

MANAGEMENT INFORMATION SYSTEMS
MIS 388

Summer II Semester 2008

COURSE DESCRIPTION:

Information systems have become essential for creating competitive firms, managing global corporations, and providing useful products and services to customers. This course is an introduction to the role of information technology in the business organization. In addition, the course is intended to enhance students' skills in spreadsheet, database, and Internet software necessary for any member of today's business organizations. Prerequisites: MIS 188 or CS 143 or CS 133 or CS 138
Credit: 3 semester hours

COURSE OBJECTIVE:

1. To understand the role of information technology in the business including how IT can be used to gain competitive advantage.
2. To understand how computer hardware, software, data, and communication networks interact with the business processes.
3. To enhance skills for utilizing the Internet for business purposes.
4. To enhance skills utilizing Excel and Access to solve business problems.

REQUIRED TEXT:

O'Brien and Marakas, *Introduction to Information Systems (13th edition)*, McGraw-Hill Irwin, 2007, 0-07-304355-9

OPTIONAL TEXT:

Parsons, Oja, Agloff and Carey, *New Perspectives on MS Office Excel 2007 Introductory*, Thomson Course Technology, 1-4239-0584-4
Freidrichson, *MS Office Access 2007 – Illustrated Introductory*, Thomson Course Technology, 1-4239-0518-0

GRADING CRITERIA:

Class Involvement	10%
Homework (team effort)	
Decision Support	10%
Access	5%
Homework (individual effort)	
Others (6 @ 3%)	18%
Exams (2 @ 19%)	38%
Final Exam	19%

COURSE GRADE:

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.

HOMEWORK: Except for any group projects, all homework assignments are expected to reflect ENTIRELY your own work. If you have trouble understanding the nature of an assignment, you may seek clarification from a fellow student or your instructor. You should not, however, partially or totally copy any other student's work or "work with" another student on the solution to the assignment. In addition to being cheating, this will not benefit you from a learning standpoint. If you are at all unclear as to what would constitute cheating, you may discuss it with your instructor at any time. The first incident of cheating will be penalized with a zero for the plagiarized assignment plus the loss of a letter grade. A second incident of cheating will result in an automatic F for the course. **THESE PENALTIES WILL APPLY TO BOTH THE PERSON WHO COPIES AND TO THE ONE WHO ALLOWS THEIR WORK TO BE COPIED.** Unless otherwise instructed, homework/projects are due on the due date at the beginning of class. Homework turned in late (within 24 hours) will be penalized one-half credit in addition to any deductions for errors or incompleteness. No credit will be given for homework turned in more than 24 hours late.

CLASS ATTENDANCE: 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. 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.

EXTRA CREDIT: There are no extra credit assignments.

MISSED EXAMS: If you miss an exam other than because of religious reasons (see below) you will receive a zero for that exam. At my discretion, and based on your reason for missing the exam, I might give you a make-up exam.

RELIGIOUS HOLY DAY POLICY: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel

for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. The instructor will notify the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

DISABLED STUDENT POLICY: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

FOOD AND/OR DRINKS IN CLASSROOMS: According to University policies and Dean Lewis' specific request, students are not allowed to consume food or drinks in the classrooms.

COURSE OUTLINE:

CLASS	DATE	TOPIC	READING	ASSIGNMENT DUE
1	7/8/08	Introduction to Course		
2	7/9/08	Hardware Lab (Intro to Excel)	Chapter 3	
3	7/10/08	Software Lab (VLOOKUP/Data Validation)	Chapter 4	<u>E-mail</u>
4	7/11/08	Data Lab (Access)	Chapter 5	
5	7/14/08	Lab (Access)		<u>Invoice</u>
6	7/15/08	Lab (Access)		
7	7/16/08	<u>TEST 1</u>		<u>Guest Check</u>
8	7/17/08	Telecommunications Lab (Amortization)	Chapter 6	<u>Access</u>
9	7/18/08	e-Commerce & Internet	Chapter 8	
10	7/21/08	Lab (Importing/exporting files, budgeting tools, HTML)		<u>Loan Amortization</u>
11	7/22/08	Security & Ethics	Chapter 11	
12	7/23/08	Systems Building	Chapter 10	<u>HTML</u>
13	7/24/08	<u>TEST 2</u>		<u>Budgeting</u>
14	7/28/08	Role of IS	Chapter 1 & 2	
15	7/29/08	Role of IS	Chapter 7	
16	7/30/08	Role of IS	Chapter 9	
17	7/31/08	Business Value <u>Class Example</u> And Introduction to Decision Support Homework (DO NOT MISS THIS CLASS)	Read the <u>decision support problem and check figures</u> prior to coming to class	

18	8/4/08	Lab (Decision Support)		
19	8/5/08	Lab (Decision Support)		
20	8/6/08	Lab (Decision Support)	DSS assignment is due at the <u>END</u> of the class period	<u>Decision Support</u> <u>Check Figures</u>
	8/7/08	<u>FINAL EXAM</u>		