

# **MGIS 3310 - Introduction to Management Information Systems**

Fall Semester 2017 – 3 Credit Hours

Department of Management and Marketing

Online Sections

## **INSTRUCTOR:**

Greg Dickens, MBA

Office: SHB 309-D

Email: [dickens@shsu.edu](mailto:dickens@shsu.edu)

Office Hours: SHB 309-D: MTWR 07:30 – 8:00, 11:00 – 12:00 and by appointment

TWC: M 17:00-18:00 and by appointment

## **INSTRUCTOR AVAILABILITY:**

**The easiest way to contact me is via email ([dickens@shsu.edu](mailto:dickens@shsu.edu)).** I will make every possible effort to be physically in my office during office hours. I always try to arrive a few minutes early for class, and will take any available time immediately after class to visit with you regarding any questions or concerns that you may have.

## **COURSE DESCRIPTION:**

This course is concerned with the principles and methods used to integrate Management Information Systems into organizations. Course coverage includes the evolution and use of information systems as well as implementation, planning and installation of information systems.

## **LEARNING OUTCOMES:**

Understand the role of technology in organizations.

Understand the principles and methods used to analyze, plan and implement technology.

Understand the managerial responsibilities regarding the identification of informational needs through the implementation of information systems that capture and provide it.

## **REQUIRED TEXT:**

O'Brien and Marakas, Introduction to Information Systems (16<sup>th</sup> edition)

## **ATTENDANCE POLICY:**

This class is offered via the Internet to provide as much scheduling flexibility as possible, so there will be no set attendance policy. However, there are deadlines for the submission of your work, and these deadlines will be strictly enforced.

**GRADING CRITERIA:**

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final Exam	100 points
SAP Labs	100 points
Discussion Boards	120 points
Chapter Practice	120 points
Chapter Quizzes	360 points

There are a total of 1,100 points available, and the grading scale will break down as follows:

A	990 and above
B	880-989
C	770-879
D	660-769
F	Below 660

**MAKEUP POLICY:**

**\*\*\*Work that is not turned in on time will receive a grade of ZERO.\*\*\***

All modules will be open for at least two weeks, and it is **STRONGLY** recommended that you get ahead and stay ahead... because life happens.

**ACADEMIC DISHONESTY:**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is submitted, plagiarism, collusion, and the abuse of resource materials. For a complete listing of the university policy, please refer to the full University Policy.

**ABSENCES ON RELIGIOUS HOLY DAYS POLICY:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). 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. For a complete listing of the university policy, see:  
</dept/academic-affairs/documents/aps/students/861001.pdf>

### **STUDENTS WITH DISABILITIES POLICY:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:  
<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

### **COURSE STRUCTURE:**

Each chapter of the text is set up in a module. We will complete one module per week, with all work for that chapter being due on Monday morning at 8:00am. Every four weeks, we will have an exam, and that exam is due at the same date and time as the 4<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> modules. Due to the fact that it may take some time to get textbooks, the due date for the first chapter module is pushed back to the second week. However, you should note that the second chapter is also due that same day.

When you enter BlackBoard, click on ASSIGNMENTS on the left side of the screen, and it will show you the modules on the right. Each chapter module has four components:  
The PowerPoint link will provide you with the PowerPoint presentation for that chapter. These materials are provided to assist you in your study of the material in the text, and no points are associated with them.

The Bulletin Board link will take you to a bulletin board that has the weekly topic in it. You are responsible for posting a **minimum of two** times to the bulletin board for each module. One should be a complete and relevant reply / answer to the question that I post there, and the other must be a reply to one of the posts put up by your fellow students. Posts will be reviewed and graded on content, relevance, and professionalism. To receive full credit, **your reply to other posts needs to add to their thought**, not just say “good point” or “I didn’t think about that”.

There are 10 points possible for Bulletin Board posts in each of the 12 modules for a total of 120 points toward the final grade.

The Practice link will take you to a 50 question exam built randomly from the test bank for that chapter. There is no time limit for this exercise, and you may complete it as many times as you like, **but the LAST attempt will be your grade.** I highly recommend doing the practice exams after you have read the chapter and reviewed the power point presentations, as it will prepare you for the chapter quiz and the exams. Each question will be worth 0.2 points for a total of 10 points in each of the 12 modules, giving you 120 possible points toward the final grade.

The Quiz link will take you to a 20 question exam built randomly from the test bank for that chapter. You can only take this quiz one time, and it is limited to 30 minutes for completion. Therefore, it is very important that you study before you take this quiz and be prepared to finish it once you start it. Each question is worth 1.5 points for a total of 30 points in each of the 12 modules, giving you a total of 360 points toward the final grade.

The Exam modules (Exams 1, 2, and 3) will take you to a link to take an 80 question exam over the previous four chapters. The time limit on these exams is 90 minutes, and you can only take each exam one time. Therefore, it is very important that you study before you take these exams and be prepared to finish it once you start it. Each of these questions is worth 1.25 points, making each exam worth 100 points, giving you a total of 300 points toward the final grade.

The Final Exam module will take you to a link to take a 100 question exam over all 12 chapters. The time limit on this exam is 2 hours, and you can only take the exam once. Therefore, it is very important that you study before you take the exam, and be prepared to finish it once you start it. Each question is worth 1 point, giving you a total of 100 points toward the final grade.

The two SAP labs will be worth 50 points each, and consist of a set of instructions you must follow to complete a series of transactions for a practice company set up in a live SAP environment. You will receive login instructions and step by step instructions for each component of the exercises. Due to the fact that we have not yet received the clients and data set for these exercises from the vendor, the due dates for these exercises are not yet set. Due to the fact that these exercises will overlap the existing scheduled course work, I will ensure that the due dates provide ample time to complete them given the existing course work.

**It is very important that you stay up to date with your work. BlackBoard is programmed to remove the links to each component on the due date. So, if you haven't done it on time, you will not be able to access it, and will receive a grade of zero.**

In an effort to ensure that you have ample time to complete the assignments, I will ensure that I open all modules a week early. (This means that each module will actually be open and available for two weeks before the due date in case you want to get ahead and/or make sure that you are prepared for an emergency that might keep you from having internet access for an extended period of time.)

### **DUE DATES AND TIMES**

09/18/17	8:00am	Chapter 1 Module (Discussion Board, Practice Exam and Quiz)
09/18/17	8:00am	Chapter 2 Module (Discussion Board, Practice Exam and Quiz)
09/25/17	8:00am	Chapter 3 Module (Discussion Board, Practice Exam and Quiz)
10/02/17	8:00am	Chapter 4 Module (Discussion Board, Practice Exam and Quiz)
10/02/17	8:00am	Exam 1
10/09/17	8:00am	Chapter 5 Module (Discussion Board, Practice Exam and Quiz)
10/16/17	8:00am	Chapter 6 Module (Discussion Board, Practice Exam and Quiz)
10/23/17	8:00am	Chapter 7 Module (Discussion Board, Practice Exam and Quiz)
10/30/17	8:00am	Chapter 8 Module (Discussion Board, Practice Exam and Quiz)
10/30/17	8:00am	Exam 2
11/06/17	8:00am	Chapter 9 Module (Discussion Board, Practice Exam and Quiz)
11/13/17	8:00am	Chapter 10 Module (Discussion Board, Practice Exam and Quiz)
11/20/17	8:00am	Chapter 11 Module (Discussion Board, Practice Exam and Quiz)
12/04/17	8:00am	Chapter 12 Module (Discussion Board, Practice Exam and Quiz)
12/04/17	8:00am	Exam 3
12/07/17	5:00pm	Final Exam

Please note that all assignments (except the Final Exam) are due on Monday mornings at 08:00. There will be no extensions to these deadlines, and any assignment not completed by the deadline will receive a grade of zero.

Due to the nature of online connectivity, there may be times when you are disconnected during a quiz or exam. If that happens, please email me and I will reset it as soon as possible so you can retake it. I try to check my email at least once a day. But please note that emailing me on a weekend that you got disconnected will not get an extension to the due date even if I don't get it reset for you on Sunday. So, do your assignments EARLY.