MIS 140

This syllabus is subject to change at the discretion of the instructor. Students will be notified and are responsible for any changes that are announced in class or via the class web site. Changes to the syllabus are posted in red.

Instructor: Dr. Grant
Meeting time: Tu-Th 1 pm - 4:15 pm
Office Hours: Before class or by Appointment.
Office: DPC 6023 Phone: 312 362-6635 Fax: 312 362 6208
Email: dgrant2@depaul.edu
Website: http://fac.comtech.depaul.edu/dgrant2/

Student Responsibilities
Students are expected to be prepared for class.
Students are expected to be on time for class.
Students are expected to attend all class sessions and stay for the duration of class.
Students are responsible for delivering assignments on time.
Students are responsible for doing their fair share of work on group projects.
Students are responsible for familiarizing themselves with the syllabus.
Students are responsible for and staying abreast with any subsequent changes to the syllabus.
Students are responsible for printing and carrying a copy of the syllabus.
Students are responsible for providing pencil and eraser on exams or quizzes.
Students are responsible for coming to class prepared.
Students are responsible for signing the attendance sheet.
Students should read the notes pertaining to the HW before attempting it.
Students should do practice problems before attempting the HW.
Students are responsible for knowing how to use Microsoft Visio 2003. See file on how to use it
Students are responsible for any announcements made in class.

Course Objectives:
1. Students should be able to use Microsoft Access Database
2. Students should be able to use and design spreadsheets
3. Students should understand why organizations are systems; how information is used to integrate the various parts of the organization; the role of information in the organization; how various types of information systems supports organizational and managerial decision making, and the role and effect of technology within the organization.
4. Students should understand how information systems are developed, used, and managed to help users meet their information and managerial needs; the strategic role of IT, and the role of users in the systems development process; a better understanding of the MIS profession.

Prerequisite:
MIS 310 or equivalent and completion of at least one course in each of the College of Commerce Phase II required disciplines.

Required Texts:
Managing Information Systems for the Information Age 9th ed. by Hagg, & Cummings

Grading Policy

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<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<th>Score</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>93</td>
<td>A</td>
<td>80</td>
<td>B-</td>
<td>66</td>
<td>D+</td>
</tr>
<tr>
<td>90</td>
<td>A-</td>
<td>77</td>
<td>C+</td>
<td>60</td>
<td>D</td>
</tr>
<tr>
<td>87</td>
<td>B+</td>
<td>73</td>
<td>C</td>
<td>&lt; 60</td>
<td>F</td>
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<tr>
<td>83</td>
<td>B</td>
<td>70</td>
<td>C-</td>
<td></td>
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Quizzes and Class Assignments
1. 5 quizzes 60% (but 4 count towards the final grade)
2. Excel Final 20%
3. Excel I (10%), Excel II (10%)

Quizzes
There are five multiple choice quizzes with about 40 questions each carrying one point. You are allowed 20 minutes for a forty point question. The quizzes are administered at the beginning of class so it is important to arrive early as no additional time may be allowed. Four quizzes count towards the final grade; you can drop one quiz. If you miss a quiz because you are sick, that will be the quiz you get to drop. If you decide to miss a quiz and then you get sick and have to miss a second quiz then you are in trouble because there is NO make-up quiz. Simply put, students are allowed to miss ONLY one quiz; however, in extremely rare situations I have to right to alter the rule. Students are responsible for bringing their own pencil and eraser for taking the quiz because I do not provide them. The book should be the primary vehicle in preparing for the quizzes. Students who choose to use an older textbook are responsible for the content in the recommended textbook.

Assignments
All Assignments are due at the beginning of class. No late assignments will be accepted. Therefore, do NOT wait until the last minute to do assignments. No hand written assignments will be accepted. Any assignment submitted in hardcopy MUST be stapled if it is longer than one page. Excel practice assignments must be submitted in hard copy. First page must have at least your name, date, the assignment name, instructor name, and class number.

Academic Misconduct
The DePaul Student Handbook states:
Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university’s academic resources-alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Full text located at http://condor.depaul.edu/~handbook/code17.html
**Attendance**

Attendance will be taken. Prior to the beginning of class, students should check their name on the attendance sheet. Once class is in progress, students will have to wait until the break or at the end of class to sign in. It is the student's responsibility to sign in. Students missing more than one class MUST have a doctor's note. After the first absent, if a student does not have a doctor's note, (s)he will be assessed a 2% point penalty for each absent. A student CANNOT sign in for someone else, if found doing so that student will be severely penalized.

**Lab Session**

Students should bring a USB or flash drive to class to save their work on the days that we are in the lab.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter Topics</th>
<th>Chapter</th>
<th>What's Due</th>
</tr>
</thead>
</table>
| 6/16  | Course overview  
The Information Age  
Hardware/Software               | Ch.1    | ELM-A      |
| 6/18  | Major Business Initiatives  
Databases and Data warehouses       | Ch.2    | Ch.3       |
|       |                                                               | ELM-C   | Q1:Ch.1, ELM-A |
| 6/23  | Database & Entity Relationship Diagramming  
Lab [DPC 6306] (DB querying and reports; Intro to Excel) | ELM-D   | Q2: Ch.2-3 |
| 6/25  | Lab [DPC 6306] (basic Excel functions and formatting)  
Lab [DPC 6306] (Cell referencing, PMT, NPV)   | ELM-D   | Q2: Ch.2-3 |
| 6/30  | Analytics, Decision Support & Artificial Intelligence  
E-Commerce                             | Ch.4    |            |
|       |                                                               | Ch.5    |            |
| 7/2   | Systems Development  
IT Infrastructure                        | Ch.6    | Q3: Ch.4, Elm-C  
Excel I (practice)                     |
| 7/7   | Protecting Info and People  
Emerging Trends and Technologies             | Ch.8    | Excel II (practice)  
Q4:Ch.5-6                             |
| 7/9   | No Class                                                               |         | Excel Final Take-Home Exam            |
| 7/14  | ELM B, ELM E                                                               | Q5: Ch.7-8          |
| 7/16  |                                                               |         |            |

*This schedule is tentative and is subject to change depending on the class progress.*  
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