



MIS 426: Management Information Systems

COURSE SYLLABUS: 2015 Summer 1

Notes to the Summer Class:

Dear Class,

Howdy and welcome to MIS 426! Please read through this syllabus before you start this class. Although time is shorter in summer terms, the contents and requirements of this class are NOT "shorter" than the ones for spring or fall semester. Please work with me closely to successfully pass this class. Thank you everyone!

Instructor: Dr. Bo Han

Email Address: bo.han@tamuc.edu

To protect your academic privacy, please always send me emails from your tamuc.edu email.

Please use emails to ask me questions. This is the fastest way to reach me.

COURSE INFORMATION

Required Textbooks

Process, Systems, and Information, David M. Kroenke, ISBN: 0-13-278347-9

(We do not need the access code from this book. So, a used book without the access code works fine.)

COURSE DESCRIPTION

This course is designed to introduce the following IT knowledge to students:

- (1) IT management practices (e.g., intelligent supply chain management, IT in business process management, etc.),**
- (2) Data analyses in Microsoft Excel and Access,**
- (3) Enterprise resource planning in SAP.**

This course provides students with an overview of the utilization of business application software and problem-solving using that software. Topics include computer systems, management information systems, microcomputer operating systems, word processing, electronic spreadsheets, database management, business graphics, networks, and integrated packages. Industry accepted microcomputer software will be used.

Student Learning Outcomes

This course is designed to provide students with a basic understanding of how Information Systems are used in organizations for meeting strategic and

operational goals. To that end, students will acquire skills using current end-user software for communication, data transformation, collaboration, and problem-solving. The course also covers software and hardware components, information structures, basic business organization and processes, information system security, and networks.

GRADING

Assignments (A Maximum of 40 Points)

8 assignments regarding Microsoft Excel, Access, and SAP will be given during the semester. You can get a maximum of 5 points for each assignment. Please note:

- Assignments are very important to your final grade! Please be sure to complete and submit every assignment by the deadline.
- I have created the auxiliary videos for some assignments. If I ask you to watch the videos in the assignment requirements, please be sure to do so. If I don't ask you to watch the videos for assignments, it means that the software operations have been demonstrated in the lecture videos. You can follow the lecture videos to complete the assignments.

Exams (A Maximum of 40 Points)

Two exams will be given during the semester. You can get a maximum of 20 points for each exam. Each exam will be open for one week on eCollege. You can choose any time during the one-week period to take the online exam. Once you start the exam, you have two hours to complete the exam. You can't pause or retake the exam once it is started. The exam dates are:

- Exam 1 will be open from 10 AM on June 17 to 6PM on July 24, 2015.
- Exam 2 will be open from 10 AM on July 1 to 6PM on July 6, 2015.

I will send the review and exam reminders to your myLeo email again one week before each exam. Make sure to review for the exam according to my instructions.

Business Case Analysis Essay (A Maximum of 20 Points)

In Week 1, a business case analysis assignment will be given to you. You should use the knowledge learned from Week 1 to write an essay to analyze this case, and provide your opinions and strategies to the client in this case. Please refer to Week 1 link on eCollege for more details about this assignment.

Final Grade

At the end of this semester, if your total point is between 90 and 100, you will get an A; if it's between 80 and 89, you will get a B, and so on. Please note that the real point will be used to calculate your final grade. **No percentage or curving will be used for your final grade.**

Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
below 60	F

Bonus points

You can participate in the instructor assigned activities to get a maximum of 3 points for bonus in this semester.

VIDEOS

Videos are very important to support your learning and academic success in this class. Please note that there are two types of videos in this class:

- Lecture Videos
- Tutorial Videos for Assignments

Lecture Videos

In the “Lecture Videos”, I introduce the main concepts and knowledge structures to you each week. **Be sure to watch the lecture videos before reading the textbook.** I explained the IT concepts by using real world examples in the lecture videos. It will help you understand the theoretical concepts that seem distant from you.

All lecture videos are located in the weekly links (Week 1, Week 2, ..., Excel Training, Access Database Training, SAP Training, etc.) on eCollege, as shown in the example below:

The screenshot shows a course page with a sidebar on the left containing links for 'Extra Credit 1*', 'Exam 2', 'Reading & Lecture Schedules', 'Week 1', 'Assi Week1', 'Discussion', and 'Discussion Topic 2'. The 'Week 1' link is circled in red. The main content area has a blue header and a section titled 'Overview' with two numbered items. Item 1 includes a link to 'Syllabus Lecture video' which is circled in red. Item 2 includes a link to 'Chapter 1 Lecture Video' which is also circled in red. Below the overview is a section titled 'Unit Outcomes'.

Tutorial Videos for Assignments

I created tutorial videos for some assignments if they are challenging. Please watch the tutorial videos for assignments if I ask you to do so. If I don't ask you to watch the videos for assignments, it means the software management techniques have been introduced in the weekly lecture videos. The tutorial videos are located in the weekly Assignment links on eCollege, as shown in the example below:

Week 5
Assignment
Week 6
Assignment
Assignment
Week 7
Week 8

(a) Watch the video titled "Watch Excel Training 2 Lectur understand how to use general Excel functions.

(b) Watch the "Tutorial Video of Assignment 3 and 4" in special case of =VLOOKUP function.

Second Assignment (A maximum of 3 points)

TECHNOLOGY REQUIREMENTS

The following information is provided to assist you in successfully using technology to complete the assignments and class activities:

For exercises and assignments, you need Microsoft Excel (2010 is recommended), Microsoft Access (2010 is recommended), and SAP Graphic User Interface (**GUI installer link will be given by the instructor**). If you don't have Microsoft Access software, you can use the computers in the library on Commerce campus or use the free trial version of Microsoft Access. I will email you the free trial when the Access training starts.

If you are an Apple Mac user, be sure you can access to a Windows PC. Apple Macs can't run Microsoft Access software at this moment.

It is the best practice to use Firefox or Chrome to access to the online class according to eCollege. This is applicable to both PC and Mac users. Please download either one if you don't have any of these Web browsers.

COMMUNICATION AND SUPPORT

If you ask me questions by emails, I will reply you in 48 hours. However, I usually answer them much faster than this.

If you have questions in software operations, please be sure to include the screenshots of the issues in the emails.

All assignment due dates, project deadlines, and exam time are central time in the

COURSE OUTLINE / TENTATIVE CALENDAR

Schedule	Topic	Task
Week 1	<ul style="list-style-type: none"> ❖ Course Introduction ❖ Chapter 1: Introduction to MIS ❖ Chapter 2: Business Processes, Information Systems, and Information ❖ Chapter 3: Hardware, Software, and Networks ❖ Chapter 4: Database Processing ❖ Chapter 10: The Impact of Web 2.0 	<ul style="list-style-type: none"> ❖ Review for Exam 1 (Download review guides in Week 1) ❖ Business case analysis essay is assigned.

	<p>and Social Media on Business Process</p> <p>❖ Chapter 12: MIS Management Processes</p> <p>Business Case Analyses Report Due at 6 PM on June 27</p>	
Week 2	<p>Excel Training</p> <p>All Excel Assignments Due by 6PM on June 27</p>	<p>Exam 1: IT Management</p> <p>Exam 1 is open at 10 AM on June 17</p>
Week 3	<p>Access Training</p> <p>All Access Assignments Due by 6PM on July 4</p>	<p>❖ Exam 1 is closed at 6 PM on June 24</p>
Week 4	<p>SAP Training (Chapter 7 & 8)</p> <p>All SAP Assignments Due by 6PM on July 4</p>	<p>Review for Exam 2</p> <p>Exam 2 is open at 10 AM on July 1</p>
Week 5	<p>Final Week</p>	<p>❖ Exam 2 is closed at 6 PM on July 6</p>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Specific Procedures

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
 Gee Library- Room 132
 Phone (903) 886-5150 or (903) 886-5835
 Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).