

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b>Year and Semester</b>	2024 Spring						
<b>Course Name</b>	Management Information System						
<b>Course Code</b>	BOP201						
<b>Course Type</b>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded) <input type="checkbox"/> Professional Course (Advanced)						
<b>Course Credits</b>	3						
<b>Course Hours</b>	Total Hours	Class	48	Lecture Hours	48	Experiment (Computer) Hours	0
<b>Applicable Object</b>	<input type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior						
	<input checked="" type="checkbox"/> Business Administration (Accounting)						
	<input type="checkbox"/> Information Management and Information Systems (Finance)						
<b>Prerequisites</b>	Principles of accounting/ Management accounting/ Cost accounting						
<b>Instructor</b>	Lucy You						
<b>Contact Information</b>	Office: C204						
	Tele: (010)83951123						
	Email: youxiangyu@cueb.edu.cn						
<b>Office Hour</b>	M:8:00-9:35 ; T:8:00-9:35; W:8:00-9:35						
<b>Learning Centre</b>	TH:13:30-15:05    M:18:00-20:00 (online)						
<b>Grade/Section</b>	2022BA/2022ACCA1&2022ACCA2						
<b>Course Time/Place</b>	TH: 9:55—12:20 /博学楼-111 F: 9:55—12:20 /博学楼-204						
<b>Textbook</b>	Marshall B. Romney, Paul John Steinbart, 2016 , Accounting Information Systems, 12th Edition, Pearson Press, ISBN 978-7-300-23462-5						

#### Reference Book

Financial Times  
 BBC News

#### Course Description

Management Information System is a course for training students to apply the related knowledge of management information system to the practice of enterprise management. Through the study of this course, students will be able to collect and process effective information and provide help for managers to make decisions. Students are able to design simple trading flow charts. Students will be able to use analytical tools to analyze the major risks faced by companies in managing transaction data. And be able to make recommendations to address the associated risks. In the teaching process, the theoretical knowledge of management information system is combined with specific cases of enterprises. To train students' ability to solve practical problem by means of writing narration, flowchart design and practical operation with computers.

### Student Learning Objectives

On successful completion of this exam, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> <li>◆ Describe the data processing steps in expenditure cycles, revenue cycles, production cycles and human resource cycle.</li> <li>◆ Identify the company's exposure to assets and data.</li> <li>◆ Understand the basic concepts and terminology of management information system.</li> <li>◆ Explain the main transaction processes of the organization.</li> </ul>
Capability	<ul style="list-style-type: none"> <li>◆ Analyse the main transaction processes of the organization.</li> <li>◆ Apply simple flow charts to show the main transaction processes of the enterprise.</li> <li>◆ Create a simple relational database and be able to query major trading information.</li> </ul>
Mindset	<ul style="list-style-type: none"> <li>◆ Prudence in the design of business processes</li> <li>◆ Logical, accurate and realistic in the preparation of financial reporting system</li> <li>◆ Objectivity and responsibility in providing advice to management</li> </ul>

### Website Source

<http://www.ft.com/home/asia>

<http://bbc.co.uk>

### Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after 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. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 50 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may

		not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures or course related materials. Each group needs to finish a PPT related to the topic which is given, and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below.
<b>Total</b>	<b>100%</b>	

### **Detailed Grade Computation**

	<b>Before Midterm</b>	<b>After Midterm</b>
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Mid-Term Test	20%	
Final exam		20%
Total	40%	60%

### **Assessment of Student Performance**

#### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

#### ***☞ Homework***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

#### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.

- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ♦ 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 should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

### *☞ Textbook*

Students must bring the textbook to class.

### **Topical Course Outline (original)**

Week	Topics	Platform	Homework
1	<ul style="list-style-type: none"> <li>● Syllabus</li> <li>● Other requirements</li> <li>● Chapter 1</li> <li>1.1 Information Needs</li> <li>1.2 Business Processes</li> <li>1.3 Accounting Information systems</li> <li>Exercises for Ch 1</li> </ul>	Wechat group & Classroom & Xuexitong	—
2	<ul style="list-style-type: none"> <li>● Preview</li> <li>● PPT &amp; videos for chapter 1</li> <li>● Chapter 2</li> <li>2.1 Transaction Processing: The Data Processing in input and Storage</li> <li>2.2 Transaction Processing: The Data Processing in data processing and output</li> <li>2.3 Enterprise Resource Planning (ERP) systems</li> </ul>	Wechat group & Xuexitong & Classroom	Homework for CH02
3	<ul style="list-style-type: none"> <li>● Preview</li> <li>● PPT &amp; videos for chapter 2</li> <li>● Chapter 3</li> <li>3.1 Data Flow Diagrams Exercises</li> <li>3.2 Flowcharts</li> </ul>	Wechat group & Xuexitong & Classroom	—
4	<ul style="list-style-type: none"> <li>● Preview</li> <li>● PPT &amp; videos for chapter 3</li> <li>● Chapter 3</li> <li>3.3 Flowcharts</li> <li>● Q&amp;A</li> </ul>	Classroom & Xuexitong & Wechat group	Homework for CH03
5	<ul style="list-style-type: none"> <li>● Quiz 1-3</li> </ul>	Classroom & Xuexitong	—

	<ul style="list-style-type: none"> <li>● Chapter 4</li> <li>4.1 Database Systems</li> <li>4.2 Relational Databases Exercises</li> <li>● Q&amp;A</li> </ul>		
6	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 4</li> <li>● Chapter 4</li> <li>4.3 Database Systems and the Future of Accounting</li> <li>●Chinese explanation for Quiz</li> </ul>	Wechat group & Classroom &Xuexitong&Tencent Meeting	Homework for CH04
7	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 4</li> <li>●Chapter 5</li> <li>5.1 Revenue Cycle Information System</li> <li>5.2 Sales Order Entry</li> </ul>	Wechat group & Classroom&Xuexitong	—
8	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 5</li> <li>●Chapter 5</li> <li>5.4 Shipping</li> <li>5.5 Billing</li> <li>5.6 Cash Collection</li> </ul>	Wechat group & Classroom&Xuexitong	Homework for CH05
9	<ul style="list-style-type: none"> <li>●Midterm- test 1-5</li> </ul>	Classroom & Xuexitong	—
10	<ul style="list-style-type: none"> <li>●Chinese explanation for Midterm- test</li> <li>● Chapter 6</li> <li>6.1 Expenditure Cycle Information System</li> </ul>	Classroom	—
11	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 6</li> <li>● Chapter 6</li> <li>6.2 Ordering Materials, supplies,and Services</li> <li>6.3 Receiving</li> <li>6.4 Approving Supplier Invoices</li> </ul>	Wechat group & Classroom&Xuexitong	Homework for CH06
12	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 6</li> <li>● Chapter 7</li> <li>7.1 Production Cycle Information System</li> <li>7.2 Product Design</li> <li>7.3 Planning and Scheduling</li> </ul>	Wechat group & Classroom	—
13	<ul style="list-style-type: none"> <li>● Preview</li> <li>•PPT &amp; videos for chapter 7</li> <li>● Chapter 7</li> <li>7.4 Chinese interpretation</li> <li>7.5 Production Operations</li> <li>7.6 Cost Accounting</li> </ul>	Wechat group & Classroom&Xuexitong	Homework for CH07

14	<ul style="list-style-type: none"> <li>● Quiz 6-7</li> <li>● Chinese explanation for Quiz</li> </ul>	Classroom&Xuexitong	—
15	Presentation	Classroom	—
16	Revision/Q&A	Classroom&Xuexitong	—

**Note:**

1.The Wechat group will be mainly used to inform the students daily study activities and tasks. Tencent Meeting and Xuexitong will be used as the main study platform to teach and organize the study activities. Xuexitong also will be mainly used to upload PPTS and release some learning materials.

2.Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

3.A review in Chinese may be held during L.C. and O.H. in the semester.

### **Teacher's Office Hour**

- ◆The instructor's office hour is shown in the front of the office door.
- ◆Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week 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. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

### **Important Dates**

<b>Midterm Test</b>	<b>Week 9 or 10</b>
<b>Final Exam</b>	<b>Week 17 or 20 (Refer to the notice of the Academic Affairs Office)</b>

*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.*

**Instructor:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

