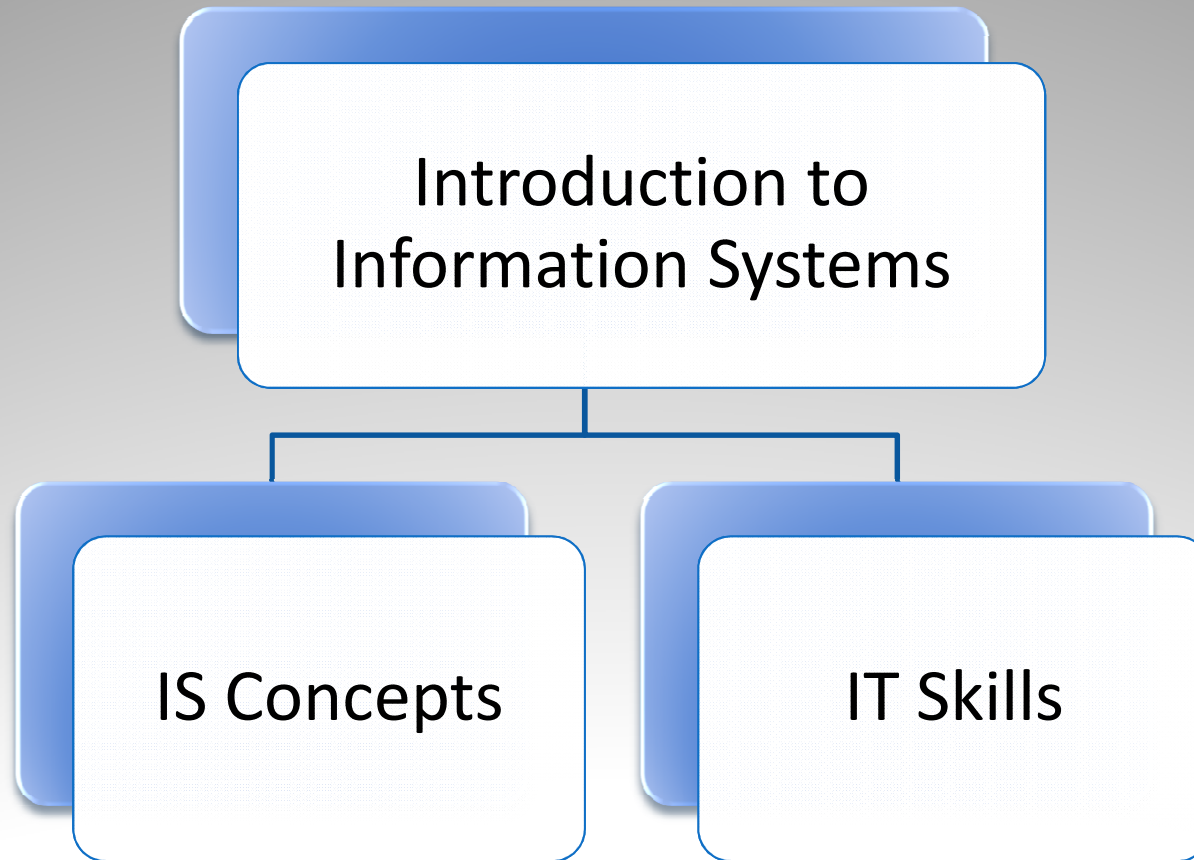


# OVERVIEW OF ISM 4930

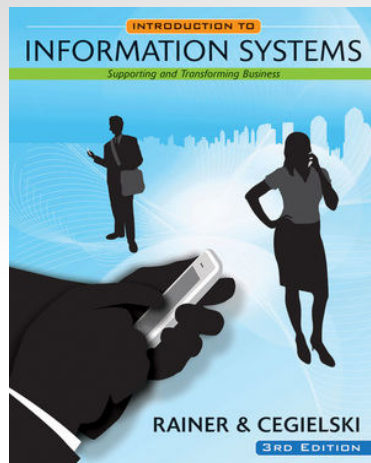
## “Introduction to Information Systems”



# Course Structure

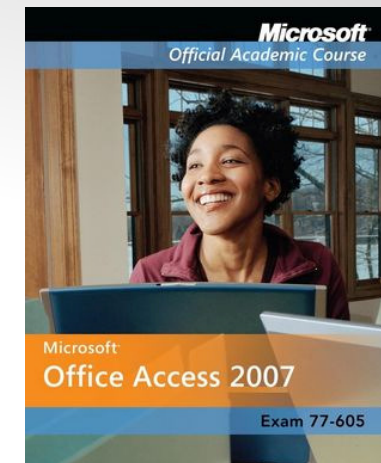
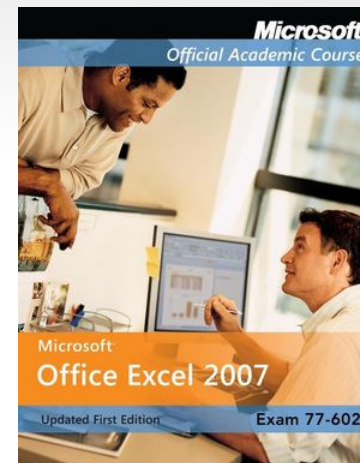
## Information Systems Concepts

- Monday/Tuesday Class
- 60% of grades
  - 45% - Three tests
  - 15% - Ruby's Club Case
- Textbook



## Information Technology Skills

- Wednesday/Thursday Class
- 40% of grade
  - 20% - certification
  - 20% - homework assignments
- Textbook (Online Only)



# Information Systems Concepts

- To understand basic information technology terminology, infrastructure and security issues.
- To understand how information systems can be used for enablement, problem solving, and decision making.
- To understand how information systems can be leveraged for individual, business unit, and organizational goals.

# Information Systems Concepts

- To understand basic information technology terminology, infrastructure and security issues.
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- To understand how information systems can be leveraged for individual, business unit, and organizational goals.

# Information Systems Concepts - Topics

- The Modern Organization in the Global, Web-Based Environment
- Information Systems: Concepts & Management
- Ethics, Privacy, and Information Security
- Data and Knowledge Management
- Network Applications
- E-Business and E-Commerce
- Wireless, Mobile Computing & Mobile Commerce
- Organizational Information Systems
- Customer Relation Management
- Supply Chain Management
- Managerial Support Systems
- Acquiring Information Systems & Applications

# Information Technology Skills

- Problem solving skills using Microsoft Office.
- A certifiable-proficiency in Microsoft Excel 2007 and Microsoft Access 2007.
- Completion of the Microsoft Certified Application Specialist (MCAS) exams for
  - Microsoft Excel (Exam 77-602)
  - Microsoft Access (Exam 77-605)

# Information Technology Skills

## Excel

- [1] Excel Essentials
- [2] Creating and Editing a Workbook
- [3] Formatting Cells and Ranges
- [4] Worksheet Formatting
- [5] Managing Worksheets
- [6] Working with Data
- [7] Using Basic Formulas and Functions
- [8] Using More Advanced Formulas
- [9] Creating Charts from Your Data
- [10] Adding Pictures & Shapes to a Worksheet
- [11] Securing and Sharing Documents

## Access

- [1] Database Essentials
- [2] Create Database Tables
- [3] Work with Tables/Database Records
- [4] Modify Tables and Fields
- [5] Create Forms
- [6] Create Reports
- [7] Use Controls in Reports and Forms
- [8] Create and Modify Queries
- [9] Advanced Tables
- [10] Advanced Forms
- [11] Advanced Reports
- [12] Advanced Queries
- [13] Display and Share Data
- [14] Import and Export Data
- [15] Database Tools