

Texas A & M University - Commerce
College of Business
Department of Marketing and Business Analytics
MIS 426 – Management Information Systems
Fall 2015

Instructor: Marcus Burke, MS

Office: This is an online course so there are no set office hours and no set class times. Email is the most direct way to reach me.

Email: Marcus.Burke@tamuc.edu

Office Hours: Since this is an online class, primary hours for communication are during business hours, Monday through Friday. Email is the best method for direct communication, although alternative arrangements can be made if required. I generally respond to emails within 24 hours during the week. I do not generally check school email over the weekend, so do not expect an immediate response if you email me on Saturday or Sunday. I also check the “Virtual Office” in eCollege throughout the week, so if there is a general question that applies to the class, you may ask it there.

Course Description

This course is designed to introduce students to:

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.

Course Embedded Assessment Objectives

As an overview course on management information systems, the goals for students will be broadly focus on the technologies, environments, language, principles, and processes used at the enterprise level. As such, the objectives for the course are as follows:

1. Provide students with a basic understanding of how Information Systems are used in organizations for meeting strategic and operational goals
2. Develop skills for using current end-user software for communication , data transformation, collaboration, and problem-solving
3. Provide a working knowledge of software and hardware components, information structures, basic business organization and processes, information system security, and networks

Textbooks and Materials

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

Access to Internet, eCollege and the TAMUC Library’s database: Connectivity, hardware and software are your responsibility. Completing the Student Tutorial in eCollege is highly recommended.

Student Responsibilities

Learning is every student's responsibility. My role as your professor is to facilitate your learning process. Each student is required to:

- Read assigned material on schedule.
- Listen to published lectures, attend or listen to the archived ClassLive sessions, and review other published material each week.
- Complete assignments within the posted time frames.
- Participate in the class online forum (Virtual Office) by posting questions and answering questions posted by classmates and/or myself.
- Prepare diligently for weekly assignments.
- Respect the e-learning environment by being prepared and observing net-etiquette.

Course expectations

Writing – Students should be able to demonstrate critical thinking skills. Writing must demonstrate an ability to evaluate arguments from various perspectives, be able to formulate well-articulated conclusions based on facts and deductive reasoning, and be able to provide a well-reasoned discussion.

Responsibility – Students should demonstrate self-motivation, organization, time management skills, and discipline. This is critical for success in online-based classes, where weekly class meetings are not an integral part of the learning process. It is your responsibility to know when assignments, exams, quizzes, etc. are due. Due dates are communicated through eCollege in multiple locations, including on the assignment itself. If changes are made, the changes are provided via email. You are responsible for submitting the appropriate files on time and in the required format.

Late work – Due dates are posted on our syllabus and in our eCollege course. Assignments, exams, quizzes, etc. must be submitted no later than the date outlined in our course. Absent extenuating circumstances, late work is not accepted. Extenuating circumstances do NOT include forgetting, technical difficulties or running out of time. The evaluation of an extenuating circumstance is judged on a case-by-case basis. Documentation MUST be provided in a timely manner. A 30% late penalty may apply even if an extenuating circumstance exists.

Exams/ quizzes – The content and format of the exam/quiz will vary, but may include any of the following: multiple choice questions, problems, matching, or essays. The exam/quiz will be administered on the date outlined in our course. You must plan to take the exam/quiz on or before its due date. Make-up exams/quizzes are given ONLY under extenuating conditions. The following are considered extenuating conditions: hospitalization, medical emergency, physical injury, or death of an immediate family member. You MUST bring proof of the extenuating circumstance in order to facilitate an exam/quiz make-up. Proof of the extenuating circumstance must be received in a timely manner. For extenuating conditions make-up exams/quizzes must be taken within three days of release or recovery. A 30% late penalty may apply even if an extenuating circumstance exists. Students attending university sponsored events must provide necessary documentation in order to accommodate any make-up exam/quiz.

Cheating, plagiarism, academic dishonesty – Academic integrity is a serious issue. If any portion of your work (exam, quiz, research assignment, homework, etc.) is copied, plagiarized, purchased, stolen or lacks authenticity, the ENTIRE body of work will receive a zero. The Dean will be notified of any breach in academic integrity. Additional academic sanctions may include failure of the course, dismissal from the program and/or dismissal from the university.

Graded work – There are several issues regarding grading/scoring: 1) I do not re-grade work. Once an assignment is returned with a grade/score it cannot be resubmitted. 2) If you disagree with the posted grade/score on an assignment, you must email me with the specific discrepancy no more than three (3) days after the grade/score is posted. 3) You are NOT permitted to submit an assignment used in a previous course.

Course Assignments

Assignments:

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. Assignments are very important to your final grade! Please be sure to complete each assignment by the deadline in the requirement.

There are 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 video, it indicates the software operations have been demonstrated in the lecture videos. You can follow the lecture videos to complete the assignments.

Business Case Analysis

One goal of this class is to train you as a professional IT manager. To achieve the goal, you need to answer questions that I ask in classes and share your opinions about the IT management issues. Your answer will be graded according to how you apply knowledge learned in the class to resolve the questions and the professionalism you indicate in the discussions.

Exams:

There are two exams that must be completed during the semester. Each exam consists of several questions and you will have a limited amount of time to complete each exam. Due dates are announced in eCollege ahead of time. Exams must be completed by the due date. Grading will focus on the quality, not quantity of your answers.

Essay answers are to be the result of your own work. You may not collaborate with other students or use another individual's or group's work without proper citation. Collaboration on essay exams may result in a loss of points and a possible score of zero on the exam.

Evaluation

Grading Percentages:	Point Allocation:	
A = >90 percent of total points		
B = 80 – 89 percent of total points	Assignments (x8)	40
C = 70 – 79 percent of total points	Business Case Analysis	20
D = 60 – 69 percent of total points	Exams (x2)	20
F = 59 or less percent of the total points	Total Points Possible:	100

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 Organization

Material for this class is organized by week in weekly sections on the course website (eCollege). There is a section for each week of the semester. Material will usually not be available until the beginning of the week (Monday). Graded material such as discussion assignments, assigned cases, exercises, and quizzes will be located under each week's section if they are assigned that week. Please be sure to check the weekly section for specific due dates. Assignments will include directions on how to turn them in. Most assignments are turned in via the Dropbox in eCollege.

Course Rubric

In order to determine the value of this course and to ensure that the concepts, principles, and problem-solving skills developed in the course will be applied on the job or in future academic settings, a set of objectives has been established. By the end of the course you should be able to fulfill a number of roles that require competency in the following areas:

Objectives	Objective Measurement
Distinguish and explain the difference between data, information, and knowledge.	Results of exams, spreadsheet and database exercises, written papers, SAP exercises.
Understand and be able to explain the impact of Information Systems on basic business processes and the difference between functional and cross-functional data and information availability.	Results of execution of SAP Exercises and exams.
Understand why it is important to implement security measures for business Information Systems.	Results of exams.
Define the steps to the Systems Development Life Cycle and the roles of professionals in business and computing industries with respect to information systems.	Results of group collaboration exercise and exams.
Understand the nature of relationships among entities and attributes in a database management system and apply the principle of cardinality.	Results of written exercises, SAP exercises, and database management system exercises.
Understand how Information Systems have contributed to the globalization of business.	Results of written exercises, SAP exercises, and exams.
Acquire beginning skills with industry-standard application software to solve business-related problems, present information from data, perform functional calculations, and select appropriate software for various business tasks.	Results of SAP exercises, spreadsheet software exercises and projects, database management system exercises, and other software exercises.

NOTE: Failure to demonstrate mastery of these objectives will result in a failing grade in the course, regardless of other grades.

Email

Emails are typically the best way to contact me. I will try to respond to all emails within 24 hours during the week. Emails received Friday evening or during the weekend may not receive a response until Monday. If you do not receive a response in that timeframe, please re-send the email.

Attendance/Participation

One advantage of an online course is that you do not have to be in a certain place at a certain time. You can study when convenient and log into the course and review course content when convenient. If an online session is scheduled, you are not required to attend, but you should listen to the archived copy. These sessions will be recorded and you can log on anytime to review the chat session.

In order to help provide a vehicle for student engagement, weekly discussions will be held where we examine various topics related to the class. Be sure to post your answers to questions posed by me or your peers. Also, use of the forum to ask questions will benefit all of the class. We have a lot of smart students who can often answer questions quicker than I may be able to. I will review discussions on the forum and offer corrections and additional explanations when needed.

Technology Requirements

For exercises and assignments, you need Microsoft Excel (2010 or newer is recommended), Microsoft Access (2010 or newer is recommended), and SAP Graphic User Interface. The SAP GUI installer link will be provided by the instructor.

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (8.0 or higher).

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to eCollege, click on the “myCourses” tab and then select the “Browser Test” link under Support Services.

Communication and Support

Texas A&M University – Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support: Click on “Live Support” on the tool bar within your course to chat with an eCollege Representative.
- Phone: 1-866-656-5511 to speak with an eCollege Technical Support Representative
- Help: Click on the “Help” button on the toolbar for information regarding working with eCollege.

Ethics

Integrity is the hallmark of the accounting profession and will be stressed throughout the course. Any type of student breach of ethics, including, but not limited to: illegal activity, dishonest conduct, cheating, plagiarism, or collusion will result in failure on the assignment and/or further academic sanctions (i.e. failure of the course, dismissal from class and/or referral to the Dean of the College of Business). You will be required to sign the Academic Honesty Policy and submit it within the first week of class. **Failure to submit a signed Academic Honesty Policy will cause a 50 point deduction from your overall score for the class.**

Academic Honesty Policy

The College of Business at Texas A & M University-Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanctions up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty.
- **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct.
- **Cheating:** The unauthorized use of another's work and reporting it as your own.
- **Plagiarism:** Using someone else's ideas and not giving proper credit.
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

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*).

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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

Other

University policy will be followed in regards to withdrawals during the semester. *It is the student's responsibility to conform with the university rules relating to dropping or withdrawing from the course.*

NOTE: This syllabus is subject to change as needed to meet the objectives or administration of the course at the discretion of the professor. It is not anticipated that there will be any substantive changes.

Class Schedule & Assignments:

Schedule	Topic	Tasks
Week 1	Course Introduction Introduction to MIS	Read Chapter 1 and 2 of the textbook
Week 2	Business Process Management, Hardware, software, and networks Data and Database Management	Watch the lecture videos and read Chapter 3 and 4
Week 3	Social media marketing Web 2.0's influence on business process management Collaboration processes and information systems	Watch the lecture videos and read Chapter 9 and 10 <i>Business Case Assigned</i>
Week 4	systems development Life Cycle (SDLC) IT Management Practice Business Intelligence and security	Watch the lecture video and read Chapter 11 and 12.
Week 5	Exam 1	Exam 1 Due by October 7
Week 6	Introduction to Excel Functions	Excel Training 1 - Amortization
Week 7	Excel References and Filter	Excel Training 2 – Filters
Week 8	Excel Functions in Practice	Excel Training 3 – Pivot Tables
Week 9	Excel What If Analyses	Business Case Due November 1
Week 10	E-R Database Design in Access Using Excel source files	Access Training 1 - Query Reports
Week 11	Form Design in Access	Access Training 2 - Form Design
Week 12	Introduction to SAP ERP Systems	SAP Installation
Week 13	<i>Thanksgiving Break</i>	
Week 14	SAP ERP Modules	SAP Training 1 - Processes and Master Data Sets
Week 15	Core modules and user interface of SAP ERP system	SAP Training 2 - Transactional Data Entry
Week 16	Final Week	Exam 2 Due by December 17