

**Sam Houston State University  
College of Business Administration  
Department of Management and Marketing**

Course Syllabus

Spring 2008

**COURSE NUMBER:** MIS 388

**COURSE TITLE:** Management Information Systems

**PREREQUISITES:** GBA 180, CS 133, or CS 143

**INSTRUCTOR:** Tina Knickerbocker, gba\_tk@shsu.edu

**OFFICE:** SHB 236T

**OFFICE PHONE:** 294-1975

**OFFICE HOURS:** TTH 8:00 – 3:30  
Other times by appointment

**REQUIRED TEXT:** Introduction to Information Systems, McGraw Hill, 13<sup>th</sup> Edition

**SUPPLEMENTAL MATERIAL:** USB Flash Drive

**COURSE DESCRIPTION:** An introduction to the management and use 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: GBA 180 or CS 133 or CS 143.

**COURSE OBJECTIVES:** Students will be expected to demonstrate knowledge of and the ability to:

Understand the basic concepts of how computers work.

Understand operating system fundamentals and file management.

Use a variety of personal computer application software.

Search for, access, and retrieve information and other data from the Internet.

Use university technology resources

**COURSE EVALUATION PROCESS:** Course averages are determined by the following process:

Exam 1	100
Exam 2	100
Exam 3	100
Final Exam	100
Homework & Quizzes	<u>100</u>
Total	500

There will be three major exams during the course and a final. The final is mandatory of all students. On exam days once the first student has completed the exam and left the room, no other student will be allowed to take the exam if they are late.

Grades in the course will be determined by the following total points:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Each exam will include objective questions as well as an assortment of short answer questions or problems. A scantron form 882 will be required to take the exams.

If a student misses any unannounced quizzes or class work due to an unexcused absence the student will not be allowed to make up the missed work. Regular and punctual attendance is expected.

**There will be no early finals or other examinations for any reason.**

**Smoking, Food, and Drinks are not allowed in class at any time.**

**Make up Exams:**

In order to qualify for a make-up exam, **the student must inform the instructor prior to the time of the exam**, via email or phone message, of their inability to take the exam at the assigned time. The make-up exam must be taken prior to the graded exams being handed back to the class. There will be no provision for making up a second missed exam. The student will receive a “0” for the second missed exam.

**Religious Holy Days Policy:**

Students who are absent from class for observance of a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within one week of returning to class. The student, not later than the 15<sup>th</sup> calendar day after the first day of the semester, must notify the instructor of each scheduled class day that he/she will be absent for a religious holiday.

**Disabled Student Policy:**

It is the policy of SHSU 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, Student Life Program, or activity. Handicapped students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Building.

**Class Conduct:**

Smoking, drinking, eating and use of cell phones during class is prohibited.

**Academic Misconduct:**

All students who enroll at Sam Houston State agree to assume the responsibilities of citizenship in the campus community. Cheating will not be tolerated.

**Attendance Policy:**

Attendance in this class is expected. Those who miss a substantial number of classes will penalize themselves by missing material that will be discussed in class, that may not appear in the texts, and over which the class will be tested. If a student arrives late for class and the roll has been taken, it is the responsibility of the student to notify the instructor at the end of **THAT PERIOD** that he/she arrived late and was not absent.