

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

MANAGEMENT INFORMATION SYSTEMS  
CST 2030

**Class Hours: 3.0**

**Credit Hours: 4.0**

**Laboratory Hours: 3.0**

**Date Revised: Spring  
99**

Note: This course is designed for transfer credit.

**Catalog Course Description:**

Management of information concepts and applications. Using the computer as a tool to source, organize, and analyze data. Designing information systems to meet business needs. Emphasis on spreadsheets, database management systems, telecommunications, and information technology.

**Entry Level Standards:**

The entry level student is not expected to have familiarity with computers. The student must have writing, verbal and English language skills at the college entry level.

**Prerequisites:**

None

**Textbook(s) and Other Reference Materials Basic to the Course:**

Textbooks:

*New Perspectives on Microsoft Excel 97 - Comprehensive*, by Parsons, Oja, and Carey.  
Course Technology.

*New Perspectives on Microsoft PowerPoint 97 - Introductory*, by Zimmerman/Zimmerman.  
Course Technology

*New Perspectives on Microsoft Access 97 - Introductory*, by Adamski, Hammel, and Finnegan. Course Technology.

Reference Books:

*New Perspectives on Computer Concepts*, Second Edition, Introductory, by Parson and Oja.  
Course Technology.

*New Perspectives on Microsoft Windows 95 - Introductory*, by Parsons/Oja.

Materials:

One box of 20 high-density 3-1/2" diskettes

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Computer System Basics; Internet, E-mail, World Wide Web; Getting Started w/Windows 95
2	Data Security and Control; Formatting & Labeling Disks; Working w/Files, Directories, Folders; Customizing Windows 95

- 3 Using Worksheets to Make Business Decisions; Creating a Worksheet
- 4 Developing a Professional-Looking Worksheet; Creating Charts
- 5 Working with Excel Lists; Integrating Excel with Other Windows Programs and the World Wide Web
- 6 Developing an Excel Application; Working with Multiple Worksheets and Workbooks
- 7 Data Tables and Scenario Management; Using Solver for Complex Problems; Importing Data into Excel
- 8 Enhancing Excel with Visual Basic; Midterm Review; Microsoft PowerPoint 97
- 9 Microsoft PowerPoint 97
- 10 Introduction to Microsoft Access 97
- 11 Maintaining a Database
- 12 Query a Database; Creating Forms and Reports
- 13 Creating More Advanced Queries and Custom Forms
- 14 Customizing Reports and Integrating Access with other Programs
- 15 Using the World Wide Web and Hyperlink Fields
- 16 Review and Final Exam

## **II. Course Objectives\*:**

- A. Demonstrate familiarity with PC microcomputer and Windows environment. II, IV, VII, IX, XI
- B. Use an electronic spreadsheet and its functions to solve business problems. II, IV, V, IX, XI
- C. Use Computer Oriented Telecommunications to obtain and provide information. II, IV, IX
- D. Organize, analyze and present data using database management systems. II, IV, V, VI, IX, XI
- E. Describe the complexity and importance of management information systems in business operations. II, IV, V, VI, IX, XI
- F. Use computer graphics to develop professional presentations. II, IV, IX, XI

\*Roman numerals after course objectives reference goals of the CST program.

## **III. Instructional Processes\*:**

Students will:

- 1. Use professional tools to produce software components and documentation. *Technological Literacy Outcome Transitional Strategy*

2. Create Web pages based on client input or industry research. *Communication Outcome, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Information Literacy Outcome, Transitional Strategy*
3. Create complex spreadsheet applications based on client input or industry research. *Communication Outcome, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Information Literacy Outcome*
4. Create PowerPoint presentations based on client input or industry research. *Communication Outcome, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Information Literacy Outcome*
5. Create database applications based on client input or industry research. *Communication Outcome, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Information Literacy Outcome*
6. Practice elements of the work ethic such as punctuality, professionalism, dependability, cooperation, and contribution. *Personal Development Outcome*
7. Present a finished product to the class. *Communication Outcome*
8. Use professionally accepted methods and materials in completion of applications. *Technological Literacy Outcome, Personal Development Outcome, Transitional Strategy, Active Learning Strategy*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

#### **IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

1. Appropriately use terminology and concepts relevant to Windows. A
2. Open and close Windows, move around in a graphical user environment, and understand the file manager. A
3. Manage directions and files, and manipulate directions and files on disks and the disk drive. A
4. Develop and modify spreadsheets using numeric data and text. A,B
5. Apply formulas and functions to specific problems. A,B
6. Generate line, bar and pie graphs. A,B
7. Produce professional quality reports. A,B
8. Apply accounting principles to spreadsheet problems. A,B
9. Create macros. A,B
10. Design, create, and modify database schema. A,D,E
11. Use interactive query language. A,D,E

12. Write programs with functions, procedures, etc. A,D,E
13. Create custom report and forms. A,D,E
14. Use physical and logical ordering techniques. A,D,E
15. Create effective user interfaces. A,D,E
16. Communicate using E-mail tools. A,C
17. Document software design and development process. A,E
18. Use Internet and the WWW. A,C
19. Demonstrate uses of computer graphics software using PowerPoint for Windows. A,F

\*Letters after performance expectations reference the course objectives listed above.

## **V. Evaluation:**

### A. Testing Procedures:

Mid-term exam and a comprehensive final exam (1 hour and 40 minutes).  
 Quizzes will be given in lecture. Eight (8) quizzes will be given throughout the semester. In the event of an absence (excused or unexcused), a quiz grade of zero will be assigned.

### B. Laboratory Expectations:

Lab assignments will be given at each lab session.

### C. Field Work:

Fifteen homework assignments must be completed.

### D. Grade Breakdown:

Quizzes	10%
Labs	10%
Homework	30%
Midterm Exam	20%
Final Comprehensive Exam	30%

### E. Grading Scale:

90 or above	= A
85 < % < 90	= B+
80 < % < 85	= B
75 < % < 80	= C+
70 < % < 75	= C
60 < % < 70	= D
Below 60	= F

## **VI. Policies:**

### A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled

instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

**B. Academic Dishonesty:**

Plagiarism, cheating, software piracy, non-educational use of computer systems and other forms of academic dishonesty are strictly prohibited. A student caught cheating or infracting specific rules will be given a grade of "F" for the course and a letter from the department head will be placed in the student's academic record file, or dismissal from the college will be recommended.

**C. Make Up Work:**

Homework assignments are due at the beginning of the designated lab session. Any homework turned in later on the due date will be assessed a 30% late penalty. Any homework assignment handed in after the due date will receive a grade of zero **WITHOUT EXCEPTION**.

**Make-up Exams:** All exams are required, and make-ups will be allowed only in the rarest of cases. In the event that you have an emergency beyond your control, you must notify the instructor in advance. To do this, call the Business & Information Services office at 694-6656 and leave a message. At the next lecture period, you must submit a written statement explaining why you missed the test. Be warned: Only the noblest of excuses will be accepted. All students with an acceptable excuse will make up their missed exam at an announced date during the last week of classes for the semester. There will be no exceptions to this arrangement.