Syllabus: Online MIS 426 Spring 2013

Instructor: Mrs. Skjoldager, MBA, MS (pronounced ‘Skoal + day +grr”)  
Communication: Please contact me for any questions that you might have. Email and text are the best methods for reaching me.

Virtual Office Hours: I will check twice daily Monday-Friday, 8:00 a.m. to 5:00 p.m. CST (Course Home). Please feel free to answer questions as well.

Telephone: +1 (903) 456 – 3778 (Call or text). I will take phone calls Monday-Friday, 8:00 a.m. to 5:00 p.m. CST. You can text over the weekend, and I will respond when I can.

Email: sholmes1@leomail.tamuc.edu. I will answer emails within 24 hours – emails are not guaranteed to be answered between Friday 5:00 p.m. and Monday 8:00 a.m. CST.


Please note this is a custom published book available only through the bookstore. It is part of the Bok Rental program that the Bookstore offers.

Requirements: Junior standing, Internet access, a working email address and computer

Course Justification
This course provides students with the understanding of managerial and organization needs to analyze, design, and implement an information system. The role of information services in management, including current professional practices and methodologies, will be covered along with the presentation of systems theory, decision theory, organizational models, types of information systems, information planning, and information systems development. Emphasis is on managerial and strategic aspects of information technology.

Course Objectives This course is designed to develop the following professional skills:

1. Describe an information system’s integration with business processes and the organization.
2. Recognize the advantages of using the database approach to data management.
3. Recognize how information is used for different types of decisions at various levels in the organization.
4. Name the systems development process and its major phases and steps.
5. List typical Information Systems benefits.
6. Explain the importance of implementation planning.
7. Describe measures against management fraud, and computer fraud.
8. Describe security control and ethical use of information.
9. Analyze the effect of enterprise systems and other technologies on the revenue collection process.
10. Describe the extensive business reporting capabilities enabled by enterprise systems, the Internet, and business intelligence software.

Course Policies and Information  
Attendance: As in the workplace, students must attend class virtually multiple times per week. Any student who does not log into the class for more than three days may be administratively dropped.
from the course. Any student who will not be able to log into the class for more than three days should contact the instructor in advance to avoid an inadvertent drop from the course.

**Submitting Assignments:** The chapter assignments are worth 40 percent of the course grade. Save your assignments as LastnameFirstname_Ch#, (e.g., SkjoldagerShawntay_1) and submit as the directions indicate. **It is the responsibility of the student to confirm that the assignment was uploaded. A failed assignment upload will result in a score of 0.** To confirm the assignment was uploaded, go to dropbox and look for an attachment icon next to the student name. If the assignment was uploaded correctly, an icon will be visible. **Note: Some assignments may require submission to TURNTITIN.**

**Assignment Formats:** Assignments should be submitted in Arial 12 point font and block left format with jagged right margins. Spacing and tabs depend upon the format specified in the book for the type of assignment. Proofread. **Grammar, punctuation and format count heavily in this course.**

**Late Assignments:** Any assignment submitted late must have prior written authorization and will only be eligible to receive a maximum of 50 percent of the original points.

**Course Grading:** Grading will include consideration of content, grammar, style and organization. Grades for each assignment will be returned within three weeks of submission. Late submissions will be fit into the grading schedule, as time is available.

**Plagiarism.** Posts and assignments must be original work. Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors “are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.” See 13.99.99.R0.10 Academic Honesty at [http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97](http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97)

**Exams:** The exams are accumulatively worth 60 percent of the student’s course grade. There will be two exams given throughout the semester. The exams will be timed and can only be accessed once. If a student misses an exam, the student can take a comprehensive make up exam at the end of the semester to make up the missed exam grade entered as a zero. Students will be responsible for contacting the instructor by 1 May to set up a date and time to take the comprehensive make up exam.

**Guidelines to Ensure Academic Honesty:** Some people believe that anything found on the Internet is free to use. However, information on the web must be properly cited. Keep the following in mind:

1) It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.

2) Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best approach. The material should be stated in your own terms.

3) Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4) The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own.

SERVICES FOR STUDENTS WITH DISABILITIES:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Disability Resources and Services
Halladay Student Services Building, Room 303 A/D
Telephone: (903) 886-5150 or (903) 886-5835 or FAX: (903) 468-8148

Technical Assistance and Requirements

If you are new to eCollege or a returning user, you may want to familiarize yourself with eCollege by going thru the eCollege tutorial or orientation process. You can access the online eCollege Orientation by clicking on the following link: http://online.tamuc.org/ Your login is your Campus-wide ID # and your password is the same as your MyLeo password.

Hardware/Software Requirements: You are expected to have access to a reliable computer and Internet access. For those students in doubt about the necessary technology, refer to the following website: http://online.tamuc.org/index.learn?action=technical

Password Protection:
Giving your campus wide identification number and pin number to others may result in class or university dismissal.

Technical Support: If at any time you experience technical problems (e.g., you can not log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week at 1-866-656-5511 or helpdesk@online.tamuc.org or click on the "Help" button located at the top of each page for more information.

Minimum percentages for grade level are as follows:
A = 90-100% of total points
B = 80-89% of total points
C = 70-79% of total points
D = 60-69% of total points
F = 0-59% of total points
*Note: The schedule is subject to change. Changes will be announced.*

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<thead>
<tr>
<th>Week</th>
<th>Assignment and Topic</th>
<th>Percent Value</th>
<th>Due Date</th>
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| Week 1: Jan 14-20 | Review Syllabus/Course Expectations – Introduce yourself in the Water Cooler and Select the two Learning Objectives you would most like to learn about. Submit your partner preference to the Virtual Office  
Read Chapter 1 & 2: Part Opener: Why MIS? & The Importance of MIS  
Assignment 1 Due | 10% | 1/14 |
| Week 2: Jan 21-27 | Read Chapter 3: Collaboration Information Systems |               | 1/22 |
| Week 3: Jan 28–Feb 3 | Read: Chapter 4: Information Systems for Competitive Advantage  
Assignment 2 Due | 10% | 2/4 |
| Week 4: Feb 4-10 | Read Chapter 5 & 6: Part Opener: Information Technology & Hardware and Technology |               | 2/5 |
| Week 5: Feb 11-17 | Read Chapter 7: Database Processing |               | 2/12 |
| Week 6: Feb 18-24 | Read Chapter 8: Data Communication |               | 2/19 |
| Week 7: Feb 25-Mar 3 | Exam 1 (Chapters 1-8)                                                               | 30%           | 2/25-3/3 |
| Week 8: Mar 4-10 | Chapter 9 & 10: Using IS for Competitive Advantage and Enterprise Systems  
Assignment 3 Due | 10% | 3/18 |
| Week 9: Mar 11-17 | Spring Break – ENJOY!                                                                   |               |           |
| Week 11: Mar 25-31 | Read Chapter 12: Business Intelligence Systems                                        |               | 3/26 |
| Week 12: April 1-7 | Chapter 13 & 14: Information Systems Management and Business Process and Information Systems Development |               | 4/2 |
| Week 13: April 8-14 | Chapter 15: Information Systems Management                                             |               | 4/9 |
| Week 14: April 15-21 | Assignment 4 Due                                                                     | 10%           | 4/15 |
| Week 15: April 22-28 | Chapter 16: Information Security Management                                           |               | 4/16 |
| Week 16: April 29-May 5 | Exam 2 (Chapters 9-17)                                                               | 30%           | 4/29-5/5 |
| Make Up Final Comprehensive (Chp 1-17) |                                                                                   | 100%         | 5/6-5/8 |

**NOTE** **
- Graded activities have percent values and the due dates are in bold.
- Assignments (excluding exams) can be submitted in advance.
- Plan your work!