Instructor : Dr. Deniz Aksen
Office : CAS 245
Office Hours : Tuesday 14:00-15:00 and Thursday 14:00-15:00 or by email appointment
Contacting the instructor : Ext. 1684, daksen@ku.edu.tr
Lecture Hours and Classrooms : Tue-Thu at 15:30 in SCI 103 (Sec01) and at 17:00 in SCI 103 (Sec02)

Tentative PC Lab Hours:
1. Mon B2 (11:00) in SOS-180 (by Emre Kunt)
2. Mon B3 (12:30) in ENG-128 (by Efe Pınar)
3. Tue B2 (11:00) in SOS-180 (by İrem Kocacan)
4. Wed B2 (11:00) in SOS-180 (by Emre Kunt)
5. Wed B3 (12:30) in ENG-128 (by Efe Pınar)
6. Thu B2 (11:00) in SOS-180 (by İrem Kocacan)

→ Lab hours may change during the semester depending on your attendance. If the attendance to a particular lab hours drops below four students for two weeks in a row, that hour is cancelled automatically.

PC Lab Assistants: Efe Pınar (efepinar@ku), Emre Kunt (ekunt@ku), İrem Kocacan (ikocacan@ku)

Course Website : http://bit.ly/mgis301 or http://tinyurl.com/mgis301
Textbook Authors : R. Kelly Rainer Jr. and Casey G. Cegielski
Textbook Publisher : John Wiley & Sons, Inc.
Publisher’s Textbook Site : http://eu.wiley.com/WileyCDA/WileyTitle/productCd-EHEP001682.html
Price : 80 TL at Pandora Bookstore. (Compare this price to $87.61 at Amazon.com.)

### COURSE OBJECTIVE and CONTENTS

The objective of this course is two-fold. On the one hand it is intended to familiarize students not only from BizAdmin but also from other majors with the essence and with the basic concepts of information technology (IT). The use of information systems (IS) for competitiveness and strategic advantage in corporate and public organizations will be discussed. Students will gain a basic understanding of IS, and learn how IT can help individuals in all functional areas to be more efficient and more productive. On the other hand, this course also aims to bring the computer literacy level of the third year BizAdmin students to the same level as that of their peers majoring in engineering.

**MGIS301** is a self-contained course. It does not require any pre-requisite knowledge other than acquaintance with the KU Network, the Internet and with the Microsoft Office 2007/2010 software suite on a Windows XP, Windows Vista, Windows 7 or Linux operated PC.
RULES AND REGULATIONS

Cell Phones

Turn off your phones' volume and tell your friends, parents, and relatives that you have class on Tuesdays and Thursdays.

Language of Instruction and Communication

The language of instruction and communication in the classroom is English. This is an absolute rule that must be strictly followed both by the instructor and by the students. **THIS RULE COVERS ALL E-MAIL CORRESPONDENCE RELATED TO MGIS.301.** Persistent, intentionally recurring violation of this rule leads to disciplinary action against the violator.

Midterm and Final Exams

Conflict or overlapping with another exam or activity in your schedule is not a valid reason for missing the exams of MGIS 301. If you must absolutely miss the midterm exam (severe illness, death in the family, etc.) please consult with the instructor **IMMEDIATELY.** However, you MUST also notify your instructor in advance (before the exam) by email or by phone that you are going to miss the exam. If you do not have access to your email at that moment, and if your instructor is out of office, then you may leave a message with the faculty secretary Mrs. Aylin Büyük Türüt (0212-338 1301).

The weight of the midterm exam is added to the weight of the final exam if you miss it with a legitimate excuse.

There will be **one midterm exam** before the Spring Break (09–13 April 2012). The exact dates of both the midterm and final exams are announced by the Registrar's Office. The Registrar's Office may exert its authority to change the midterm exam dates.

Everything covered during the semester including class discussions, PC lab exercises, presentations made by students, handouts and booklets distributed in class or picked from CopyLand (Xerox Center) is included in the exams. The final will be comprehensive meaning that it will cover everything from A to Z.

The final is **NOT optional.** Every student must take it no matter what her or his academic status is. The presence of two final exams on the same day but at different hours is not a valid reason for a makeup final.

Quizzes

**THERE IS NO SUCH THING AS MAKEUP QUIZ WHATEVER THE REASON IS.** You can ask for a makeup quiz **if and only if** you had to miss the quiz due to an official appointment by the university. Should this be the case, you have to certify your official appointment.

Quizzes—popup or announced—are a regular feature in MGIS.301. They carry a substantial weight in the overall grade. The total number of quizzes will possibly be **six to nine** including **two or three** PC based quizzes during the lab hours, one or two about Excel 2007 and another about Access 2007.

The **in-class quiz** with the lowest grade will be dropped at the end to provide allowance for situations which might cause a student to miss a quiz or perform below her or his normal. However, in order for the lowest grade to be dropped, the course instructor must give at least five in-class quizzes during the semester. Otherwise, the lowest quiz grade is not discarded. In case of the PC lab quizzes, no grade will be dropped. So, make sure to attend the PC lab quizzes at the cost of anything.

Homework Assignments

There is one **individual** homework in **MS Excel 2007** and one **group** homework in **MS Access 2007.** The latter can be done in arbitrary groups of **at most four students.**
Both Excel and Access homework solutions (i.e., Excel and Access files) are to be turned in by uploading to the specified subdirectory on the F:\ drive. Emailed homework files will not be graded.

CHEATING IN EITHER HOMEWORK WILL HAVE INFERNAL CONSEQUENCES.

In addition to Excel and Access, there can be further assignments about relevant MGIS.301 topics. Such assignments will be done either by volunteering students or by those students who will be selected according to the merit of need for class participation.

- All types of exams are closed notes & closed book exams consisting of short answer questions, multiple-choice questions, and true/false questions. There can be also couple of computational questions on the exams.

- You can bring your Acronyms List to every exam and use it as your cheat sheet.

- In every exam the instructor will ask Excel 2007 and/or Access 2007 related questions tailored for a paper based exam. At least, you will be asked the keyboard shortcuts of MS Office. So, you’d better attend the PC lab hours if you don’t feel comfortable with the Excel 2007 or Access 2007.

- Your exam becomes void, hence is not graded if you forget to write your name on your question sheet or forget to mark your name on the optical answer sheet (bubble sheet).

CLASS PARTICIPATION ≠ CLASS ATTENDANCE

We do not take class attendance, since it is obvious enough that a student cannot guarantee a decent class participation grade without proper class attendance. Class participation includes—but is not limited to—active and relevant contribution to the lectures and voluntary in-class presentations which you need to schedule with your instructor a priori.

If your instructor thinks that your class participation is extremely poor, then you will be asked to make an in-class presentation about a course related topic, whether or not you volunteer.

Group Project

For the term project you will work in groups of 5-7 students from your own section. You need your Instructor’s consent for intersectional groups. If you cannot form a group with familiar classmates, your instructor can assign you randomly to any group with vacancy.

Group memberships should be submitted to the instructor LATEST BY MARCH 01, 2012 THURSDAY.

Remember this is a group project; thus it is teamwork. A group member’s failure to contribute to the project must be reported immediately to the instructor without waiting until the presentation day.

The instructor reserves the right to adjust individual project grades on the basis of intra-group evaluations.

The purpose of the term project is to provide the opportunity for you to research, understand, organize, propose and present an information system in depth. There are two approaches to tackle the project.

Approach 1a.

Conduct an extensive research on a specific information system, its functions and components, and its deployment. Enrich your research with examples of that system in Turkey or abroad. Describe in your project how you can gain a strategic or competitive advantage by using it. A cost / benefit analysis of implementation and pricing information should also be included.

Approach 1b.

Conduct an extensive research on a particular information system which is currently in use at a private or public, commercial or non-profit organization, institution, or company. Enrich your research by going to the
place where that particular information system is being used. Elaborate on the system’s necessity and added value. Interview the managers, users, and—if possible—also the developers of that system. Describe in your project how you can gain a strategic or competitive advantage by using it. A cost / benefit analysis of implementation and pricing information should also be included.

Approach 2.

You will propose an innovative information system for a private or public corporation, organization or institution which could benefit from the implementation of such a system. The study of your proposed system is going to provide the same depth and scope as in Approach 1b. As the developer, you are expected to get the feedback of the would-be managers and users of your proposed system. In this approach, you are not expected to develop and implement an actual information system, but just do your research as if you were implementing it in real life.

➢ There are one hard copy and one soft copy deliverables for the project:

i. Hard Copy:

A hardcopy project abstract or outline due to MARCH 29, 2012 THURSDAY in class. You are requested to stick to the deadline so as not to lose any points. Project outlines should be no more than 5 pages and should address the following:

• The topic you chose and the reason why you chose it.
• The general purpose of the information system which you will study or propose in your project.
• Your time plan for this project.
• Complete bibliography plus a list of related websites which should be properly cited.

ii. Project Website:

An actual website that is equivalent to the project report in other courses. The project website must be published before the assigned day of presentation so that your instructor can go over it at least the day before. However, you can continue working on your project website until the day of the final exam. Your instructor will not grade the project websites until then.

iii. Project Presentation:

Each group is going to give a formal 20-25 minute briefing before their classmates followed by five minutes of questions and answers. You may use either PowerPoint slides or your project website or both for this purpose. It is essential that all group members speak during the presentation.

Students in the audience of a presentation will get project participation grades by asking relevant, value-adding questions. Presentations will be held either in the last three lecture hours or in after-hours sessions during the last week of classes.

➢ A full-credit project presentation and project website exhibit the following merits:

o The interest of the audience—who will be your classmates and your instructor—is stimulated.

o The studied / proposed information system's viability is justified.

o A detailed quantitative cost / benefit analysis (or at least a cost analysis) is provided.

o If you chose Approach 1a, a number of successful real-world applications of that system are cited.

o Both technological and managerial aspects of the information system are discussed.

o The presentation effectively utilizes visual aids.

o Group members have rehearsed their presentation once or twice before coming to the class.

o Time management of the presentation is adequate and fits the specified limit.
**GRADING**

4–6 In-class quizzes with the lowest grade to be dropped (Individual) .................................................. 10%
2–3 PC Lab quizzes (Individual) .................................................................................................................. 8%
Midterm Exam (Individual) ......................................................................................................................... 15%
Final Exam (Individual) ............................................................................................................................... 20%
Excel 2007 Homework (Individual) .............................................................................................................. 12%
Access 2007 Homework (Teamwork) .......................................................................................................... 6%
Class Participation & In-class Presentations (Individual) ........................................................................... 8%
Participation in Other Teams’ Project Presentations (Individual) ............................................................... 1%
Abstract and Outline of the Group Project (Teamwork) ........................................................................... 5%
Group Project Website (Teamwork) ............................................................................................................. 10%
Group Project Presentation (Teamwork) ........................................................................................................ 5%
Attendance to the PC Labs (Individual) ....................................................................................................... 2% (Bonus)

**SUM** .......................................................... 102% (2% Bonus)