MIS 426: Management Information Systems
COURSE SYLLABUS: 2014 Summer 1

Notes to 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 in spring or fall semester. Therefore, I need your collaboration and dedications 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.
Skype: If you think an online face-to-face tutoring is helpful, we can have it on Skype. My Skype ID is AppDeveloper210. Please send me an email to make appointment, so that we will be both on Skype at the same time.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

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

***MIS Cases Decision Making with Application Software**, 4th Edition, Lisa Miller (Same book used in MIS 128 course), ISBN-10 0-13-238105-2*

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.

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

Your assignments or class activities will be graded as below (All dates and time of assignment due dates, project deadlines, and exam time are **central time in the United States**.):

Assignments (A Maximum of 45 Points)
15 assignments regarding Microsoft Excel, Access, and SAP will be given during the semester. You can get a maximum of 3 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.
* 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 video, it indicates 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.

Class Discussions & Participations (A Maximum of 15 Points)
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.

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.

TECHNOLOGY REQUIREMENTS

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

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.

For exercise and assignment, 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**).

ACCESS AND NAVIGATION

The course materials are grouped into different weeks. You can access to materials under the "Week" tab on eCollege. A step-by-step learning process is recommended. For instance, you should learn contents under "Week 1" before starting "Week 2". Be sure to click on the **Week** link first to have an overview of what needs to be done for that week. In the example below, when you click "Week 1", you will see the overview and tasks for Week 1 **on the right**. Be sure to watch the video if there is any. If you have a slower Internet access, it might take some time for the right screen and videos to show up.

How to download videos from eCollege?
Please download the videos before watching it. You can **right click** on the video links and choose "**Save Link As…**" to download the videos, as shown in the picture below. This is very important, because some videos are fairly large, if the Internet connection is slow, you may not be able to watch them directly on eCollege as you do on YouTube. Therefore, downloading the video first can give you a smooth learning process.

Overview

1) Lecture Video for Week 8 Assignment
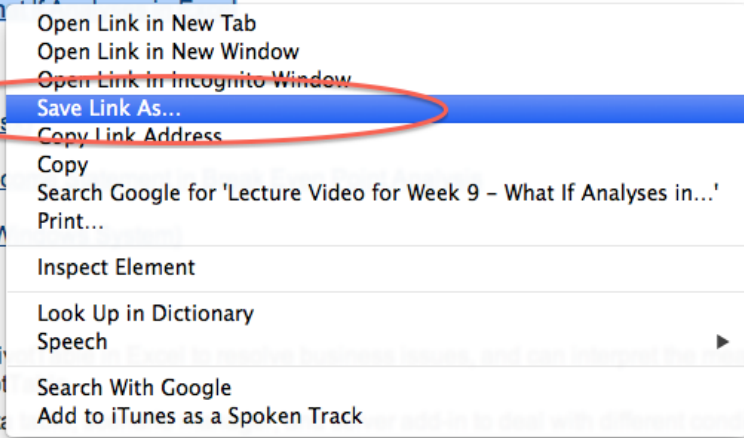
Week 8 Assignment Guide for Windows Users

2) Lecture Video for Week 9 - What If Analyses in Excel

What If Analyses Powerpoint

Excel File for Practice (Baylee.xls

Given Equations to Create the Inc

User's Guide for Solver Add-in (W

| Open Link in New Tab |
| Open Link in New Window |
| Open Link in Incognito Window |
| Save Link As… |
| Copy Link Address |
| Copy |
| Search Google for 'Lecture Video for Week 9 – What If Analyses in…' |
| Print… |
| Inspect Element |
| Look Up in Dictionary |
| Speech ▶ |
| Search With Google |
| Add to iTunes as a Spoken Track |

Unit Outcomes

1. Be able to use Filter and Piv... reports from Filter and Pivot...
2. Understand how to use data... business analysis.

How to play the videos?

I'm using an MP4 format for all videos. MP4 is commonly accepted by a variety of video player software. However, if your computer can't play the videos, please download Apple QuickTime at http://www.apple.com/quicktime/download/

COMMUNICATION AND SUPPORT

In this online class, our discussions on questions, coding, and development theories will rely on virtual communications such as eCollege postings, emails, or Skype.

- If you ask me questions by emails, I will reply you **in 48 hours**.
- All dates and time of assignment due dates, project deadlines, and exam time are **central time in the United States**.

COURSE OUTLINE / TENTATIVE CALENDAR

Schedule	Topic	Task
Week 1	❖ Course Introduction + Introduction to MIS ❖ Hardware, software, and networks + Database Processing ❖ Collaboration processes and information systems + Impact of Web 2.0 and social media on business process ❖ Business intelligence + process management, systems development, and security	Review for Exam 1

Week 2	Excel Training	Exam 1: IT Management
Week 3	Access Training	All Excel Assignments Due by 6PM on June 21
Week 4	SAP Training	All Access Assignments Due by 6PM on June 28 Review for Exam 2
Week 5	Final Week	All SAP Assignments Due by 6PM on July 1 Exam 2: Data Analysis Software Management

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

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.

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).*