

**COURSE SYLLABUS**  
**Summer 2019**

<b>SAHE&amp;T</b> Department	<b>CST 201</b> Course No.	<b>Introduction to Management Information Systems</b> Course Title	
<b>3 hrs</b> Credit Hrs.	<b>2</b> # lecture hrs./week	<b>1</b> # lab hrs./week	<b>2062</b> CRN
Prepared by	<b>Ellen Kramer</b> Faculty Member		<b>May 24, 2019</b> Date
Course prerequisites:	Eligible for ENG*101 or ENG*101E.		
Course Location (bldg/room #):	<b>Online</b>		
Meeting time (days/hours):	<b>Monday - Sunday</b>		

**Course Description:**

This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organizational and technical foundations of information systems, theory of information systems design, fundamental database principles, network systems, e-commerce and supply chain systems, information network security management, and meeting global challenges. Microsoft Excel, Access, PowerPoint and Word are used to demonstrate selected topical concepts.

**Scope of Course:**

Introduction to Management Information Systems provides students with an insightful understanding of how information systems are used to solve business problems and assist professionals in making better decisions in business. The course will describe the principles of management information systems and explain how computer technology is used to process raw data into meaningful information. Students will learn how information systems offer companies a strategic competitive advantage and they will explore the roles of hardware, software, databases, and systems architecture in the business environment. There will also be hands on training on the popular business software applications: Microsoft Excel, Access, and PowerPoint, with emphasis being placed on how these applications are applied to business scenarios.

**Program/Discipline Learning Outcomes Contained in Course:**

The goal of the Science Allied Health Engineering and Technology (SAHE&T) Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Personal productivity and organizational skills
- Critical thinking, problem solving, and analytical skills
- Flexibility and adaptive to change
- Understand process management
- Awareness and respect for other perspectives
- Flexibility and adaptive to change
- Ability to understand your customer
- Global awareness and diversity

**Importance of Course in Program/Discipline:**

CST201 – Introduction to Management Information Systems prepares students by giving them a full understanding of the role of computer technology and information systems in today’s business environment. Students in CST201 will learn more than just applications they will see how to apply their knowledge of specific software to solving business problems.

**Learning Outcomes:**

The goal of CST201 is to provide each student with a strong foundation on which to build their proficiency in the world of business technology. The following list describes the learning outcomes that support this overall goal:

Understand the fundamentals of the systems environment and strategic uses of Information Systems.	Develop fundamental skills in basic Web design and create functioning Web site
Explore hardware components of Information Systems	Understand collaborative work systems and how they support dynamic group processes
Understand the role of software in Information Systems solutions	<input type="checkbox"/> Demonstrate knowledge of the integration of business productivity software: <ul style="list-style-type: none"> <li><input type="radio"/> WORD</li> <li><input type="radio"/> EXCEL</li> <li><input type="radio"/> ACCESS</li> <li><input type="radio"/> POWERPOINT</li> </ul>
Study the importance of data and knowledge management	
Examine the telecommunications and network architect that supports the business environment	
Understand the Internet and E-Commerce	

Textbooks and other required readings/computer software/materials/library reserve room:

Experiencing MIS, 7<sup>th</sup> Edition

David M. Kroenke

ISBN: 9780134319063

**NOTE:** Microsoft **OFFICE 365** is available for students **FREE of charge**.

**For PC users:** The Office 365 software will download the Office 2016 Suite for PCs– Word, Excel, PowerPoint, Access

**For Mac users:** The Office 365 software will download the Office 2016 Suite for Macs – Word, Excel, PowerPoint. (Macs do not have the Access software). If you are a Mac user, you will need to have PC access as well to complete the Access software assignment. You may also have challenges with some of the graded assignments. It is highly recommended to have PC access. MxCC labs and the library have PCs that are fully loaded with the Office 2016 software.

In order to complete this course properly, you need a PC with a Windows operating system (7 or higher) and Microsoft Office Professional **2016\*** (or Office 365 – Office 2016 version) which includes Word, Excel, PowerPoint and Access. This is NOT optional. It is also recommended to use the Chrome or Firefox browser.

Instructions to install Office 365 are provided in our Blackboard course.

Office Location  
(building/room  
number):

Online

Office  
Hours:

Virtual

Office Telephone:

860-539-2133

Office  
e-mail:

[ekramer@mxcc.edu](mailto:ekramer@mxcc.edu)

### **Additional Syllabus Information:**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: <http://mxcc.edu/catalog/academic-policies>



### **NON-DISCRIMINATION STATEMENT**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator  
Dr. Adrienne Maslin  
Dean of Students/Title IX and Section 504/ADA Coordinator  
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123
- Secondary Title IX Coordinator  
Ms. Anastasia Pych  
Director of Human Resources, Middlesex Community College  
apych@mxcc.edu; 860-343-5751; Founders Hall Room 115

**Evaluation:** Students are expected to participate in all class activities. Only students who officially withdraw from the class will receive a grade of W. Otherwise, **students will be given the grade they earn based on the work they have submitted.**

Assignments	50%
Discussions	20%
Midterm Exam	15%
Final Exam	15%
	100% total

*There are no make-ups, extensions, exceptions or extra credit work. Any urgent matters should be brought to my attention immediately for consideration. Valid documentation will be required.*

### Grading Equivalency Template:

This system is based on a table published by the [College Board](#), and is commonly employed at colleges and universities throughout the United States.

Letter Grade	Percent Grade	4.0 Scale
A	93.0 - 100.0	4.0
A-	90.0 - 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Less than 60.0	0.0

### Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook. Each student is expected to read the assigned chapters, and complete all assignments, discussions, and exams.

### CST201 Schedule: Summer 2019 Online

Dates	Topic/Textbook	Weekly Course Work
<b>Week 1</b> Sun Jun 2 to Mon Jun 10	CH1: The Importance of MIS CE1 and CE2: Collaborative Information Systems  CH2: Business Processes, IS, and Information	Discussion: Introduce Yourself! Assignment: MIS Skills  Assignment: Process Quality <b>Due Mon Jun 10 by 11:59pm</b>
<b>Week 2</b> Tue Jun 11 to Mon Jun 17	CH3: Organizational Strategy, IS, and Competitive Advantage  CH4: Hardware and Software  CE4: Using Microsoft Excel	Assignment: Five Forces Model  Discussion: 3D Technology  Assignment: Excel Exercise <b>Due Mon Jun 17 by 11:59pm</b>
<b>Week 3</b> Tue Jun 18 to Mon Jun 24	CH5: Database Processing CE5: Database Design  CH6: The Cloud	Assignment: Database Design  Discussion: Data Breaches

	CE6: Using Microsoft Access	Assignment: Access  Midterm Exam <b>Due Mon Jun 24 by 11:59pm</b>
<b><u>Week 4</u></b> Tue Jun 25 to Mon Jul 1	CH7: Organizations and Information Systems  CH8: Social Media Information Systems  CH9: Business Intelligence Systems	Assignment: CRM  Assignment: Web Design  Discussion: Business Analytics <b>Due Mon Jul 1 by 11:59pm</b>
<b><u>Week 5</u></b> Tue Jul 2 to Sun Jul 7 No class Jul 4	CH10: Information Systems Security  CH11: Information Systems Management  CH12: Information Systems Development CE16: Project Management	Assignment: Security Measures  Discussion: MIS Trends  Assignment: SDLC  Final Exam <b>Due Sun Jul 7 by 11:59pm</b>