MIS 140 Arakawa
DePaul University
Summer I 2015
M/W 6:00-9:15

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Office Room: DPC 6017
Office Hours: M/W 4:45p – 5:45p: during our break, after class, and by appointment

Required Course Materials

Course Description
This course covers information systems within organizations. It addresses how information systems may be developed and used to support the operational, tactical and strategic decision-making activities impacting the functional areas of organizations.

Learning Objectives
Upon successful completion of this course, students should understand:
1) 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) how to apply these concepts and theories to business situations through conceptual and hands-on use of selected information technologies.

Academic Honesty
The exams will be closed exams; you may use only the exam and Scantron sheet provided by the instructor, your own memory, a pencil and an eraser. University rules on Academic honesty will be observed and enforced. Please review the policy.

Due Dates
All assignments are required on the due date. If special circumstances arise and the instructor is notified, your assignment may be accepted late with a penalty.

Special Notes
This syllabus is subject to revision at the discretion of the instructor.

Computer instruction/demonstration will be offered when new software is introduced and before projects are due. Since each student brings different levels of computer experience to class, software demonstration attendance is optional. Class will end and the software demonstration will begin.

Please include the day of the week your class meets on every assignment you turn in (MIS 140 M/W EVE). Use this for email communication as well.
<table>
<thead>
<tr>
<th>Wk</th>
<th>TOPICS &amp; ACTIVITIES</th>
</tr>
</thead>
</table>
| 1  | M 6/15  
Course Syllabus and Research Project guidelines  
Extended Learning Module A  
Article Summaries handout  
Chapter 3  
Extended Learning Module C |
| W 6/17 | Chapter 3 (continued)  
Extended Learning Module C  
Group project team formation and Topic Assignment (*You must be a part of a team)  
Computer Lab (14 E Jackson 1325) |
| 2  | M 6/22  
Chapter 1  
Chapter 2  
Computer Lab (LEWIS 105)  
2 Article Summaries due. |
| W 6/24 | Chapter 4  
Computer Lab (LEWIS 105)  
Midterm Review  
2 Article Summaries due. |
| 3  | M 6/29  
******************** MIDTERM ***********************  
Computer Lab (LEWIS 105)  
Extended Learning Module E (no reading required) |
| W 7/1 | Chapter 5 - Extended Learning Module B  
Chapter 6  
Group project advising  
2 Article Summaries due.  
Milestone 1: Topic Proposal and Search Results due. |
| 4  | M 7/6  
Computer Lab (LEWIS 105)  
Chapter 8  
2 Article Summaries due. |
| W 7/8 | Computer Lab (LEWIS 105)  
Chapter 9 |
| 5  | M 7/13  
Extended Learning Module H  
Final Exam Review  
Computer Project due.  
2 Article Summaries due.  
Presentations (Bring hard copy of your slides - 6 slides per page)  
Milestone 2: Word Documents due. |
| W 7/15 | ******************** FINAL EXAM *********************** |

Please read the text chapters before the class they are assigned. All topics may not be covered in lecture/discussion. Please bring questions in areas you feel you need more clarification.
Grading

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (2 exams @ 25 points each)</td>
<td>50</td>
</tr>
<tr>
<td>Article Summaries (10 @ 1 point each)</td>
<td>10</td>
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<tr>
<td>Class Participation</td>
<td>5</td>
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<tr>
<td>Computer Project</td>
<td>5</td>
</tr>
<tr>
<td>MIS Research Project/Presentation:</td>
<td></td>
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<tr>
<td>Topic summary &amp; searches</td>
<td>5</td>
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<tr>
<td>Word</td>
<td>10</td>
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<tr>
<td>PowerPoint</td>
<td>15</td>
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<tr>
<td>Total</td>
<td>100</td>
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</tbody>
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At the end of the term, a total score will be calculated for each student based on these items and points.

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93</td>
<td>A</td>
<td>73</td>
<td>C</td>
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<tr>
<td>77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
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</tbody>
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Exams - 50 points

There will be two exams, a midterm and a final. They each will be worth 25 points toward your final grade. The exams may be curved. There will not be any make-up exams. If you must miss the midterm exam and make arrangements prior to the exam, you may be allowed to have the final count as double (50 points).

Article Summaries - 10 points

You are required to submit 10 articles (2 per due date) during the term. These articles must be related to MIS. Each article (clipping or photocopy) must be accompanied by a short summary of the article. Please include the title, source and date of each article. The summary must be typed and use proper business English.

Class Participation - 5 points

The primary teaching methods used will be lecture and discussion. In order for this to work, we need you to be present for class. Attendance will not be taken. However, participation will be recorded. Your participation grade starts at zero and builds from there. Disrupting class and excessive absences may lower your grade.

Computer Project - 5 points

A database project will be required. Class time will be scheduled for assistance. MS Access will be used. Details to follow.

Research Project/Presentation - 30 points

Detailed specifications are appended.
MIS 140 Group Project

The aim of this group project is for students to learn to conduct and communicate the results of research on Information Technology (IT) and/or its effect on business or society. You are now part of a consulting firm. You are experts in your field (your group topic). Each group must conduct and complete a Topic Proposal, including the results of an Electronic journal database (library) search and an Internet Search. Each group must also create a PowerPoint presentation and Word document. Finally, the group must present their findings to the class.

Milestone 1: Topic Proposal and Search Results

Your topic proposal will be graded on meeting the following requirements and professional quality.

**Topic Proposal**

The topic proposal is a written statement of your findings to date and intended additional findings on your research topic. It should be based on having read all the information included in the electronic and Internet search results. It should also include a breakdown of each member's responsibilities. This is the proposal to be submitted to the client (your instructor).

The topic proposal should include:

- **Your group member’s names and responsibilities** (you must select a group leader)
- **Central question(s)** (to guide your research)
  - What questions are at the heart of your research?
  - 4-6 questions
- **Your topic and what you intend to do. Up to 1 page**
  - Your progress and your plan for completing the project
- **Electronic Library Search Results** (do not provide full text)
  - 3 journal article citations (per group member) relevant to your topic and the following search documentation for each citation:
    - **Author, title, etc.** (e.g., Smith, J. "MIS 340" PC Magazine 29 Dec. 1996: 122-4.)
    - **where search was done** (e.g., DePaul Library, Harold Washington Library, etc.)
    - **database and years used** (e.g., SearchBank Bus & Co ASAP 1994-January 1997)
    - **search string(s)** that produced the listed articles (e.g., "Computers and Banking"). If you use more than one search string, each one must be documented.

Milestone 2: PowerPoint Presentation, MS Word Document

Each group must create a PowerPoint presentation and a Word document that contains the reference list citing all the sources used. A hard copy of the PowerPoint presentation is required. A hard copy is also required for the word document. The final presentation must be compatible with the version of PowerPoint in the classroom.
PowerPoint Presentation Requirements

It all comes down to this. Your research is completed. You have landed the big account. Your client is paying big dollars to have you speak to its employees. Remember that absurd amount you entered at the bottom of the invoice? It is time to deliver.

- **Be professional.**
- **Appropriate business attire is required.**
- **Stay within your time limit.** A deduction will be taken for exceeding the limit. Make sure you practice. (+/- 1 minute: no penalty, +/- 2-3 minutes: -1 point, +/- 4-5 minutes: -2 point, +/- 6-7 minutes: -3 point, etc.) Please practice. **Use slides to support your speech.** Rehearse timing to synchronize the slides to the speaker. Slides should be used to support the speaker and help the audience understand and retain the content.

- **Each person in the group must speak.** A 5-minute presentation will be required of each group member.

Specifications:
- Introduce group members when you present
- **A hard copy must be printed as 6 slides per page** (to submitted on the day of your presentation to aid in evaluation)
- The first (title) slide must use the title slide layout & contain the presentation title, your names, the date, course & section (or day & time class meets).
- Use **slide numbers** on each slide.
- Use **transitions** on each slide.
- Use **section slides** to separate speakers
- Use **animations**, you must do more than just build bullets.
- Use **graphic items** (pictures from the Internet, clip art, etc.).
- **Demonstration requirement:**
  - Demonstrate a process, program, or system relevant to your topic.
  - Use animations and graphic items.
  - You can use the Internet or other applications

The presentation and slides will be graded on both their communications quality and content. Quality will be based on delivery, design, and the following:
- Professional and creative use of media elements and use of PowerPoint tools.
- Time limit. (a deduction will be taken for going over/under)
- How well slides support your speech.
- Synchronizing the slides and the speaker.
- Overall speech quality

Word Document Requirements

Imagine someone could not attend your presentation. Often people are out on assignment or sick. You should try to deliver the content of your presentation in printed format. Create a document to present your research to your client. This should provide
substantially the same information as your presentation. You should pay attention to layout and design. Charts and other diagrams are helpful. This should NOT be a term paper style report. Remember business people want to get the most information in the shortest amount of time. Sample papers are available for review.

- The **cover page** must contain the project title, your names, and the date, course, time the class meets.
- Include a **table of contents** (with page numbers).
- Your group’s research findings (The Content).
- **Group Activity Log** (see below).
- Use **graphic items** to add interest and clarity to your document.
- Use **sections** to organize your document.
- Use a **header and/or footer**, including a title and page numbers (Format: Page x of y).
- Append a **reference list** to the back of your document.
- *Do not just use your bullet points from Powerpoint.*

**Group Activity Log**
Please have someone responsible for keeping an account of major activities, meetings (both physical and virtual), and other contributions. Please include dates and times, description, and person’(s) name(s). Everyone must review, approve and **sign** the Activity Log.

**Reference List**
This is a list of all the sources you actually used to conduct your research and create your presentation. Some of the items you found in the Electronic or Internet searches may not be on this list because they turned out not to be useful. A good rule-of-thumb is, when in doubt, cite it. You must have at least 10 citations for the group.

**Milestone 3: Evaluations (required: up to 5% penalty)**
Each student is responsible for evaluating other group presentations. Groups will be assigned other groups to evaluate. Each group member must also evaluate the other members of the group. The evaluations should address contributions in all aspects of the project both for quality and quantity. If a group member is found not to have contributed fairly, his/her grade will be reduced accordingly. Consequences could include receiving no credit for the group project. Evaluation forms will be provided.