

MIS388 – Management Information Systems Summer II - Janis Warner, Instructor

Purpose:

The primary 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. To accomplish this purpose factual knowledge about concepts, terminology and trends are introduced through class presentation, discussion and textbook material. This will be reinforced with assignments, quizzes and exams.

There are two additional goals for the course. 1) To develop skills and competencies with specific spreadsheet and database software – Microsoft Excel And Access - to solve business problems. This will be reinforced through labs, assignments and exams. 2) To develop teamwork/ collaboration skills working with others as a member of a team. This will be reinforced through team assignments and a team presentation.

Office Location/Hours: SHB 236B; Monday-Friday 11-noon, 2-3pm or by appt.

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 (www.mhhe.com/obrien)
- >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

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:

	Possible	Your Score
Exams (3@ 20 each)	60	_____
Lab quizzes (2@2 each)	10	_____
In-class Team Presentation	7	_____
Current Events(3@1 each)	3	_____
Attendance/Participation	5	_____
Homework/assgns/labs(15@1 each)	15	_____
Total	100	_____

Grading Structure:

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

Exams-Three exams and a comprehensive final will be given in the course. The lowest exam grade will be dropped. The exams will consist of conceptual material from the textbook, class material such as presentations and discussions, and lab material from 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, that exam will be dropped and you must take all the remaining exams.

Lab Quizzes-The quizzes will be practical hands on problems of the Excel and Access skills learned in class. The quizzes will be open book as the purpose of the quiz is to test your ability to complete the task appropriately, not memorize the skills.

In-class Case 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. The presentation must include review materials such as a Microsoft PowerPoint presentation. No make-up case presentations will be given.

Current Events – Instructions are posted on Blackboard. Approximately once per week you will briefly review/summarize an article that is related to the current chapter's topic. The review will be turned in both electronically via Blackboard and in hard copy version at the beginning of assigned class (see Anticipated Schedule).

Attendance and Participation – You are expected to attend and participate in the discussion of every class. Your attendance and participation counts for up to 5% of your final grade (depending on other assignments). All contributions to the class discussion are appreciated, and special recognition announced, on an as needed basis, will be given to participation or contributions that "add-value".

Regular and timely class attendance is expected and is in your best interest. 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 25% will be assessed for any assignment turned in after the time it was due, up to and including the next class. No late assignments will be accepted more than one class period late.

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, before each class is recommended.

Other:

- ❖ **Students are responsible for abiding by all published University rules and regulations.**
- ❖ **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 an exam, 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.
- ❖ **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.

Student absences on religious holy days policy

A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy

Disabled students may request help 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.

University policy states that food or drink are not allowed in computer labs.