

# Syllabus and Course Outline

## MIS 502 Business Information Systems

**Professor:** *Dr. Bob Folden*

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**Office Hours:** *Tuesday and Thursday 11:00 am to 12:00 pm, 1:00 pm to 2:00 pm, 3:15-4:15, and other times by special appointment.*

### **Course Description:**

This course provides an in-depth examination of the challenges and benefits of integrating information systems (IS) across the organization. It examines IS integration from a business process perspective. This course also provides an in-depth knowledge of application of the computer to business organizations, including a study of the capabilities and limitations of the computer. This material is presented through study of contemporary literature and case studies of applications with particular emphasis.

### **Course Objectives:**

1. Describe an information system's integration with business processes and the organization.
2. Recognize how information is used for different types of decisions at various levels in the organization.
3. List typical Information Systems benefits and drawbacks.
4. Describe measures against management fraud and computer fraud and the impact of these may be minimized through the application of best practices in security control.
5. Analyze the effect of enterprise systems and other technologies on the revenue collection process.
6. Describe the extensive business reporting capabilities enabled by enterprise systems, the Internet, and business intelligence software.

## Accommodations

### **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@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

## Conduct

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” ([See Guidebook, p. 42-45](#))

## Academic Integrity

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students

***All work submitted to this Instructor may be submitted to an academic integrity verification service such as Turnitin.com.***

**You are responsible for authenticating any assignment submitted to this instructor. If asked, you must be able to produce proof that the assignment submitted is actually your own work. Therefore, it is recommended that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, keep logs or journals of your work on assignments, and papers, learn to save a version of assignments under individual filenames on computers or diskettes, etc.**

**The inability to authenticate your work, should it be requested, is sufficient grounds for failing an assignment.**

## Appeals Process:

Students taking online classes at Texas A&M University-Commerce have the same rights as students enrolled in face-to-face classes. The A&M-Commerce Student [Guidebook](#) (page 55) details those rights and explains complaint and grievance procedures, as well as the Student Code of Conduct. Students have the right to appeal course grades, [Guidebook](#) (page 35), admissions committee decisions, or any adverse action taken by any *online* faculty against any student. The appeal process is the same for all types of appeals.

“Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact the Office of Student Disability Resources and Services, Gee Library, Room 132 Phone (903) 886-5150 or (903) 886-5835.”

## Labs:

You will be required to complete five labs for this program. These will all be performed using SAP.

- Lab 01: Organizational Plan
- Lab 02: Creating Task
- Lab 03: Creating a Workflow
- Lab 04: Finishing the Workflow
- Lab 05: Testing the Workflow

**Each Lab is worth 200 points.**

## Case Study Analysis

There are seven Case Study Analyses that must be completed during the semester. You are to submit all of the Case Deliverables as a single word-processing document. When they identify a spreadsheet or database table, you can embed them in the document or you can take screen shots of the appropriate material to verify the information needed. You will need to embed a copy of the finished product in the word-processing document along with screen shots taken at key points in the completion of the Case Study.

## Discussions:

In this course, you will be expected to participate in Discussions regularly. **Professional communication is always expected.** In order to achieve the maximum number of points for your Discussion grade, please answer each thread on three separate levels:

- 1) Answer the posted question (10 points);
- 2) Respond to other's posted answers (6 points);
- 3) Reply to any persons who have responded to you (4 points).

Discussion questions and topics may be added to the discussion area throughout the Semester. You will need to visit the area regularly. You are to consider the question or topic and post an appropriate response. **You should support your response with external sources (not textbooks) whenever appropriate.** I will grade your responses based upon the quality of the response. This is to be an attempt to create a seminar environment where you will be able to increase one another's knowledge of the subject. You should visit this at least once a week to read the material and respond appropriately. You may add information at a later time as you would in a regular discussion.

## Textbook(s) and Other Materials:

### Required:

Pearlson, Keri E. ; Saunders, Carol S, *Managing and Using Information Systems: A Strategic Approach*, 5th Edition, John Wiley & Sons, 2013.  
Text ISBN: 1-118-28173-X,  
eText ISBN: 1-118-50878-5  
CourseSmart Link [http://www.coursesmart.com/IR/932765/9781118281734?\\_hdv=6.8](http://www.coursesmart.com/IR/932765/9781118281734?_hdv=6.8)

Gardner, Cynthia & Rathswohl, Eugene, *MIS Cases: Solving Small Business Scenarios Using Application Software*, 2nd Edition, 2013.  
Text ISBN : 978-1-118-29161-0 (\$48.95)  
E-Text: ISBN: 978-1-118-54425-9 (\$31.00)  
CourseSmart Rental: ISBN: 978-1-118-29161-0 (\$27.90)

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## Grading:

Grading Percentages			
A =	90= percent of total points	Discussions	260
B =	80-89 percent of total points	SAP Lab 01	200
C =	70-79 percent of total points	SAP Lab 02	200
D =	60-69 percent of the total points	SAP Lab 03	200
F =	59- or less percent of the total points	SAP Lab 04	200
		SAP Lab 05	200
		Case Study 1	300
		Case Study 2	300
		Case Study 3	300
		Case Study 4	300
		Case Study 5	300
		Case Study 6	300
		Case study 7	300
		<b>Total Points Possible</b>	<b>3,360</b>

Late assignments may have points deducted from the final score.

**Using someone else's words or ideas as if they were your own is plagiarism. The way to avoid this is to give credit to the author. Use citations to give credit to the author; you will gain the respect of other professionals, and you will also avoid an automatic F on the paper and most likely for the course.**

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See the Student’s Guide Book)

**Course Outline and Assignments:** This is only a proposal to guide you in your efforts to stay up with the course.

Unit	Date	Reading Assignment	Projects or Exams
1	6/15/2015	Chapter 1	
		Chapter 2	<b>Lab 01: Organizational Plan</b>
		Chapter 3	<b>Case Study Analysis 1</b> Up The Hill Bakery (p. 3-9)
2	6/22/2015	Chapter 4	<b>Lab 02: Creating Tasks</b>
		Chapter 5	<b>Case Study Analysis 2</b> Up The Hill Bakery (p. 24-32)
		Chapter 6	<b>Case Study Analysis 3</b> Up The Hill Bakery (p. 47-54)
3	6/29/2015	Chapter 7	<b>Lab 03: Creating a Workflow</b>
		Chapter 8	<b>Case Study Analysis 4</b> Up The Hill Bakery (p. 81-85)
		Chapter 9	<b>Case Study Analysis 5</b> Up The Hill Bakery (p. 98-107)
		Chapter 10	<b>Lab 04: Finishing the Workflow</b>
4	7/6/2015	Chapter 11	<b>Lab 05: Testing the Workflow</b>
		Chapter 12	<b>Case Study Analysis 6</b> Up The Hill Bakery (p. 121-130)
			<b>Case Study Analysis 7</b> Up The Hill Bakery(p. 145-149)
			<b>Drop Dead Date: All work is due (Nothing accepted after this date)</b>
	5/15/2015		<b>End of Class</b>

**+ Assignments are due 2359 hours (one minute before midnight) of the date that they are assigned.**

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