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Office Room: DPC 6055  
Hours: Tu 3:15-4:15 & Th 3:15-4:15, 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. This course adheres to the University's policies on plagiarism as stated in the current DePaul University Undergraduate Bulletin and Student Handbook. University rules on Academic honesty will be observed and enforced.

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.
# Class Assignment Schedule

## Regular Classroom

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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| T (1/6)| **Course Syllabus & Research Project guidelines**  
Course Intro |
| Th (1/8)| Extended Learning Module A  
*Article Summaries handout* |
| T (1/13)| Chapter 1  
Chapter 2 |
| Th (1/15)| **Computer Project Requirements**  
**Computer Lab (see below*)**  
2 Article Summaries due. |
| T (1/20)| Chapter 3  
Extended Learning Module C |
| Th (1/22)| **Computer Lab (see below*)** |
| T (1/27)| Chapter 4  
*Group project Team formation and Topic Assignment* |
| Th (1/29)| **Computer Lab (see below*)**  
2 Article Summaries due. |
| T (2/3)| Extended Learning Module E  
Midterm Review |
| Th (2/5)| **Computer Lab (see below*)** |
| T (2/10)| MIDTERM  
**Computer Lab (see below*)** |
| Th (2/12)| Midterms returned  
**Computer Lab (see below*)** |
| T (2/17)| Chapter 5 - Extended Learning Module B  
*Milestone 1: Search results & topic proposal due.* |
| Th (2/19)| Chapter 6  
PowerPoint requirements demonstration  
2 Article Summaries due.  
**Computer Lab (see below*)** |
| T (2/24)| Chapter 7  
Group presentation time assignments |
| Th (2/26)| Chapter 8  
Group progress report due.  
**Computer Lab (see below*)** |
| T (3/3)| Chapter 9  
Research Project Help  
2 Article Summaries due. |
| Th (3/5)| Extended Learning Module H  
Computer Project due  
Presentations |
| T (3/10)| Presentations  
2 Article Summaries due. |
| Th (3/12)| Presentations  
*Final Exam Review*  
*Milestone 2: Research Projects due.* |
| **Finals**|  
**FINAL**  
**FINAL** |

*On the days labs are scheduled, please go to **Lewis 105**
Grading

Exams (2 exams @ 25 points each) 50
Article Summaries (10 @ 1 point each) 10
Computer Project 10
Class Participation/Attendance 5
MIS Research Project/Presentation:
  Topic summary & searches 5
  Word 10
  PowerPoint 10
Total 100

At the end of the term, a total score will be calculated for each student based on these items and points.

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<td>Below 60</td>
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<tr>
<td>77</td>
<td>C+</td>
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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. Please see the handout posted on D2L.

Computer Project - 10 points

A computer project will be required. Class time will be scheduled for assistance. Details to follow.

Class Participation/Attendance - 5 points

The primary teaching methods used will be lecture and discussion. Your participation grade starts at zero and builds from there. Disrupting class (talking, non-class use of computing devices) and excessive absences may lower your grade.

Research Project/Presentation - 25 points

Detailed specifications are appended.

Special Note

Please include the day of the week your class meets on every assignment you turn in (MIS140 TTh 1:30). Use this for email communication as well.
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 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. You are to narrow the scope of a very broad topic to something more specific. 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)
- **Email address (group leader) for feedback**
- **Central question(s) (to guide your research)**
  - What questions are at the heart of your research?
  - At least 5 questions
- **Your plan** (1 page). Include:
  - Your progress and your plan for completing the project
  - How you intend to focus on an area within your broad topic

**Electronic Library Search Results**

- **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 140" *PC Magazine* 29 Dec. 1996: 122-4.)

*Please do not submit the full text articles

This proposal will be graded on meeting the requirements above and the format of the document.

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 on the day of your presentation (for grading purposes). 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.**
- **Dress in appropriate business attire.**
- **Practice.** A deduction will be taken for exceeding the time limit. (see below for details) Use slides to support your speech. Also rehearse timing to synchronize the slides with the speaker.
- **Each person in the group must speak.** A 5-minute presentation will be required of each group member.

**Specifications:**
- 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).
- Insert **slide numbers** on each slide
- Use **section slides** to indicate new speakers and topics.
- Use **transitions** on each slide.
- 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** (+/- 1 minute no penalty) (1 point deduction for every minute over/under).
  - For example, a 5-member group takes 28 minutes. 3 minutes over (28-25=3).
    - They get a deduction of 2 points (the first minute is not counted). The reason for this requirement is to ensure we can fit three presentations in one class session.
  - **Video time limit:** you may play video clips, they are limited to 1 minute per person and 3 minutes total per group
- How well slides support your speech.
- Synchronizing the slides and the speaker.
- Overall speech quality

**Word Document Requirements**
(This is due in week 10, regardless of when you do your presentation)

Imagine someone could not attend your presentation. Often people are out on assignment or sick. You should try to deliver the essence of your research 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.**
Examples are in my office, stop in to view these. Remember business people want to get the most information in the shortest amount of time.

- The **cover page** must contain the project title, your names, and the date, course, time the class meets appropriate.
- Include a **table of contents** (with page numbers).
- Your group’s research findings. The content you delivered in your presentation.
- An **outline** of your group’s presentation.
- **Group Activity Log.**
- Use **graphic items** to add interest and clarity to your document.
- Use **section headings** 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 re-format your slides. You must add content. Remember you spoke while the slides were on the screen. That content must be present in your paper.

**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 sources for the group.

**Milestone 3: Evaluations (required, up to 5% penalty)**
**Group leaders are required to submit a status report via email by Friday in Week 8 @ 10:00p (see course schedule).** This should include overall progress, group issues, etc… Even if everything is going well, you must submit this report. This should be done in an email (a separate document is not required). (Subject: MIS 140 group progress report: *Your Topic*.)

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 in 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.