MANAGING INFORMATION RESOURCES
Course Syllabus

Date   01/07/12

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COURSE NUMBER: MGT 230

PREREQUISITE(S):   CPT 101 or CPT 114 with a minimum grade of "C"

CO-REQUISITE(S):   None

COURSE DESCRIPTIONS   This course is the study of the development, use and management of information resources and systems in business and industry. This course covers fundamental information systems concepts; and provides an overview of information technology and information systems management. Topics include computer hardware, information systems software, telecommunications, networks, database and spreadsheet applications, business applications, the Internet, e-commerce, and the World Wide Web.

TEXTBOOK(S):   Kroenke, David M. Using MIS. Prentice Hall: Upper Saddle River, NJ 07458 ISBN: 978-0-13-215818-3

REFERENCE(S):   Resources available at SCC:

Advising Center – E1
Open Computer Lab – E5
Tutorial Learning Center – E2
Testing Lab – E3

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Microsoft Word format), and anti-virus software.

Windows Live ID
Access to the school's portal

METHOD OF INSTRUCTION: This course will be taught by lecture, demonstration, online activities, and lab simulations. You are expected to read each

assigned project. Students will produce files using the computer. **NO LATE WORK WILL BE ACCEPTED!**

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

GRADE CALCULATION METHOD:

Tests	=	40%
Participation & Professionalism	=	20%
Projects/Assignments	=	20%
Final Project	=	20%
	=	100%

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of

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absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

CLASSROOM CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

CLASS/LAB PROCEDURES:

This class is a combination of theory and hands-on application. This course will also measure oral communication, problem solving, and team building. There is a possibility of minor adjustments being made in this schedule.

Lab Information: You will need to purchase a USB flash drive (storage medium) for saving all lab work. Some lab work will be done during class each week. In addition, you

will need to plan to spend some time outside of class to complete your projects.

Lab assignments and projects must be completed and submitted to your instructor for grading as scheduled. No projects will be accepted after the due date. Sometimes, it may be necessary for your instructor to communicate with you via e-mail. It is your responsibility to keep your instructor informed of your current e-mail address.

No smoking, drinking or eating is permitted in the classroom or lab.

No make-up tests will be given. If you have an excused absence (**this means you see the instructor PRIOR to the absence**) and miss a test, this test grade will be replaced with the grade you receive on your final exam. **If you do not see the instructor PRIOR to the test date, the instructor reserves the right to record a grade of zero for the test missed.** This is a one-time occurrence. **This does NOT apply to take-home tests!!**

Everyone must complete a comprehensive final project. No exemptions!

TECHNICAL SKILLS

It is your responsibility to insure that you have basic computer usage skills and that your hardware/software remains in operating condition in order for you to complete the course. Personal computer problems are **NOT** a valid reason for failure to meet course requirements. Computer labs are available on the SCC campus and should be used as needed.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website http://www.sccsc.edu/resources/tutoring/tlc or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the

semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Academic Director
Mrs. Lisa Lopez
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lopezl@sccsc.edu

Program Department Chair
Mrs. Karen Ravan
(864) 592-4840
ravank@sccsc.edu

Inclement Weather Schedule:
- Check SCC Web Site: www.sccsc.edu
- Tune to Channel-7 local TV station
- Tune to an FM/AM local radio station

COURSE OUTCOMES & OBJECTIVES:

Upon satisfactory completion of this course, the student will be able to:

I. Understand the importance of a management information system
1. Introduction to MIS
2. Five-component model
3. Information defined
4. Legal issues

II. Explain the components of a collaboration information system and how to use them to manage content
1. Hardware
2. Software
3. Data
4. Procedures
5. People
6. Improving Team Communication
7. Managing Content

III. Understand the use of information systems for competitive advantage
1. Organizational strategy
2. Competitive strategy
3. Value chain structure

IV. Explain the various hardware and software options available for information system managers
1. Basic components
2. Computer data
3. Clients and servers
4. Cloud computing

V. Explain the purpose and components of a database
1. Components of a database application system
2. Data models
3. The users' role in database development

VI. Understand data communication
1. Components of a LAN
2. Alternatives for connecting to a WAN
3. TCP/IP
4. A typical web server

VII. Explain the various enterprise systems
1. The various information systems by scope
2. Information Silos
3. Elements of an ERP system

VIII. Understand e-commerce, Web 2.0, and social networking systems
1. Organizational use of e-commerce
2. Organizational use of Web 2.0
3. Increasing social capital by using social networking

IX. Understand business intelligence systems
1. Business intelligence tools
2. Reporting applications
3. Data-mining applications
4. Data warehouses
5. Data marts
6. Knowledge management applications

X. Explain the stages in business process management
1. The stages in business process management
2. Systems development activities
3. Keys for successful process and systems development projects

XI. Explain the organization of an information system
1. Functions and organization of the IS Department

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2. Organizational planning for the use of IS
3. Necessary tasks for managing computing infrastructure
4. Necessary tasks for managing enterprise applications
5. Advantages and disadvantages of outsourcing

XII. Gain a deeper understanding of information security management
1. Identifying threats to information security
2. Senior management's security role
3. Available technical safeguards
4. Available human safeguards
5. Responding to security incidents
6. Computer crimes

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