

Syllabus MIS 388

Fall 2007

Information

Lecturer: Susan Cooper
 Office: Smith Hutson Building 236S
 Phone: (936) 294-3452
 email: mgt_stc@shsu.edu
 Text & Materials: *Introduction to Information Systems, thirteenth edition, O'Brien*

Office Hrs: Monday 8:00-9:30 & 11:00-2:00
 TuTh 8:00 –9:30 & 12:30-2:00 **or** by appointment
 We 12:30-2:00
 Fr 9:30-11:00 & 12:30-2:00

Class Times: Monday 9:30-11:00
 TuTh 9:30-12:30
 We 8:00-12:30
 Fr 8:00-9:30 & 11:00-12:30

Course Description: This course is an introduction to the use of information systems in businesses today. Presented material is selected to increase literacy in this rapidly changing field.

Course Objectives :

The objective of this course is for students to understand basic computer technology concepts. Understand the development and use of information systems in organizations. Be more effective end users of information systems for business operations and decision making.

Tentative outline

Topic	
Introduction	
CH 1 & 2, Intro to study of computers & file management	Database Project due
Chapter 3 Computer systems and hardware	Exam Chapter 5,6 & 8
Chapter 4 Software (Word, Outlook, Excel)	CH 9, Information, Decision Support, Artificial Intelligence, and Special-Purpose Systems
Excel Project Due	CH 10, Systems Development
Test Chapters 1-4	PowerPoint
Chapter 6 Networking & web design	CH 11, Societal and Ethical Issues in Computer Systems, Computer Crime
Chapter 8 E-Commerce	
Chapter 5 Database (Access)	Comprehensive Final
Excel, PowerPoint & Access programs will be covered on exams as indicated during class	

Grades

Your final grade will be composed of Tests, Assignments, Quizzes, and the final. Your grade will be calculated according to the table below:

Three Exams	100 points each
5 Assignments	20 points each to total 100 points
2 Projects	100 points each
<p>****There will end up being a total of 600 points to determine your semester grade. Your letter grade will be assigned according to the standard grading scale shown below.</p>	

Course Grades: Grades in this course are determined by applying the following scale to a student's average

> 89.5	A
79.5 – 89.4	B
69.5-79.4	C
59.5-69.5	D
< 59.5	F

A bonus will be given for perfect attendance (No absences whatsoever). I will take attendance to keep a record of who attends class. You are allowed 3 hours (2 class periods) of absence, excused or unexcused, without penalty. This will also benefit in borderline situations. When you have exceeded 4 absences (6 hours) you will begin to lose 5 points per absence to your total points (**This deduction will include the previous 4 absences**). Ex: you have 430 points and 8 absences, $(8 \times 5 = 40)$ your new point total will be 390. That is the difference in a letter grade. In order to do well in this class, you must attend lecture & exercises.

Homework

Each assignment will either be handed in via hard copy or handed in via email, and is **due NO LATER THAN TIME INDICATED BY INSTRUCTOR. If it is due at beginning of class that means HAVE IT READY!!** Furthermore, the homework must be submitted correctly to be accepted. Instructions will be given for each assignment. **ANYTIME you send me an email you MUST place your name, course number and section in the subject.**

Policies

RELIGIOUS HOLIDAY 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.

University policy 861001 provides the procedures to be followed by the student and instructor. 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 involved 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: 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. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the Counseling Center.