

**MIS388 – Management Information Systems
Fall,2007 – Janis Warner, Instructor**

Purpose:

The purpose of this course is to provide students with an understanding of how information technologies (i.e. computer hardware, software and networks) are used in organizations to support and enhance the organization's objectives. Students will also learn to use spreadsheet and database software – Microsoft Access and Excel to solve business problems.

Office Location/Hours: SHB 236B;
Tuesday/Thursday 9-11am and 3:30-5:30pm or by appointment

Contact Information: Email – jaw022@shsu.edu
936-294-4878 (o); 561-213-7810 (c)

Appointments may be made for times other than office hours, however, please be aware that I do have meetings and other responsibilities that will limit time available for appointments. Students will find that the quickest and most efficient method of communicating with me will be through email. I will try to respond to all email within 24 hours (not including weekends).

Please use the phone for family or medical emergencies unless otherwise instructed.

Required Textbooks and Materials:

O'Brien and Marakas, *Introduction to Information Systems (13th edition)*, McGraw-Hill Irwin, 2007

Other Requirements:

- SHSU account and Email – Students must have an email address and access to the Internet and World Wide Web by the end of the second week of class. In addition, they must have an SHSU account in order to access the workstations in the instructional and open labs.
- Storage device(s) – either USB drive or CDs

Grading:

The cumulative course grade will be based on the following allocations:

Class Involvement/current events	10%	
Homework/quizzes/assgns	20%	
Case Presentation	10%	
Exams (3@ 20%)	<u>60%</u>	
Total		100%

Grading Structure:

A	90 and above
B	80-89
C	70-79
D	60-69
F	below 60

OTHER:

Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.

Exams-Three exams will be given in the course. The exams will consist of conceptual material from the textbook and lab material for Access and Excel. Obviously, class attendance is necessary in order to achieve the maximum grade from class.

Makeup exams are not given. If a student misses an exam due to an emergency they must inform me of that fact and provide appropriate documentation as soon as possible. If the reason for missing the exam is deemed appropriate, the exam will be skipped and the remaining exams will be reweighted to make up for the missing exam.

In-class Case/Current Topic Presentations-The case presentations are team assignments and to be 5 minutes per team member in length (for example, a team of 3 would give a 15 minute presentation). A suggested approach is to review the textbook material for the associated section, case/current topic and answer any questions provided. At least two additional pieces of relevant information are to be presented with their origin (i.e., web site, article source) in addition to the textbook/case material. If a current topic is to be presented, the topic must be approved by the second class period. The presentation must include review materials such as a Microsoft PowerPoint presentation. No make-up case presentations will be given.

Attendance and Participation – You are expected to attend and participate in the discussion of every class. Your attendance and participation counts for up to 10% of your final grade (depending on other assignments). All contributions to the class discussion are appreciated. Special recognition will be given to participation or contributions that "add-value." This can be accomplished in a variety of ways, such as by linking the discussion to the text or other readings, by stimulating thought and reactions from other students, or by synthesizing various parts of the course.

Regular and timely class attendance is expected and is in your best interest. You will get out of this class what you put into it. Lack of attendance will negatively impact your class involvement grade as follows:

- A. At the beginning of the semester everyone starts out at 100%
- B. For each class missed over 2 there is a 20% reduction (30% in Summer sessions). This means that if you have 7 absences (5.3 in Summer) you would have a zero for class involvement.

University policy requires that attendance be taken each class period. This will be accomplished by circulating a sign-in sheet. It is the student's responsibility to be sure that they have signed the sheet each day.

Late Penalties-Assignments are due at the beginning of class unless otherwise specified. A late penalty of 10% will be assessed for any assignment turned in after the time it was due, up to and including the next class. A 25% penalty is then assessed up to one week late. No late assignments will be accepted more than one week late. No assignments will be accepted beyond the due date of the last scheduled assignment for the term.

Scheduling-A complete Anticipated Schedule of assignments and significant due dates for the semester will be distributed separately and is to be considered part of this syllabus. Please note, I try not to make changes after the beginning of the semester, however on occasion changes or corrections can not be avoided. The change will be announced in class and posted on Blackboard, however it is the student's responsibility to check for any changes on a regular basis, at least once per week is recommended.

Inappropriate Behavior-Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, etc. Additionally, netiquette is also expected to be observed during electronic communications. For guidelines on acceptable netiquette please see <http://en.wikipedia.org/wiki/Netiquette>. Rude and inappropriate behavior will not be tolerated. Points will be deducted from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently removed from the class.

Cellular telephones, pagers, beepers and other personal communication devices create unwanted distractions and **MUST BE DISABLED** during class sessions. If you consider yourself to be an exception to this requirement, please discuss this with me at the beginning of the semester. ***If you do not inform me of your on call status I will be answering your phone when it rings and for every cell phone ring that happens during a test, 2 points will be deducted from your score.***

Incomplete-University policy states that an "I" may be given only if a student has a passing grade in the course. An incomplete is meant for students who are unable to complete the course due to severe hardships beyond their control, not to accommodate students who decide that the work load is too heavy. If an "I" is given, work must be completed within the time period specified by the instructor – a period not to exceed 1 semester after the ending date of the course.

Academic Irregularities-Cheating, plagiarism, and unauthorized collaboration are unacceptable for both in-class examinations and take-home assignments. Such offenses are subject to disciplinary action. Disciplinary actions may range from a zero on the assignment or exam, to an "F" in the course and a letter of fact in your student record, following the rules of the University and the College of Business.