

Chaminade University
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BU 203
Barbers Pt

Management Information Systems
Winter Evening Jan 16 - Mar 20, 1998
Friday nights

OVERVIEW:

The objective is to gain practical experience and an understanding of how computers and **information** technology are used **today**. Hardware, **software**, systems, communications **and** current **trends** will be **discussed**. Computer knowledge is rapidly **changing**, and we will be **using** internet exercises to keep up with the **"state-of-the art"**. The classroom experience will include three major areas:

D **First** the **fundamentals** will be covered **through** reading and **discussing** the text.

Second the text_ will be supplemented by using and discussing exercises.

Third the student will complete an individual and group project using **the** computer.

these project-. will **include** teamwork skills, **group** dynamics **knowledge**, professional presentation experience, and an opportunity to apply all the knowledge you have acquired during the **course** .. it is the heart of the course

The first project will **be** a group ?project and the second an individual project Project topics will be submitted to the instructor **for** approval using MLA **format**. If an **individual** or group is unable to **come** up with a topic the **instructor** will provide one All projects will include an Executive **Summary**.

OUTLINE

Information Concepts	Chap	1-4
Information Technology	Chap	5-9
System Development	Chap	10-13
Support Systems	Chap	14-1
Managing Technology	Chap	18-20

TEXTS:

Turban, McLean, and Wetherby, Information Technology for Management: Improving Quality and Productivity, John Wiley & Sons, New York, 1996 www.wiley.com/college/turban/toc.html

GRADING.

- > In class work/ participation./position papers 25%o
- > Individual Exams. Quizzes 25%
- > Team Project/Presentation 25% to 35%.
- > Individual presentation 25% to 35% (students will **determine** percentages by second **class** meeting, otherwise **instructor** will give **equal** weight to each area.

Instructor will be monitoring teamwork and in class participation as part of grade. Students will be expected to evaluate individual and team presentations. The instructor will provide performance evaluation sheets.

FINAL GRADE:

Letter **grade** will be **assigned** on the **basis** of point totals of graded items and point totals will be weighted **and** scaled. Above average performance will receive a B and **distinguished** performance an A. Below average performance will receive a C or less depending upon **student's** effort and progress **throughout** the course

POLICY:

- > **Chaminade** **requires** ail students to attend all classes.
- > An exam may be made up if the instructor is **notified** before the exam.
- > An incomplete maybe granted by the **instructor** but will require a signed contract
- > **Graded assignments** should be retained by the instructor or student in case any are recorded **incorrectly**
- > All computer work must include your name/ team name and the date **in** the computer **file**

Instructor requires all written material to be in MLA format **either hardcopy** or disk is acceptable (disk material should be in either MS Office or WordPerfect (Core.) Suite) formats)

> Instructor requires prior **notification of** absences; letter **grade will be impacted** by **unexcused** absence.

MAJOR ASSIGNMENTS:

> Individual position paper on assigned exercise(s). (Utilizing two computer tools **e.g. internet** & Word)

> Team **presentation** (utilizing computer applications e.g. Excel & Power Point)

: bid'vidual presentation /utilizing audio/visual aids e.g. Power point, **overheads**, handouts, Excel, etc.)

TENTATIVE **SCHEDULE** (be flexible):

16 Jan	Intro to course & Questions and Answers/Objectives/Goals Overview of Chap. I -- 4., short class night ; Assignment - Chap. 1-4
23 Jan	Review Chap. 1 - 4; Discussion ; Team Assignments ; Team Roles; Evaluating team and Team member performance; Exec. Summaries; Assignment- Study for Exam Chap. 1-4
30 Jan	Exam I (concepts & terminology in Chap. 1- =1); Team meeting/Team topic decision & submission to instructor Assignment - Chap. 5-9; work on Team Presentation
6 Feb	Review exam ! ; Review Chap. 5 - 9; Choose/assign topic for individual project ; Team Meeting - start preparing outline of presentation (What, Who, How, When); Assignment - work on Team and Individual Paper/presentation; Read Chap. 10-13
13 Feb	Review Chap. 10-13; Team Meeting - complete plan for team presentation; Assignment 2-4 page paper TBA; Read Chap. 14 - 17
20 Feb	Review Chap. 14-17; turn-in written assignment; Assignment - Work on Team & individual projects; read Chap. 18-20; Bring in to discuss Social and Ethical Issues in the news, workplace or in society as a whole as they• relate to MIS and management in general (People stories)
27 Feb	Review Chap 18-20; Discuss ethical and social issues. Last meeting for Team Presentation: Assignment - Be prepared for Team presentations!
6 March	TEAM PRESENTATIONS & discussion of each. There will be constructive feedback-be prepared to give and receive constructive criticism!
13 March	INDIVIDUAL PRESENTATIONS!
20 March	FINAL EXAM 1 course re-cap; review of goals; Critiques!

Brief Personal History:

Lawrence (Lang) M. Hibbard earned his BS degree in Computer Information Systems at Chaminade University in 1987. He continued his education at the University of Phoenix Online and received his MA in Organizational Management in 1994. Mr. Hibbard has been serving in the United States Coast Guard as an Aviation Officer since 1972. He has been a member of American Society of Quality, ASQ (formerly ASQC), since 1992.

Mr. Hibbard assumed the duties of Total Quality Management Coordinator at the US Coast Guard Aviation Technical Training Center in Elizabeth City, NC in 1992 where he successfully transitioned the organization in time to accommodate a 29% downsizing of personnel along with a 49% budget reduction. He was one of only forty personnel originally selected to instruct Process Improvement and Measurement throughout the Coast Guard. His contribution to the adoption of quality principles throughout the Coast Guard was recognized with an Achievement Medal from the Commandant of the Coast Guard in 1996.

Mr. Hibbard has been instrumental as a Project Manager in such diverse areas as Inventory Process Control, Computer Systems Analysis and Design, Aviation Maintenance Processes, and personnel training. He has maintained a high profile as an instructor/trainer by authoring a forty-hour course on Team Leadership and Process Improvement. He has developed and delivered several seminars on Running a Meeting Effectively and continues to provide instruction on dealing with difficult people as customers. His interest and focus have been on implementation of process improvement and personnel development with a deep belief that people will provide their best when empowered to perform.

His consulting has included military groups at the tactical and strategic levels, civilian organizations (political groups and educators), and individuals. He has provided strategic planning assistance to small business owners and implemented change within large organizations while acting as a change agent. He has instructed throughout the United States from Alaska to North Carolina and his experiences have enriched his techniques for facilitation of diverse groups of people. He has instructed both Computer and Business courses at Chaminade for the last two years as an Adjunct Instructor and is an Adjunct Instructor for the University of Phoenix.