

**DOWLING COLLEGE
SCHOOL OF BUSINESS
COMPUTER INFORMATION SYSTEMS**

Course Syllabus

Course: BUS 261 – Information Technology for Managers – CRN 61190
Date: Summer I 2001 MBA Program – TR 6:15 – 9:15 pm

Professor: Prof. Clare Popejoy Phone: 631-244-3082
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Office Hours: Tuesday 5:00 – 6:00 pm
Thursday 5:00 – 6:00 pm
Other times by appointment

COURSE PREREQUISITES:

Before taking this course, the student is expected to be computer literate and to have or develop a working knowledge of the Microsoft Windows operating environment, word processing, spreadsheet, and presentation software as well as basic use of the Internet, including electronic mail. The prerequisites for this course are CIS 099, CIS 001, equivalent courses, or the consent of the professor.

COURSE OBJECTIVES:

This course will provide the student with the background, concepts, and skills necessary for informed professional use of information technology and computer resources. Students will demonstrate application of business software to support personal productivity, including word processing, spreadsheet, presentation and Internet access.

REQUIRED TEXT:

Management Information Systems, Effy Oz. Course Technology, 2000
ISBN: 0-7600-1091-9

Supporting Web site: <http://www.course.com/sites/oz>

TENTATIVE COURSE SCHEDULE

WEEK	CLASS TOPICS, ACTIVITIES,	ASSIGNMENT DUE DATES
5/22	TOPICS: Course orientation; overview LAB: Introduction to Blackboard	
5/24	Business Information Systems: An Overview LAB (RC 102)	Chapter 1 DUE: Applying Concepts #3 DUE: Teams & topics
5/29	Strategic Uses of Information Systems LAB (RC 102)	Chapter 2 DUE: Hands-on #2
5/31	Information Systems in Business Functions LAB (RC 102)	Chapter 3 DUE: Case study
6/5	Managers & Their Information Needs LAB (RC 102)	Chapter 9 DUE: Case study
6/7	Decision Support and Executive Information Systems LAB (RC 102)	Chapter 12 DUE: Hands-on activity
6/12	Artificial Intelligence and Expert Systems LAB (RC 102)	Chapter 13 DUE: Hands-on activity DUE: Term Paper outline
6/14	Planning Information Systems LAB (RC 102)	Chapter 14 DUE: Hands-on #3
6/19	Alternative Avenues for Systems Acquisition LAB (RC 102)	Chapter 16 DUE: Case study
6/21	Presentations	DUE: Term paper

Note: Chapters 4-8, 10-11, 15-17 provide background and reference material for the course.

COURSE REQUIREMENTS:

This course offers students a variety of ways in which to learn and to demonstrate mastery of the material, both as an individual and as a member of a group. All assignments must be completed in order to pass the course. To reinforce good business habits, attendance, promptness, and class participation are required.

COURSE POLICIES:

There will be a penalty for late assignments. Submitting your assignments electronically can ensure a timely submission, depending on the assignment. Presentations must be made in person.

Any material handed in should be professional in appearance and clearly labeled (name, BUS 261, Summer I, and complete project name/title). Since assignments will be submitted electronically, a cover sheet is not necessary. Put the required information in a header that appears on every page of the document. Neatness, grammatical correctness, and spelling will affect your grade. Students will adhere to the highest professional and ethical standards. Plagiarism in any form may result in a failing grade for a project as well as further penalties.

Electronic Contact with Professor

From time to time students will need to be in contact with the professor. The professor will use Blackboard and e-mail. The professor's e-mail address is listed at the beginning of this syllabus. In the SUBJECT line, students ***MUST*** put the course number (BUS 261) plus any brief description of the subject of the correspondence. Students should check Blackboard and their e-mail at least twice a week. Students must e-mail from their own personal e-mail providers. Do ***NOT*** submit assignments via e-mail.

Electronic Contact with Others

Students should turn off or set on inaudible their cell phones, pagers and any other electronic devices before coming to class. An audible electronic device is distracting to everyone. Any student whose electronic device sounds an audible alert in class can expect points to be deducted from his/her participation grade. If it happens during a presentation, presentation points will be deducted from the student's group grade.

Blackboard

Blackboard is an electronic tool students will be using for various reasons (checking course information and documents; submitting assignments; receiving graded assignments; checking announcements; using a private group area; checking grades; and so on). Students can access Blackboard anywhere they have Internet access. Blackboard is accessible two (2) ways:

1) from the Dowling College website home page; 2) directly via <http://webclasses.dowling.edu>.

Each student will have a Blackboard User ID and Password. Unless a student already has a Blackboard account, the User ID will be Last Name, First Initial and the Password will be BUS261. The professor has to "enroll" the students in the Blackboard course, and we will do that the first class meeting. This is a different type "enrollment" than the official Dowling College enrollment.

An e-mail address is required for "enrollment". Students should use e-mail they can check frequently. If students use their work e-mail, they should not violate their company policy on personal e-mail. After being enrolled and logging in the first time, the student should go to Tools, Personal Information and do three (3) things: 1) change the default password, 2) make the e-mail address public, and 3) enter a contact telephone number and make it private (the number is only for the instructor to contact the student if necessary).

NOTES: There are two (2) problems with Blackboard. 1) The e-mail feature of Blackboard has not been working. Do not use that feature. Students should use their your own e-mail accounts. 2) AOL does not appear

to work well with Blackboard. If students ordinarily use AOL, they should probably use another browser, such as Netscape or IE to access Blackboard.

Naming and Submitting Assignments

All assignments ***MUST*** be submitted electronically via Blackboard's Digital Drop Box. Selecting Tools from the menu can reach the Digital Drop Box. Students must name each file (and its corresponding title) as follows:

- Hands-on activities/applying concepts assignments: I - *chapter # - last name*
[example, I-1-Jones]
- Case studies: *Chapter # - case # – group name* (group name is first letter of each member's last name in alphabetical order) [example: 3-1-BJST]
- Term paper: *Paper - group name* [example: Paper-BJST]

Assignments not named, titled, or submitted properly will not be accepted. Students should monitor their Digital Drop Boxes for any returned assignments. Graded group assignments will be returned to the Group's File Exchange area. Do ***NOT*** e-mail assignments. Only **one** student per group will submit an assignment on behalf of the group.

[**NOTE:** You must use the Send File button for the file to get to the instructor. The Add File button only adds the file to your own Digital Drop Box.]

The **exception** to the submission requirement is the Term Paper Topic. Student groups will submit their topics on the Blackboard Discussion Board. Choose *Communication, Discussion Board*, then click on *Term Paper Topics* thread, then *Reply* to post the topic. Do not start a new thread or reply to someone else's posting. In the *Subject* line, enter your topic name and your group name. If the topic is very long, the student should shorten it in the *Subject* line. In the body of the message, the student should give the name of the topic, the group name, and list the three (3) sources. The sources should be specific. Do not list something like "the Internet" or "Datamation" magazine. Only **one** student per group will submit the group's topic.

CLASS PARTICIPATION:

Without active, full-class participation, this course will be a less than satisfactory experience for all of us. If you attend all class sessions but never (or almost never) speak out in class, you will not learn as much as you could and the rest of us will not benefit from your insight and experiences. I encourage you to make relevant comments that contribute to the discussion, increase your colleagues' knowledge on the topic, and encourage all of us to think differently about the topic.

Show me that you have been reading, listening, and otherwise engaging with the material. To prepare for a topic, use your textbook as a reference and read very current articles (from newspapers, magazines, trade journals, or the internet). Investigate what your company is doing with respect to the topic. What are your competitors doing?

Class participation will enhance your skills in interpersonal networking. Interpersonal networking is crucial and invaluable in maintaining and expanding your ability to evaluate and apply rapidly evolving and costly Information Technologies in a turbulent business environment. Missing all or a portion of a class will hurt your participation points.

GRADING:

Generally, the final grade will be calculated as follows:

<u>Assignment</u>	<u>Percentage</u>
Hands-on Activities	20%

Case Studies	30%
Oral Presentations – 15%	
Written Analyses – 15%	
Term Paper	40%
Oral Presentation – 10%	
Written Paper – 30%	
Participation/Misc.	10%
Total	100%