

**MANAGEMENT INFORMATION SYSTEMS 588**  
**MANAGEMENT INFORMATION SYSTEMS**  
**Summer I, 2008**

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**COURSE DESCRIPTION:**

An in-depth study of business information systems. This course covers computer hardware, software, procedures, systems, and human resources and explores their integration and application in business. Topics include: end-user, computing and development, networking, and data collection and communication. The course content will be adaptive to stay current. The course content will be adaptive to stay current with individual research agendas.

As a student in this course, you will learn the important topics of Microsoft Excel 2007 and Microsoft Access 2007. First, you will learn the fundamentals of Microsoft Excel in solving problems and working with statistical analysis tools. Then, you will use logical decision making and effective data display to design charts. Next, you will learn to retrieve data from analysis and reference before evaluating the financial impact of loans and investments and organize data. Finally, you will use data tables and Excel scenarios, enhance your decision making with Solver, and troubleshoot workbooks.

You will learn the fundamentals of Microsoft Access in the Introduction to Data Management. Then, you will learn to prepare to automate data management and build a database. Next you will learn to analyze data and collect data with well-designed forms. Once you have mastered this, you will start developing reports and automating database processing. Finally, you will learn to enhance the user experience through programming skills.

**REQUIRED TEXT:**

Debra Gross/Frank Akaiwa/Karleen Nordquist, *Succeeding in Business with Microsoft® Office Excel 2007*, Course Technology, 2008. (ISBN: 1-4239-0605-5 / ISBN-13: 978-1-4239-0605-6)

Sandra Cable, *Succeeding in Business with Microsoft® Office Access 2007*, Course Technology, 2008. (ISBN: 1-4239-0606-3 / ISBN-13: 978-1-4239-0606-3)

**GRADING CRITERIA:**

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Homework	30%
Exam I	35%
Exam II	35%

**COURSE GRADE:**

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

**TENTATIVE COURSE OUTLINE:**

Introduction to the Course
Chapter 1: Applying Fundamental Excel Skills and Tools in Problem Solving
Chapter 2: Solving Problems with Statistical Analysis Tools
Chapter 3: Determining Effective Data Display with Charts
Chapter 4: Applying Logic in Decision Making
Chapter 5: Retrieving Data for Computation Analysis, and Reference
Chapter 6: Evaluating the Financial Impact of Loans and Investments
Chapter 7: Organizing Data for Effective Analysis
Chapter 8: Using Data Tables and Excel Scenarios for What-If Analysis
Chapter 9: Enhancing Decision Making with Solver
Chapter 10: Troubleshooting Workbooks and Creating Excel Applications
Chapter 1: Preparing to Automate Data Management
Chapter 2: Building the Database
Chapter 3: Analyzing Data for Effective Decision Making
Chapter 4: Collecting Data with Well-Designed Forms
Chapter 5: Developing Effective Reports
Chapter 6: Automating Database Processing
Chapter 7: Enhancing User Interaction Through Programming

## 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. You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure:

<http://www.shsu.edu/syllabus/>

- **Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

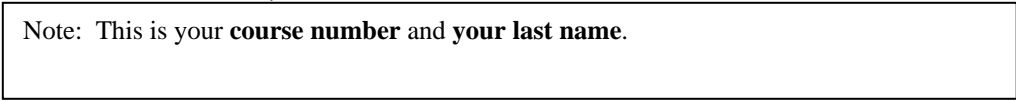
- **Classroom Rules of Conduct:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination.
- Make-up exams will be given at my discretion depending on the related circumstances. You must notify me **in advance** of the exam which is missed. If you miss an exam due to illness you must have a **documented** medical excuse from the doctor or infirmary.
- Tests begin at the start of class and are over when the instructor says it's over. Once someone turns in their exam, you will not be allowed to take that exam (show up on time).
- Homework is due on the due date at the beginning of class (not the middle and not the end of class). No homework will be accepted late (no excuses). You are allowed one homework drop grade.
- Regular attendance is expected.
- **No extra credit will be given.**
- **Student Absences on Religious Holy Days:** 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.

[http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf)

- **Students with Disabilities 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. [http://www.shsu.edu/~vaf\\_www/aps/811006.html](http://www.shsu.edu/~vaf_www/aps/811006.html)

**MIS 588**  
**E-mail**

1. E-mail me ONE message to (kohers@shsu.edu) for the **Subject** use **588-last name** (for example, SUBJECT: 588-Smith)



Note: This is your **course number** and **your last name**.

and provide the following information as the text portion:

- a. Your Last Name and First Name and 'what you want to be called'.
  - b. What e-mail address should I use to correspond with you?
  - c. Phone Number.
  - d. Type of computer at home (if you have one).
  - e. Expertise level with a WP, list type of WP (rank from 1 - 10, 1=poor and 10=excellent).
  - f. Expertise level with a spreadsheet (rank from 1 - 10, 1=poor and 10=excellent).
  - g. Expertise level with a database (rank for 1 - 10).
  - h. List other software applications you know how to use and their rankings.
  - i. List programming languages that you may know and their rankings.
  - j. Where and in what did you receive your undergraduate degree?
  - k. How many hours are you taking?
  - l. If you have a job, what is it and how many hours per week do you work?
  - m. Where do you live?
2. For the **signature** put your name and anything else you think is appropriate.
  3. Make sure that when you send this to me that your name appears in the FROM section and not stdabc02
  4. Set up an alias (nickname) for [kohers@shsu.edu](mailto:kohers@shsu.edu)