

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

SYLLABUS OF MIS465

<u>Semester and Year</u>	2018 Spring (March 4, 2018 - July 20, 2018)
<u>Course Name</u>	Management Information System
<u>Course Code</u>	MIS465
<u>Course Credits</u>	3
<u>Prerequisite Course</u>	None
<u>Instructor</u>	Xiaodan Yu, PhD. Associate Professor of Information Systems
<u>Contact Information</u>	Email:xiaodan_yu@qq.com Wechat: xiaodanyu11
<u>OH/LC hours</u>	16:30-18:00 Wednesday, Room C217
<u>Time/Place</u>	Class 2015IT (Y01) 9:00-12:00 Wednesday, Room A201
<u>Time/Place</u>	Class 2015CFA&FISC (Y02) 13:30-16:20 Wednesday, Room A204
<u>Textbook</u>	Management Information System –Managing the Digital Firm (13 th Edition) By Kenneth C.Laudon, Jane P.Laudon

Course Description

- This course introduces core features of the Management Information System
- Help the students on how the MIS used in business to empower their competitiveness.
- The extended modules of this course will improve students' ability of using database and web technique.
- Group work, practicing and case study are included for a deep understanding of the knowledge.
- After learning this course, students will get most up to date knowledge of Management Information System.

Student Learning Objectives

By the end of the course the students should have the ability to work with Management Information System in their future career, understand what role the MIS is playing in information age. Familiar with the web, database and other skills that will be used in the business and organizations. Gained the practical skill of using and configure the information system.

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Library Source

The course contents are not limited to the text book, A variety of MIS books would strengthen the fundamental knowledge of the MIS as well as Microsoft Office books should be read in order to practice, worksheets understanding and database managing.

Teaching methods

This course consists of lectures, discussions, hands-on projects, and student presentations. Students must be prepared to discuss the assigned chapters during class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class
Midterm Test	20%	A midterm test will be given in the middle of the semester based on contents covered in class.
Quizzes and Homework	20%	There will be a number of ad-hoc/pop quizzes or tests during the semester. The purpose of the quizzes and tests is to ensure that students keep up with the contents. Homework problems will be assigned throughout the term, including but not limited to: terminologies, practice exercises, and project assignments
Participation	10%	Individuals will be asked to participate individually in a question and answer 10 times during the semester. Students are required to meet with their teachers every other week. Their performances should be counted in their participation.
Presentation	20%	It contains presentation in the class and the major one before the final exam.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Quizzes and Homework	10%	10%
Presentation		20%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading policy

A+ 97-100 A 93-96 A- 90-92 B+ 87-89 B 83-86 B- 80-82

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C+ 75-79 C 70-74 C- 67-69 D+ 63-66 D 60-62 F 0-59

Exam Schedule

- Final Exam: June. 25–29, 2018

Assessment of student performance

● **Homework**

- Students should finish their homework (except for group projects) by themselves. Copying from others will be treated as cheating. Students' homework scored will be lowered. Students should hand in all assignments promptly and on time. Late assignment will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Assignment turned in late without proof of illness or had an excused absence will be reduced in score by 50%.
- Assignment should be printed out. Anything that cannot be read will be marked wrong. Printing requirements are as followed: single space between lines, double space between paragraphs, font size is 12 (maximum). Grammar error can reduce 20% of your score.

● **Attendance**

Attendance in class is required for all students taking courses at the Capital University of Economics and Business Overseas Chinese College.

- Being late for 15 minutes or more is considered an absence.
- Five hours or above of unexcused absences will result in the lowering of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- 17 class hours of any kind of absences will result in a failing grade (F), you have to withdraw from this class and re-enroll in the future semester.
- An incomplete grade (I) will be considered in case of medical or family emergencies.

● **Participation**

- Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- Students are recommended to build study group, which can be helpful for group project and presentations.

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- Students should also use office hour to ask questions or talk with the instructor for good communication and effective learning. Any misbehavior and non-class related activities in class will result in the lowering of the participation grade, including ringing beepers and **cell phones**.
- All above behaviors will be solely evaluated by the instructor for scoring.

Topical Course Outline

Week	Date	Topics
1	0305-0309	Course Introduction Chapter 1: Information Systems in Global Business Today
2	0312-0316	Chapter 2: Global E-Business: How Business Use Information Systems
3	0319-0323	Chapter 10: E-Commerce: Digital markets, Digital Goods
4	0326-0330	*Chapter 4: Ethical and Social issues in Information Systems (self-study) <i>Individual Presentation I</i>
5	0402-0406	Chapter 5: IT Infrastructure and Emerging Technologies
6	0409-0413	Quiz (60 min) Chapter 7 Telecommunications, the Internet, and Wireless Technology;
7	0416-0420	Chapter 6: Foundations of Business Intelligence: Databases and Information Management
8	0423-0427	Quiz Analysis Group Term Project
9	0430-0504	Chapter 8: Securing Information Systems <i>Individual Presentation II</i>
10	0507-0511	Midterm Assessment
11	0514-0518	Chapter 9: Achieving Operational Excellence and Customer Intimacy :Enterprise Applications
12	0521-0525	Midterm test analysis Chapter 11: Managing Knowledge and Collaboration
13	0528-0601	Chapter 3: Information System, Organizations, and Strategy Group Project Check
14	0604-0608	Chapter 12 :Enhancing Decision Making
15	0611-0615	Group Presentation I
16	0618-0622	Group Presentation II
17	0625-0629	Final Exam

Note: The chapters or sections marked with * above may leave for your self –study, this is your duty to learn and understand, they are also may be included in the quizzes or exams.

Teacher’s Office Hour

- The instructor’s office hour is shown in the front of the office door.

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- Students are required to use the instructor's office hour to ask questions or talk with the instructor for good communication and effective learning, which is recorded in the students' participation.
- The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

- **Cheating is not tolerated.** Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work.
- At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes.

- **Important Dates**

Spring Semester, 2018	March 4, 2018— July 20, 2018
Mar.4	Registration
Mar.5	Classes Begin
Mar.16	Last Day to Drop or Add a Course
Apr.5	Qingming Festival (tentative)
Apr.20	Spring Sports (tentative)
May 1	Labor Day Holiday (tentative)
May.7 -11	Midterm Exams
May 14-18	Summer School Registration (tentative)
June 18	Duanwu Festival (tentative)
June 25-29	Sophomore and Junior students' Final Exam
July 2-20	Sophomore and Junior students' Social Practice, Summer School
July 16-20	Revision and Final Exam Period
July 23	Summer Vacation Begins

Note: *This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*