technologies.

4. Understand both the legal and ethical principles that affect the use of Information Technology.

5. Use MS Excel for at least the following functions:
   a. Basic filtering
   b. Conditional formatting
   c. Pivot Table.

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TEACHING TECHNIQUES
This course is discussion/lecture and problem-solving oriented. Students are encouraged to ask questions or make comments at any time. **Students are required to read assigned chapters before the class lecture and to complete assigned homework before it is reviewed in class.** Students will be called upon to provide homework solutions.

REQUIRED TEXT

EVALUATION
The student's performance will be evaluated as follows:

- Mid Term Examination 35
- Final Examination 35
- Excel Project 10
- Quizzes 20
  100

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SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93+</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
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<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
</tbody>
</table>

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Autumn 2014
Extra credit is not offered.

Examinations and quizzes
Are closed to any study materials, books, notes and conversations.

MAKEUPS
There will be no make-ups for assignments, quizzes, or examinations that are missed without a valid, documented and pre-approved reason.

Future Plans During Class That Affect Your Performance
If you have plans for vacations, trips, etc. that will require some change in class procedure they must be related to the instructor by end of the second week of the quarter. Failure to do so will cause your request for whatever to be unacceptable by the instructor.

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School of Accountancy and MIS
Syllabus MIS 140
Draft

Autumn 2014

CLASSROOM COURTESIES AND EXPECTATIONS

Flexibility and Respect
We will cover a lot of material over the weeks ahead. Sometimes it will be necessary to skip from topic to topic, from thinking to doing, and again from doing to thinking. This means that we must all be flexible and open to new learning within the course. In-class participation is also important and expected. Every student has a contribution to make and all should feel comfortable enough to share their ideas, even if those ideas are not popular or shared by others in class. Some students are talkative, and others are less so. Your cooperation in helping create an environment where all can participate will be appreciated not only by your instructor, but also by your peers. Please be considerate. Be mindful of your peers when entering during a presentation, video or after class has begun.

Fax:
- Do not use.

E-mail:
- You may use e-mail to contact the instructor, be as clear as possible in your message and provide your student identification number and other pertinent information. Please do not forget to include in your subject line: MIS140x0x. Messages without subject headings will be considered spam and not be answered.
  - Note: It is not my intent, and I will not recreate the class by e-mail. Restrict your message time to important issues. Messages send by email are not necessarily consider to be notice to me. I will answer your questions or misunderstandings during class session or during office hours.

Conversations during class:
- Conversations make it difficult for your classmates (and you) to listen and learn and distract the instructor. They are to be avoided.

Sleeping:
- Get a good night’s rest or take a nap before coming to class. Falling asleep in class is not considered professional behavior and must be avoided.

Inattention:
- Please pay attention and join in the individual and group discussions. It will help you to master the material and keep your interest.

Tardiness:
- All students are expected to arrive on time with all of the materials necessary for class. (Textbook, lecture notes, calculator). Arriving late is disruptive to the rest of the class and must be avoided. Lateness of over ten minutes is considered an absence.
- Leaving before class is officially over without informing the instructor will be considered as an absence. If there is some reason that you need to leave class

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5
early, please let the instructor know before the class begins. Otherwise leaving before class ends will be considered as an absence.

- Tardiness of more than ten minutes may be considered as an absence by the instructor.

- Arriving after a quiz has begun will preclude the student from taking the quiz (unless there is prior notice to the instructor) and result in a zero grade for the quiz.

**Cell Phones:**
- Cell phones must be turned **OFF** during class.

**Laptops:**
- Use depends on instructor’s discretion.

**Attendance:**
- Regular class attendance is expected. Student participation during lecture discussions is essential for the successful mastery of material covered in this course. In the event of absence from class, it is the student's responsibility to obtain information regarding lecture material, assignments, etc. You are responsible for all materials covered in class and should make an arrangement with another student to tell you what happened in class.
- Please understand that absences, chronic lateness and early departures will negatively affect your final grade. I reserve the right to reduce your grade for any of the above situations.
- The University requires certification of the attendance of students in classes to fulfill requirements established by several governmental agencies. To satisfy these requirements it is University policy that attendance will be monitored in all classes. Each school or college maintains additional specific policies concerning attendance. Students should become familiar with these policies.
- Promptness is expected of students for all regular class sessions.
- Attendance will be taken during each class meeting and considered in course grade determination.
- **More than two (2) unexcused absences** during the quarter may result in a student receiving a letter grade one less than that earned by the student. Tardiness of greater than 10 minutes may be considered an absence,
- **Leaving your seat while class is in session is to be avoided. Please use the restroom facilities before class begins. Avoid leaving your seat to throw away trash.**

**NON-CONTRACTUAL NATURE OF SYLLABUS**

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6
This syllabus merely presents the course outline. It is not a binding contract between the professor and the student. The professor reserves the right to make adjustments to the course schedule and the grade distribution of the course procedures. Any such changes will be appropriately presented to the class.

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### Topical Schedule and Assignments*  

<table>
<thead>
<tr>
<th>Wk. #</th>
<th>Class #</th>
<th>Class Meetings for Autumn Quarter 2014</th>
<th>Chapter Topics</th>
<th>Chapter/Mtl.</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Thurs. 9/11/14</td>
<td>Course overview</td>
<td>Course Syllabus D2L notes</td>
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<td></td>
<td></td>
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<td>Introduction to IT</td>
<td>Ch. 1</td>
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<td></td>
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<td></td>
<td>The Information Age</td>
<td></td>
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<td>1</td>
<td>2</td>
<td>Tues. 9/16/14</td>
<td>The Information Age</td>
<td>Ch. 1</td>
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<td>2</td>
<td>3</td>
<td>Thurs. 9/18/14</td>
<td>Major Business Initiatives</td>
<td>Ch. 2</td>
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<td>2</td>
<td>4</td>
<td>Tues. 9/23/14</td>
<td><strong>Quiz Ch. 1</strong></td>
<td>Ch. 1</td>
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<td></td>
<td></td>
<td></td>
<td>Major Business Initiatives (cont.)</td>
<td>Ch. 2</td>
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<tr>
<td>3</td>
<td>5</td>
<td>Thurs. 9/25/14</td>
<td>Databases and Data warehouses</td>
<td>Ch. 3</td>
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<td>3</td>
<td>6</td>
<td>Tues.</td>
<td><strong>Quiz Ch. 2</strong></td>
<td>Ch. 2</td>
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8
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<table>
<thead>
<tr>
<th>No.</th>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
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<tbody>
<tr>
<td>4</td>
<td>7</td>
<td>9/30/14</td>
<td>Databases and Data warehouses (cont.)</td>
<td>Ch. 3</td>
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<td></td>
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<td></td>
<td><em>No class</em></td>
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<tr>
<td>4</td>
<td>8</td>
<td>10/2/14</td>
<td>Quiz Ch. 3</td>
<td>Ch. 4</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Decision Support Systems (DSS)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9</td>
<td>10/9/14</td>
<td>Decision Support Systems (DSS)</td>
<td>Ch. 4</td>
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<tr>
<td></td>
<td>10</td>
<td>10/14/14</td>
<td>Decision Support Systems (DSS)</td>
<td>XLMD</td>
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<tr>
<td>6</td>
<td>11</td>
<td>10/16/16</td>
<td>Decision Support Software</td>
<td>XLMD</td>
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<td></td>
<td></td>
<td></td>
<td>Quiz Ch. 4</td>
<td>Chaps 1 - 4</td>
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<tr>
<td>6</td>
<td>12</td>
<td>10/21/14</td>
<td>Midterm Examination</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>13</td>
<td>10/23/14</td>
<td>E-Commerce</td>
<td>Ch. 5</td>
</tr>
<tr>
<td>7</td>
<td>14</td>
<td>10/28/14</td>
<td>Quiz Ch. 5</td>
<td>Ch. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Systems Development</td>
<td>Ch. 6</td>
</tr>
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</table>
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<table>
<thead>
<tr>
<th>Week 8</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>10/30/14</td>
<td>Systems Development (cont.)</td>
<td>Ch. 6</td>
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<tr>
<td>6</td>
<td>11/4/14</td>
<td>Chapter 6 quiz IT Infrastructure</td>
<td>Ch. 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IT Infrastructure (cont.)</td>
<td>Ch. 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz Ch. 7 Protecting People and Information</td>
<td>Ch. 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Protecting People and Information</td>
<td>Ch. 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz Ch. 8 Catch-up and review</td>
<td>Ch. 8</td>
</tr>
<tr>
<td>9</td>
<td>11/13/14</td>
<td>Final Exam – See Official University Final Exam Schedule @ <a href="http://www.depaul.edu">www.depaul.edu</a> (search for Academic Calendar)</td>
<td></td>
</tr>
</tbody>
</table>
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School of Accountancy and MIS  
*Syllabus MIS 140*  
Draft  

Autumn 2014

**READING AND WRITTEN ASSIGNMENTS*****

<table>
<thead>
<tr>
<th>****</th>
<th>Key Terms &amp; Concepts</th>
<th>Short Answer</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review All</td>
<td>1-4, 6-11</td>
<td>1, 2, 4, 5</td>
</tr>
<tr>
<td>2</td>
<td>Review All</td>
<td>1-6, 8-12</td>
<td>1, 4</td>
</tr>
<tr>
<td>3</td>
<td>Review All</td>
<td>1-3, 5, 8, 10</td>
<td>6, 7</td>
</tr>
<tr>
<td>4</td>
<td>Review All</td>
<td>1-11</td>
<td>1, 3-5</td>
</tr>
<tr>
<td>5</td>
<td>Review All</td>
<td>1-9</td>
<td>1, 6</td>
</tr>
<tr>
<td>6</td>
<td>Review All</td>
<td>1-8</td>
<td>3-7</td>
</tr>
<tr>
<td>6</td>
<td>(cont.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Review All</td>
<td>1-8, 10</td>
<td>1, 2, 5</td>
</tr>
<tr>
<td>8</td>
<td>Review All</td>
<td>1-4, 6-9</td>
<td>4, 6, 8</td>
</tr>
</tbody>
</table>

***** Prepare in note form for class discussion.

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11
CLASS STRUCTURE (any variation will be announced)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Begin* (Mins.)</th>
<th>End* (mins.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I  Take Attendance</td>
<td>0:00</td>
<td>0:15</td>
</tr>
<tr>
<td>5 minute presentation on Technical Topic by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 students per assignment list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II Answer student questions/make announcements</td>
<td>0:16</td>
<td>0:36</td>
</tr>
<tr>
<td>III. Lecture on Chapter material per syllabus date</td>
<td>0:37</td>
<td>1:24</td>
</tr>
<tr>
<td>Cover short answer, discussion and other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Pack up materials and prepare for end of class</td>
<td>1:25</td>
<td>1:29</td>
</tr>
<tr>
<td>V  Class Ends</td>
<td>1:30</td>
<td></td>
</tr>
</tbody>
</table>

* Variations as may be necessary

**Required Materials**

- Haage Text
- PPT Notes for chapter per syllabus date
- Course Syllabus

**Location**

- D2L
MIS140
Excel Written Assignment

Due the day of the final examination

Assignments & Exercises 1 to 4 found at the end of XMLD comprise the basis for this assignment.

I. Note: The Excel results and the discussion are to be included in a MS Word document. It is the word document that will be turned in. Your completed project will be sent to an email address which will be provided.

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INSTRUCTOR’S EXPECTATIONS OF STUDENTS

Students should:

- Recognize that they play a significant part in the learning process.
- Be active.
- Not be passive learners.
- Be prepared for class.
- Be prompt and ready to begin class on time.
- Be interested in the subject area being presented.
- Understand that MIS 140 covers a wide variety of topics. It is sometimes not possible to identify which of these topics will be important in your career. Therefore, students should strive to understand as many of the topics as possible. “Experience shows that what is important for you to know is what some other individual, in a position to judge you, thinks you should know.” (Dr. Howard A. Kanter)
- Be punctual.
- As soon as possible each student should develop a written statement of their goals, objectives and what they want out of the MIS 140 course.
  - Please provide these statements to the instructor.
  - Thank you.

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STUDENTS’ EXPECTATIONS OF INSTRUCTOR

The instructor should:

- Treat students with respect.
- Be responsive to students’ needs.
- Respect students’ time commitments.
- Provide feedback as soon as possible.
- Cover a preponderance of the assigned text material.
- Provide answers to students’ questions in a respectful manner.
- Accept feedback from students regarding the course and respond as possible with no negative reflection on the student.
- Diverting from the topic being presented only as necessary to enhance the presentation.
- Begin and end class as scheduled.
Please read and understand the following Student Code of Conduct!!!
Let the instructor know if you have any questions.

Academic Integrity
Students are expected to conduct themselves in this course in a manner consistent with the University’s standards of academic honesty. Cheating on a quiz, assignment or exam may result in a failing grade for the assignment, for the course, and/or additional disciplinary actions including dismissal. The DePaul Student Handbook details the University’s academic integrity policy.

Introduction to the Code

In order to address specific issues that ACC and MIS faculty want to emphasize, the School of Accountancy (ACC) & Management Information Systems (MIS) faculty has prepared the following ACC & MIS Student Code of Conduct with participation of the students in all four accounting student organizations.

The School of ACC & MIS is not trying to replicate or replace the DePaul University Student Handbook. Instead, the School emphasizes the importance of student awareness of and adherence to the entire content of Code of Student Responsibility. Students can find the DePaul University Code of Student Responsibility at:

http://studentaffairs.depaul.edu/handbook/codestudentresponsibility.html

Student Disciplinary Action

Any alleged violations of the School of ACC & MIS Code of Conduct will be reviewed by the Director of the School of ACC & MIS, and cases will be referred, as necessary, to the University’s procedures as outlined in the University’s Code of Student Responsibility. However, students are encouraged to discuss any issues that arise with a faculty member in the School of ACC & MIS.

Students can reference the University’s enforcement process beginning with the section on “Student’s Disciplinary Action” at:

http://studentaffairs.depaul.edu/handbook/code10.html

Students enrolled in any ACC or MIS course are expected to abide by the School of ACC & MIS Code of Conduct. If students are taking ACC or MIS courses, but are not majoring or minoring in accounting or MIS, the School of ACC & MIS does have the right to make a formal complaint

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16
that an alleged violation of this code has been committed and follow the University’s disciplinary review process. **Student Rights**

Student Rights, in general, can be referenced at: (including FERPA, the Family Educational Rights and Privacy Act)

[http://studentaffairs.dePaul.edu/handbook/code1.html](http://studentaffairs.dePaul.edu/handbook/code1.html)

The “Student Rights within the Disciplinary Process” as specified by the University’s Code of Student Responsibility can be located at:

[http://studentaffairs.dePaul.edu/handbook/code8.html](http://studentaffairs.dePaul.edu/handbook/code8.html)

Like all DePaul students, students enrolled in ACC & MIS classes are entitled to the above-mentioned rights.

**Code Expectations**

Students enrolled in ACC or MIS courses are expected to follow the highest level of professional ethics in all of their dealings. We have outlined expectations that are primarily academic, as well as those primarily dealing with job recruitment:

**Academic-Related**

1. Students are expected to take significant responsibility for learning, class preparation, delivery of timely assignments, and quality of work.

2. Students are expected to attend class, be punctual, stay for the entire class period, and take breaks only as designated by the professor. Students may get permission in advance from their professor for being late, absent, or leaving early (due to specified circumstances). Students are expected to refrain from disruptive activity during class. For example, cell phones are to be turned off, and student discussions should be conducted only as designated by the professor (typically, for classroom discussions, only one person should be talking at a time).

3. It is considered unethical for a student to seek to influence a grading decision by sharing information with the professor that is outside the stated grading criterion. For example, it would be unethical to notify a professor that a student needs a specific grade or a higher grade for reasons related to employment, reimbursement, or qualification for a scholarship.

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17
4. Students are expected to become conversant with the DePaul University Academic Integrity Policy. That policy is included in the DePaul University Code of Student Responsibility. Students can find the Academic Integrity Policy at:

http://studentaffairs.depaul.edu/handbook/code16.html

6. Students are expected to represent themselves honestly in all communications.