

**The College of New Jersey  
School of Business  
Spring Semester, 2011**

**MIT 201: INFORMATION SYSTEMS—CONCEPTS  
AND APPLICATIONS**

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**Course Overview/Purpose**

This course prepares students to work effectively in the contemporary work environment where technology enhances individual performance. Students who are taking this course will learn about current trends in business information systems and how these trends impact the individual's work performance. Students will learn to solve business problems by applying decision support tools (e.g., Excel) to problem situations and by designing business reports to support the decision making process.

**Catalog Description**

MIT 201 provides students with a fundamental understanding of information technology in contemporary business environments. In this half course, students will study essential information systems found in current and emerging business models. Discussion will focus on information technology, contemporary decision support tools, and standards of behavior required of professionals working with information and information technology.

Students will study information systems through lectures, discussions, outside reading of scholarly publications, and independent exploration. Students will also participate in structured laboratories in which they extend their knowledge and problem-solving skills by completing exercises that will lead to the development of a personal information system. Exercises are designed to reinforce and complement lecture material.

Organizations utilize computer-based technology to become productive, flexible and responsive to their constituencies. To understand how an organization utilizes technology, the student must first study systems theory and quality concepts as an introduction to information systems. Students will learn the concepts of files, data organization, and data manipulation. Students will study industry guidelines and will apply these concepts by creating a personal information system.

**Learning Outcomes**

**MIT 210 - Information Systems: Concepts and Applications** will provide students with a learning experience in Information Technology and Systems concepts as required by the common body of knowledge area in the Business Administration degree.

Upon completion of MIT 201, students will be able to:

- Identify and differentiate core business information systems that exist in current and emerging business models.
- Describe the responsibility needed by modern workers to protect and secure an organization's information.
- Use the data management and manipulation tools found in decision support systems to solve business problems.

**Essential Questions:**

Students should be able to answer the following questions by the end of the course.

- 1) What are the principal business applications used by contemporary organizations?
- 2) What is the difference between operational and a strategic information systems?
- 3) What is a decision support system and how does it differ from other types of information systems?
- 4) How do organizations manage data and what are some of the issues they face with this task?
- 5) What measures should modern workers adopt to protect and secure organizational information?
- 6) What guidelines should modern workers follow to minimize unethical or illegal computing behavior?

**Required Textbooks:**

Stair, Ralph M. and Baldauf, Ken. Succeeding with Technology: Computer System Concepts for Real Life. Fourth Edition. Boston: Thomson Course Technology, 2011. (Note: Students can opt to purchase either the hard copy or ebook version of this text.)\*

Reding, Elizabeth Eisner and Wermers, Lynn. Microsoft Office EXCEL 2007 Illustrated Complete. Boston: Thomson Course Technology, 2008.

\*Available from **www.cengagebrain.com**, Course Technology, Cengage Learning.

## Course Approach and Assessment

In this course, students will work in a blended learning environment of lecture, classroom discussion, individual and team laboratory work, business cases with decision support systems, and examinations.

The examinations will evaluate your mastery of concepts gained through the reading, assigned news items, and classroom discussions. The examinations will also assess your analytical skills with core decision support systems practices. The laboratory work and excel business cases will evaluate your ability to utilize decision support systems to analyze business data and to develop reasonable business solutions to case problems.

## GRADING

Students are responsible for material covered in the readings, the lectures, and the textbook. Joining in discussions will positively influence the student's understanding of the course material. Students may at times work cooperatively with others in the learning process. Students, however, are responsible for their own work. In the event anyone is found to have copied part or all of another person's work, or any other assignment, both parties will receive a failing grade (i.e., a zero) for that week's work and possibly for the course. In addition, the School of Business will be notified of the student's actions and the Academic Honesty policy of TCNJ will be enforced.

### Computation of Final Course Grade

<u>Items to be Evaluated</u>	<u>Percentage of Grade</u>
1. Midterm and Final Exam	50%
2. Projects/Presentations/Cases	30%
3. Excel Labs and Class Participation	20%

### Student absence during a scheduled test or final exam:

1. The student must notify the professor **prior** to the day of the test (unless a documented emergency) and give a reason for the absence.
2. If the absence is approved by the professor, the test must be rescheduled within the following week unless there are extenuating circumstances.

3. If these procedures are not followed, the student will receive a zero for the missed test.

### **GRADING POLICY**

A scale may be applied to class grades. This scale will use the average class grade and standard deviation to determine grades. However, the following grade designations will be the basis for grading:

Final Grade	Weight	Average Points
A	4.00	94 - 100
A-	3.67	90 - 93
B+	3.33	87 - 89
B	3.00	84 - 86
B-	2.67	80 - 83
C+	2.33	77 - 79
C	2.00	74 - 76
C-	1.67	70 - 73
D+	1.33	66 - 69
D	1.00	60 - 65

### **Grade Criteria for Writing Assignments**

Criteria used in grading written assignments are as follows:

1. Content, Accuracy, and Completion of Task
2. Document Organization and Format.
3. Mechanics—grammar, spelling, and correct punctuation.
4. Research and Creativity.
5. Handing assignments in on time--deductions will be made for late assignments.

**Letter Grade Designations on Writing Assignments, Team Projects, & Case Studies**

A = Excellent/Outstanding Submission—The student develops a complete and robust, thoroughly documented, and error-free solution.

B = Very Good/Above Average Submission—The student develops a complete and robust, thoroughly documented solution with minimal errors.

C = Satisfactory/Average Submission—The student develops a solution that is near complete, documented, and that is 80% error free.

D = Below Average Submission—The student develops a solution but this solution does not demonstrate rudimentary mastery of requisite knowledge.

F = Failing/Very Poor Submission—The student submits a solution that is unacceptable, late, and/or is missing critical components.

	General Homework and Case Criteria
A	The students complete all case requirements; develops a worksheet that uses Excel tools to calculate results; presents results exceptionally well, correctly, and completely; highlights important information; documents team, course, and case information; and effectively uses all of the Excel features required by the assignment.
B	The students complete most case requirements; develops a worksheet that uses Excel tools to calculate most of the needed results; uses color, format, and white space to present results professionally, correctly, and completely; documents team, course, and case information; and uses most of the Excel features required by the assignment.
C	The students complete most case requirements; develops a solution that uses many of the Excel tools to calculate results; uses some of the Excel presentation tools to create worksheets that are clean and simple; documents team and course information; and uses some of the Excel features required by the assignment.
D	The student develops a solution but this solution does not demonstrate rudimentary mastery of requisite knowledge.
F	Students do not submit the project within one week of project due date.

### **Attendance Policy**

Since this is a seven-week course, class attendance is essential. Therefore, it is expected that other than a documented emergency, students will make every effort to attend all classes. In the event of a documented emergency, it is the responsibility of the student to secure materials distributed and do the work assigned. More than **one** unexcused absence will be considered excessive and may have a negative effect on the class grade. Excessive absenteeism by students may result in any of the following: dropping the course, inability to take exams, and grade reductions.

### **Team Projects**

Today's organizations require employees to work successfully in a team environment. Because of this situation, students are often required to work with others on projects. At times, teams are faced with a difficult or uncooperative team member. This may take the form of a person who is autocratic, a person who is ill-equipped to contribute, or one who does not fully participate in team activities. The members of the group must attempt to effectively deal with difficult situations and/or people since this will be expected of them during employment. If, however, the situation becomes intolerable, the group should approach the instructor for guidance and support. Seeking the assistance of the instructor should be done before the project approaches the deadline; it would be unfair of the team to penalize a person without proper warning. With reasonable notification and approval from the instructor, the team can 'fire' a group member. The 'fired' person must then seek inclusion in another team or do the work on their own.

### **Excel Assignment Requirements**

Due to the volume of paperwork received on a daily basis, all Excel assignments must have a heading as follows:

<b>Your Name</b>	<b>Date &amp; Time of Submission</b>	<b>Unit A-J, No. 1-3</b>
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**All EXCEL assignments must be submitted to SOCS during the posted submission period for that assignment which (in all cases) is prior to the beginning of class when the hard copy is due. Please note that a hard copy of your EXCEL assignment must be submitted to receive SOCS homework credit. If the EXCEL homework consists of more than one printed sheet, all pages must be stapled together.**

Late deductions will be made for incomplete headings and late submissions. If you need to submit your work late, it is especially important that it is labeled correctly to obtain credit. Assignments not submitted to SOCS are considered late. **Assignments will not be accepted for credit if submitted more than one week after the due date.**

**Schedule of Dates**

DATE	MATERIAL
1/20/11	Introduction: MIS and Your Career Chapter 1: Information Systems--Using Digital Technologies to Succeed in Your Career and to Achieve Personal Goals
Lab	<a href="#">Project: Identifying IT Skills for Your Career—Short Business Report Format</a>
1/24/11	Chapter 2: Information Technology: Hardware
Lab	<a href="#">Excel - Unit A: Basic and Intermediary Functions; Unit B: Working with Formulas and Functions</a>
1/27/11	Chapter 3: Information Technology: Software
Lab	<a href="#">Excel - Unit C: Formatting a Worksheet--changing attributes, conditional formatting, naming and moving sheets</a>
1/31/11	Chapter 4: Internet and Web Applications
Lab	<a href="#">Excel - Unit D: Working with Charts</a>
2/3/11	Chapter 5: Telecommunications, Wireless Technologies, and Computer Networks Emerging Trends Projects—Research & Team Work
Lab	<a href="#">Excel - Unit E: Analyzing Data Using Formulas</a>
2/7/11	<b><i>Midterm -- Chapters 1, 2, 3, 4, &amp; 5 plus EXCEL Units A - E</i></b>
Lab	<a href="#">Emerging Trends—Group Assignments from Chapters 11 &amp; 12</a>
2/10/11	Chapter 7 – Database Management Systems, Data Warehouses, Data Marts, Data Mining, & Database Trends
Lab	<a href="#">Units G &amp; H: Using and Analyzing Table Data</a>
2/14/11	Chapter 9: Information, Decision Support, & Artificial Intelligence
Lab	<a href="#">Excel: Unit J: Enhancing Charts</a>
2/17/11	Group Projects - Chapters 11 & 12: Computer Crime & Information Security--Protecting People and Information: Threats and Safeguards; Ethics, Globalization; Privacy & Information Security & Emerging Trends and Technologies.
Lab	<a href="#">Units K &amp; L: Using What-if Analysis and Analyzing Data with Pivot Tables</a>
2/21/11	<b><i>Emerging Trends: Group Presentations</i></b>
2/24/11	<b><i>Emerging Trends: Group Presentations</i></b>
2/28/11	<b><i>Emerging Trends: Group Presentations</i></b>
3/3/11	<b><i>Final Exam—Chapters 7, 9, 11, &amp; 12 plus EXCEL Units G, H, J, K, &amp; L; Spring Break—3/7 to 3/11</i></b>
3/14/2011	<b><i>End of 3rd Quarter Courses</i></b>