MGIS3310 – Principles of Management Information Systems – 3 credit hours
Fall 2017 - Online
Department of Management, Marketing and Information Systems
Dr. Janis Warner, PMP – Assoc. Professor

Main Objective:
Provide students with an understanding of how information technologies (i.e. computer hardware, software and networks) and information systems are used in business organizations to support and enhance the business organization's operational, tactical and strategic objectives.

To accomplish this objective:
1. <mark>Gaining factual knowledge (such as concepts, terminology, methods and trends)</mark> about management of information systems.

> -Reinforce with current events, assignments, labs, reviews and exams

2. <mark>Learn to *apply* course material (to improve critical thinking, problem solving, and decisions)</mark>

> -Reinforce with assignments such as labs.
> - Relate course material to real life situations.

3. <mark>Help you develop specific skills, competencies and points of view needed by professionals and apply those skills to solve basic business problems in the field most closely related to this course.</mark> Learning technology skills to apply in your field of business using Microsoft Excel, Access and SAP.

> - Reinforced through labs.

Contact Information: Email – jaw022@shsu.edu   936-294-4878 (o)
Appointments may be made for times other than office hours. Students will find that the quickest and most efficient method of communicating with me will be through email. I will try to respond to all email on the same day (not including weekends).

Required Textbooks and Materials:
> >Parsons, Oja, Agloff and Carey, *New Perspectives on MS Office 365 Excel 2016 - Intermediate,* Thomson Course Technology, 978-1-305-88041-2
> >Shellman and Vodnik, *New Perspectives on MS Office 365 Access 2016 Introductory,* Thomson Course Technology, 978-1-305-88028-3

Recommended Textbook:
> >O'Brien and Marakas, *Introduction to Information Systems (10e edition)*, McGraw-Hill Irwin, 2011, 007-3376817

Other Requirements:
- **Prerequisite:** GBA180, CS133, CS143
- SHSU account and Email – Students must have an email address and access to the Internet and World Wide Web by the end of the second week of class. In addition, they must have an SHSU account in order to access the workstations in the instructional and open labs. (**helpdesk:294-1950**)
- Storage device(s) – USB drive as needed

Grading:

The cumulative course grade will be based on the following allocations:

	Possible	Your Score
Syllabus and Schedule Quiz	50	_____
Concepts & Terminology Exams (3@ 100 ea)	300	_____
Excel/Access/modules (6@ 40 ea)	240	_____
SAP lab (1@60)	60	_____
Current Event	50	_____
Total	700	_____

Grading Structure:

A	630 and above
B	560-629.999
C	490-559.999
D	420-489.999
F	below 420

Exams-

Three concepts/terminology exams will be given in the course. The exams will consist of:

1. Conceptual material from the textbook/powerpoint slides,
2. Current events posted with the powerpoint slides for selected concepts, and
3. Lab material for Access, Excel and SAP.

A review sheet will be made available for each chapter in additional to the textbook publisher quiz questions. Whether or not you use the textbook (it is optional) you are responsible for knowing the concepts from the selected quiz questions which are listed with the review sheets.

Makeup exams are not given for the concepts exams. If a student misses an exam due to a documentable emergency that exam may be waived.

Late Penalties-Assignments are due as indicated on the Anticipated Schedule unless otherwise specified. A late penalty of 50% will be assessed for any assignment turned in after the time it was due, up to the next day (24 hours). No late assignments will be accepted more than one day late.

    Important Details:

1. I set deadlines so that you do not have the assignments pile up at the end of the semester.
2. If you have a documentable emergency let me know so we can determine what needs to be done.

Scheduling-A complete Anticipated Schedule of assignments and significant due dates for the semester will be distributed separately and is to be considered part of this syllabus.

    Important Details:

1. The course is divided into 3 parts. To enable students to work ahead if they want to I will open the next part a week before the completion time for the previous part. If you do work ahead, note that the assignment will be graded after the due date.
2. I am setting the due dates at 11:59p, however if you do have questions about an assignment or exam review item please make sure to email me **before 9p on the due date** so that I have time to answer your questions. Questions emailed after 9p may not be responded to until the next day.
3. I try not to make changes after the beginning of the semester, however on occasion changes or corrections can not be avoided. The change will be announced in class and posted on Blackboard, however it is the student's responsibility to check for any changes on a regular basis, before each class is recommended.

Other:

❖ **Students are responsible for abiding by all published University rules and regulations.**

❖ **Inappropriate Behavior-**Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, etc. Additionally, netiquette is also expected to be observed during electronic communications. For acceptable netiquette please see http://en.wikipedia.org/wiki/Netiquette. Rude and inappropriate behavior will not be tolerated. Points will be deducted from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently remove from the class.

❖ **Incomplete-**University policy states that an "I" may be given only if a student has a passing grade in the course. An incomplete is meant for students who are unable to complete the course due to severe hardships beyond their control, not to accommodate students who decide that the work load is too heavy.

❖ **Academic Irregularities-**Cheating, plagiarism, and unauthorized collaboration are unacceptable for both in-class examinations and take-home assignments. Such offenses are subject to disciplinary action. Disciplinary action will be an automatic zero on the assignment or exam and a drop of one letter grade for any student involved (for example, both the student who copied/plagiarized and the person copied from).

Student absences on religious holy days policy
A student desiring to absent himself/herself from a scheduled assignment in order to observe (a) religious holy day(s) shall present to the instructor a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy
Disabled students may request help from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

Visitors in the Classroom:
Only registered students may attend class. Exceptions can be made on a case-by-case basis by thhe professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must pally to do so through the Registrars Office.

University policy states that food or drinks are <u>not</u> allowed in computer labs.

Remote Connection (IT @ Sam webpage):

http://www.shsu.edu/dept/it%40sam/technology-tutorials/remote_desktop/index.html