

# Management Information Systems MIS 388

## Fall 2007

### Contact Information

**Instructor:** Gary Baker

**email:** mis\_gab@shsu.edu

**Homepage:** www.shsu.edu/~mis\_gab/mis-388.html

**Office:** 236XL Smith Hudson Building

**Office** MTWTh: 12:00 – 12:30

**Phone:** 936-294-4049

### Course Information

This course is designed to be an introduction to the management of information systems in organizations. Material presented is selected to increase the student's literacy in this rapidly changing field, including commonly used acronyms and emerging technologies. Organizational applications of information systems will be discussed for all functional areas of the firm. Prerequisites: MIS 188 or CS 143 or CS133.

### COURSE OBJECTIVE

1. Understand basic computer technology concepts.
2. Understand the development and use of information systems in organizations.
3. Be a more effective end user of information technology for business operations and decision-making.
4. Enhance skills utilizing Excel spreadsheets to solve business problems.

### REQUIRED TEXT

James O'Brien, George Marakas, *Introduction to Information Systems, thirteenth edition*, McGraw-Hill Irwin, 2007, ISBN 978-0-07-304355-5

### COURSE EVALUATION PROCESS

Exam 1 -----	75
Exam 2 -----	75
Exam 3 -----	75
Exam 4 -----	75
Comprehensive Final Exam -----	75
Application Exams and Assignments-----	50
Quizzes and Current Topics-----	150
Total Points	500

No make-up exams will be given. Students missing an exam will be required to take the comprehensive final exam. Students can use their final exam grade to replace their lowest major exam grade. Late assignments will be penalized 50% per day or fraction thereof. Quizzes must be completed before 7:30 am of the first day the chapter is scheduled.

Overall grades will be determined by the following grading scale: A for 90-100%, B for 80-89.9%, C for 70-79.9%, D for 60-69.9, and F for 59.9 & below

## RELIGIOUS HOLY DAYS POLICY

Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. See *Student Syllabus Guidelines*.

## DISABLED STUDENT POLICY

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. See *Student Syllabus Guidelines*.

## ATTENDANCE POLICY

Class attendance will be taken. Tardies after attendance has been taken will be counted as one half an absence. Two absences will be allowed for the semester without a penalty. Additional absences will result in a five point deduction per absence.

## ACADEMIC DISHONESTY

Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. See *Student Syllabus Guidelines*.

## CLASSROOM RULES OF CONDUCT

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. The computer monitors **MUST** be turned off except when we are using the computers for in class activities. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

## OTHER

Students are responsible for abiding by all published rules and regulations as printed in the "Undergraduate Catalogue, Student Guidelines," and in other official university publications. No late exams will be allowed on an exam day, i.e. no exams will be distributed to students after the first fifteen minutes of class. No make-up exams will be given unless the absence is due to a university related activity and approved by the instructor in advance of the exam which is missed. If you miss any one exam due to any illness or other reasons you must take the comprehensive final to receive a substitute grade for the one exam missed.

All students are expected to complete their own work. Academic misconduct includes all forms of cheating, copying work from other students, forgery, and plagiarism. Infractions related to academic misconduct will result in a penalty ranging from a one letter grade reduction to a grade of "F" for the class. Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

**Student Syllabus Guidelines:** You may find online a more detailed description of the above policies. These guidelines will also provide you with a link to the specific university policy or procedure: <http://www.shsu.edu/syllabus>