



Management Information Systems

MGIS 3310 – 3 Credit Hours – online via blackboard.shsu.edu

Sam Houston State University – Spring 2018

Instructor: Robert T. "Trez" Jones, Ph.D.
Office: 105 Donald L. Houston building, Texas A&M University Research Park
Text: +1 425/200-4801
Email: 3310@trez.email [Please... do not use my @shsu email](mailto:3310@trez.email)

Course Description:

This course is designed to be an introduction to the use of information systems in organizations. Material presented is selected to increase the student's literacy in this rapidly changing field, including commonly used acronyms and emerging technologies. Specific topics to be covered include: What are Information Systems?; Hardware; Software; The Internet and World Wide Web; Telecommunications and Networks; Database Systems; E-Commerce; Systems Development; ERP/SAP, and Societal and Ethical Issues in Computer Systems. Prerequisites: Computer Literacy

Learning Outcomes:

1. Understand basic computer technology concepts.
2. Understand the development and use of information systems in organizations.
3. Propose and participate in developing information systems solutions to business problems.
4. Be a more effective end user of information systems for business operations and decision making.

Required Text:

Management Information Systems, 4 LTR press, 7th edition- ISBN 978-1305667570. Internet resources will be used as necessary.

Assessment:

Exams- 20% each (60% total)
Excel Assignments- 7.5%
Access Assignments- 10%
LinkedIn Assignment- 2.5%
ApplyIT! Assignments- 10%
Final Project- 10%

Course Grade (as a percentage earned overall):

A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

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 to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office](#)

Student Absences on Religious Holy Days:

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:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

Students with Disabilities/ADA Compliance:

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 are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center . 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 Counseling Center 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 Counseling Center . For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

Visitors in the Virtual Classroom:

Only registered students may attend online class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Classroom Rules of Conduct:

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students

are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination.

Make-up exams:

Given at instructor discretion depending on the related circumstances. You must notify the instructor **in advance** of the exam which is missed. If you miss an exam due to illness you must have a **documented** medical excuse from the doctor or infirmary.

Attendance:

SHSU policy requires attendance to be taken each class period. Regular attendance is expected and encouraged to facilitate student learning outcomes. There will be a sign up sheet available at the front of class for students to sign-in each class period. Students are responsible for notifying the professor of a late arrival to avoid incurring an absence. Whether the tardiness is excused is at the discretion of the professor. The instructor retains the option to penalize excessive absences (4+) by a reduction in grade points. If you have four or more absences, your final average will be reduced by one percentage point for each absence in excess, unless there are extenuating circumstances as determined by the instructor. A student who leaves prior to the end of class will be counted as absent, unless excused by the professor.

Extra credit:

May be available at the option of the instructor.

Tentative Course Outline:

Note: New weekly modules will be posted each Saturday afternoon at 3:00pm for the course, they are due by 11:59pm the following Monday. You have 9 days to complete each weekly course module. For example, on Saturday, January 20th, week 2 goes live. The content will be due 11:59pm Monday, January 29th.

Week 1	Welcome!; introduction to course; syllabus; course expectations; Chapter 1 – due 1/26
Week 2	Chapter 2
Week 3	Chapter 3
Week 4	Chapter 4; Excel Assignment #1
Week 5	Chapter 5; Exam 1 (Chapters 1-5)
Week 6	Chapter 6; Excel Assignment #2
Week 7	Chapter 7, Chapter 8
Week 8	Chapter 9; Access Assignment #1
Spring Break	Spring Break
Week 9	Chapter 10; Exam 2 (Chapters 6-10)
Week 10	Chapter 11; Access Assignment #2
Week 11	Chapter 12; Chapter 13
Week 12	Chapter 13; Linkedin Assignment
Week 13	Chapter 14
Week 14	Exam 3 (Chapters 11-16)
Week 15	Final project submission due in Blackboard