

## **MGIS3310 – Management Information Systems – Online**

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. **Gaining factual knowledge (such as concepts, terminology, methods and trends)** about management of information systems.

-Reinforce with labs, reviews and exams

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

-Reinforce with assignments such as labs.

- Relate course material to real life situations.

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

- Reinforced through labs.

**Contact Information:** Email – [jaw022@shsu.edu](mailto: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 respond to all email on the same day (not including weekends). If you do not hear from me the same day, please send a follow up email as the first one might have made my inbox, particularly if you are not emailing from a SHSU address.

### **Required Textbooks:**

>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 (If you do not have Access 2016 on your home computer, see remote access command at the end of the syllabus to use the SHSU server software.)

>Bidgoli, *MIS 6*, Cengage, 978-1-305-49810-5 or 978-1-305-63200-4 (no Access card needed)

**Note:** You do not need any access codes for these books. You will be using three (3) textbooks (rent or buy, digital or hard copy, used or new) during the semester.

### **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
Concepts & Terminology Exams (3@ 100 ea)	300	_____
Syllabus Quiz	10	_____
Excel/Access/SAP labs/modules (6@ 40 ea)	240	_____
SAP lab (1 @60)	50	_____
Total	600	_____

**Grading Structure:**

A	540 and above
B	480-539.999
C	420-479.999
D	360-419.999
F	below 360

**Exams-**

Three concepts/terminology exams will be given in the course. The exams will consist of conceptual material from the textbook/powerpoint slides and lab material for Access, Excel and SAP.

The exams are individual exams with no outside help allowed and closed book/closed notes. The exams are timed and will automatically submit once the time allowed is used.

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.

**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. Please note, 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 removed 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).

There will be an Academic Honesty Statement to be turned in as part of the course to provide more detail on what is expected.

### **Student absences on religious holy days policy**

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 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.

**University policy states that food or drinks are not allowed in computer labs.**

**Remote Access Commands ([http://www.shsu.edu/dept/it%40sam/technology-tutorials/remote\\_desktop/index.html](http://www.shsu.edu/dept/it%40sam/technology-tutorials/remote_desktop/index.html) for PCs and Macs) :**

### **Example for PCs:**

Under Start menu click on Run

Type in mstsc, click OK (after the first time this command will be a selection)

Or, click on "Remote Desktop Connection"

Type remote.shsu.edu if not in window for connection, click connect

Enter your regular user name and password

(you may need to type shsu\your user name the first time through to give you the correct server)

You're good to go!