

MGIS 3310 Section 04
Principles of Management Information Systems
Department of Management, Marketing and Information Systems
T T: 9:30 – 10:50 am, SHB 342

Instructor: Premalatha Unnikrishnan (Prema)

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Office: SHB 309 B

Office Hours: T T: 1:00 to 3:00 pm

Course Description:

This course is designed to be an introduction to the management and 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.

Course Objectives:

- Understand the role and the use of information systems in organizations
- Understand fundamental computer technology concepts including digital processing, computer hardware and software, databases, telecommunications and networks, the Internet, decision support systems and data mining and systems development life cycle,
- Be a more effective end user of information systems for business operations and decision making

Required Text:

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 Text:

MIS8, Bidgoli, Cengage Learning, ISBN: 978-1-337-40693-2

Other Requirements:

- SHSU account and email – Students must have an email address and access to the internet and World Wide Web by the end of 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 as needed

Grading Criteria:

In-class Assignments (10) 10%

Take Home Assignments (3)30%

Exams (3)60%

Attendance is considered mandatory. You are responsible for the materials you miss. Quizzes will be given throughout the semester. **If you miss a quiz, there will no make-ups – no exceptions.** Assignments will be posted on line and discussed in class. **Home-works must be submitted by 11:59 pm on the due date.** **Late submissions will not be accepted.** If you miss an exam without a valid, documented excuse, your grade in that exam will be zero. **You will be eligible for a makeup test, ONLY if you informed me in advance or have a valid, documented excuse.** If you are caught sending text messages, accessing emails or the Internet, or talking on your cell phone or to another individual etc., you will receive zero for that exam. Appropriate action will also be taken.

Course Grade:

89.5 – 100% A

79.5 – 89.4% B

69.5 – 79.4% C

59 – 69.4% D

Below 59 F

Tentative Course Outline:

A complete anticipated schedule of assignments and significant dues dates for the semester will be distributed separately and is to be considered part of this syllabus.

Other:

- ❖ Students are responsible for abiding by all published University rules and regulations as printed in the *undergraduate Catalogue*, *Student Guidelines* and in other official university publications.
<http://www.shsu.edu/syllabus/>
- ❖ 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.
- ❖ 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 or any electronic devices to be used or seen during times of examination.
- ❖ Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work.

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

- ❖ It is the policy of SHSU 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 visit with office of services for students with Disabilities located in the Counseling center.

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>