

**MIS 426 – Management Information Systems**

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**Required Materials:**

- **ISBN: 0-13-278347-9, Process, Systems, and Information, David M. Kroenke**
- **ISBN-10 0-13-238105-2 MIS Cases Decision Making with Application Software, 4<sup>th</sup> Edition, Lisa Miller**
- **eText Link: [http://www.coursesmart.com/IR/2720027/9780133023237?\\_hdv=6.8](http://www.coursesmart.com/IR/2720027/9780133023237?_hdv=6.8)**
- Google Drive, SkyDrive or some other online account for document storage (REQUIRED)

**Course Description:**

This course is designed to introduce students to business information systems and how information systems may be used as a tool for communication and decision-making. This course provides students with an overview of the utilization of business application software and problem-solving using that software. Topics include computer systems, management information systems, microcomputer operating systems, word processing, electronic spreadsheets, database management, business graphics, networks, and integrated packages. Industry accepted microcomputer software will be used.

**Learning Objectives:**

This course is designed to provide students with a basic understanding of how Information Systems are used in organizations for meeting strategic and operational goals. To that end, students will acquire skills using current end-user software for communication, data transformation, collaboration, and problem-solving. The course also covers software and hardware components, information structures, basic business organization and processes, information system security, and networks.

**Specific Objectives:**

In order to determine the value of this course and to ensure that the concepts, principles, and problem-solving skills developed in the course will be applied on the job or in future academic settings, a set of objectives has been established. By the end of the course you should be able to fulfill a number of roles that require competency in the following areas:

<b>Objectives</b>	<b>Objective Measurement</b>
Distinguish and explain the difference between data, information, and knowledge.	Results of exams, spreadsheet and database exercises, written papers, SAP exercises
Understand and be able to explain the impact of Information Systems on basic business processes and the difference between functional and cross-	Results of execution of SAP Exercises and exams.

functional data and information availability.	
Understand why it is important to implement security measures for business Information Systems.	Results of exams.
Define the steps to the Systems Development Life Cycle and the roles of professionals in business and computing industries with respect to information systems.	Results of group collaboration exercise and exams.
Understand the nature of relationships among entities and attributes in a database management system and apply the principle of cardinality.	Results of written exercises, SAP exercises, and database management system exercises.
Understand how Information Systems have contributed to the globalization of business.	Results of written exercises, SAP exercises, and exams.
Acquire beginning skills with industry-standard application software to solve business-related problems, present information from data, perform functional calculations, and select appropriate software for various business tasks.	Results of SAP exercises, spreadsheet software exercises and projects, database management system exercises, and other software exercises.

**NOTE: Failure to demonstrate mastery of these objectives will result in a failing grade in the course, regardless of other grades.**

#### Academic Integrity:

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

#### Course Policies:

- **Class Participation:** The University expects regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification, and is a prerequisite for class participation. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution of comments in the collaboration exercises.
- **Behavior:** "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Book). During your collaboration with me and your fellow students online or in class, professionalism and respect is expected. I encourage you to assist one another via the Facebook group, but always respect one another's opinion and communicate professionally with each other and with me.
- **Any form of cheating--copying, sharing files, submitting the work of another as your own--is not permitted.** Students who participate (as givers/receivers) in any form of cheating will **fail the course**

- **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 Student Disability Resources and Services**  
**Texas A&M University-Commerce**  
**Gee Library**  
**Room 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

In this course, students play four roles (As you assume these roles, this may change the course syllabus): (1). Valued customers of Texas A&M University-Commerce; (2) Co-Managers of the teaching/learning process; (3) Products whom we supply to employers, and (4) To a lesser extent, in-process or raw materials as you acquire additional knowledge.

**Grading:**

Assignments/Projects	Percentage
Class participation, team exercises, discussion posts	25%
Spreadsheet, Word, and Database Assignments	25%
Quizzes	20%
Mid Term Exam	15%
Final Exam	15%
<b>Total</b>	<b>100%</b>

90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

***NOTE: Failure to demonstrate mastery of the course objectives will result in a failing grade in the course, regardless of other grades.***

**Grading Rubrics for assignments**

**Spreadsheet and Database Assignments:** Objective scoring

**SAP Assignments:** Objective scoring based on completion of required Document Flow elements.

**Spreadsheet and Database Exercises:**

Criteria	Criteria Description	Point Value	Score
Formatting	Your Assignment's formatting instructions are followed exactly.	20	
Tasks	All assigned formulas and functions are completed as directed	80	
Total		<b>100</b>	

Discussion will be a compilation of Facebook posts, and other work as assigned. Topics are provided approximately every two weeks and students will be required to respond and discuss these topics with their classmates. Discussion board and blog topics may include (but are not limited to):

Enterprise resource planning software  
 Crowdsourcing and its impact on business  
 The use of social networking in business  
 Observations about databases use in popular websites  
 Issues regarding information security  
 Student experiences with the SAP exercises and their relationship to Information technology and the business processes

Criteria	Criteria Description	Point Value	Score
Responses	Students are required to provide at least 2 responses to the topic assigned. The responses must be complete thoughts, no one-word answers or "I agree." Each student should provide examples of the topic, discussion with a posted response, or an answer to a question posed by a classmate or the instructor.	30	
Quality of your response to the postings of your classmates	Responses should support the arguments/rationale. In some cases, the blog, for example, personal experiences will be addressed. These responses should be clear, concise, and always respectful of your classmates. The point here is to remember you are in a professional environment.	20	
Participation	Participation within the discussions was of a high degree of engagement and interaction with peers occurred throughout the period assigned.	30	
Organization	Organization to include spelling, grammar and correct APA citations as appropriate.	20	
Total		<b>100</b>	

**Course Calendar:**

In business, you are not paid for late work. When you have a job, you are expected to be on time and deliver your work to the best of your abilities. This is what we practice in this class.

- Therefore, you should always be on time to class, come prepared with all reading materials and/or homework completed, and turn your assignments on or before the due date and time. Therefore, late work is **NOT** accepted in this class for any reason.

2. Your assignments are all in eCollege and are listed here. You have the opportunity to stay current or ahead in this class. If you are an athlete or are on school business otherwise, you should make sure your work is complete before any events. These events will provide you with an excused absence; however they are not an excuse for late work. Plan your schedules accordingly.
3. Unexcused absences deduct from your grade. For each 2 unexcused absences your final grade will be lowered 10 points.
4. All Quizzes may be retaken three times, however, they will not be available after their due date.

<b>Week</b>	<b>Assignment</b>	<b>Due Date</b>
<b>1</b>	<ul style="list-style-type: none"> <li>✓ Read the Course Syllabus</li> <li>✓ View the Syllabus Presentation</li> <li>✓ Respond to the Course Contract</li> <li>✓ Complete the Syllabus Scavenger Hunt</li> <li>✓ Complete the Quiz (over the syllabus and scavenger hunt information)</li> <li>✓ Join the class Facebook group and make your first post (see eCollege)</li> </ul>	<p>NLT end of week 1, Friday at midnight.</p> <p>Due Friday, end of week 1, at midnight.</p>
<b>2</b>	<ul style="list-style-type: none"> <li>✓ Read Chapter 1 in your text</li> <li>✓ Re-read the Ethics Guide on page 18 in text 1. Be prepared to discuss in class.</li> <li>✓ Re-read the Security Guide on page 22 in text 1. Be prepared to discuss in class.</li> <li>✓ Re-read the career guide on page 24 of text 2. Be prepared to discuss in class.</li> <li>✓ As a team, prepare the answers following the directions to the Collaboration Exercises on page 28. Each team will be assigned a different set of questions.</li> <li>✓ Excel Tutorial 1 to page 262 in Miller Text</li> <li>✓ Quiz Chapter 1</li> </ul>	<p>Beginning of class, Day 2</p> <p>Class discussion Tuesday and Thursday <b>[LAB Thursday]</b></p> <p>In Lab, we will word on passwords, a Google Drive account, and organization of your online materials. Page 50 of your text shows you how.</p> <p><b>End of <u>week 3</u>, Friday at midnight.</b></p> <p><b>End of <u>week 2</u>, Friday at midnight</b> <b>End of <u>week 2</u>, Friday at midnight</b></p>
<b>3</b>	<ul style="list-style-type: none"> <li>✓ Read Chapter 2</li> <li>✓ Complete Collaboration Exercises assigned in Week 2</li> <li>✓ Complete Chapter 2 Quiz</li> <li>✓ Excel Tutorial 2 (Activity 3) in Miller Text, page 262-272</li> <li>✓ Excel Exercise 1</li> </ul>	<p>Due Tuesday of Week 3</p> <p><b>End of week 3, Friday at midnight</b></p> <p><b>End of week 3, Friday at midnight</b></p> <p><b>End of week 3, Friday at midnight</b> <b>End of week 3, Friday at midnight</b></p>
<b>4</b>	<ul style="list-style-type: none"> <li>✓ Read Chapter 3</li> <li>✓ Read Chapter Intro and Quiz Poppers</li> <li>✓ Complete Facebook post</li> </ul>	<p>Due Tuesday of Week 4</p> <p><b>End of week 4, Friday at midnight</b></p>

	<ul style="list-style-type: none"> <li>✓ Complete Quiz, Chapter 3</li> <li>✓ Excel Exercise 2</li> </ul>	<p>End of week 4, Friday at midnight</p> <p>End of week 4, Friday at midnight</p>
5	<ul style="list-style-type: none"> <li>✓ Read Chapter 4</li> <li>✓ Read Chapter Intro and Quiz Poppers</li> <li>✓ Read Lecture</li> <li>✓ Complete Team Discussion Questions page 141 [Facebook Post]</li> <li>✓ Complete Quiz, Chapter 4</li> <li>✓ Excel Exercise 3</li> </ul>	<p>Due Tuesday of Week 5</p> <p>End of week 5, Saturday at midnight</p> <p>End of week 5, Friday at midnight</p> <p>End of week 5, Friday at midnight</p>
6	<ul style="list-style-type: none"> <li>✓ Read Chapter 5</li> <li>✓ Read Chapter Intro and Quiz, Activities</li> <li>✓ Read Lecture</li> <li>✓ Complete Collaboration Exercise</li> <li>✓ Complete MS Access Tutorial 1</li> </ul>	<p>Due Tuesday of Week 6</p> <p>End of week 6, Friday at midnight</p>
7	<ul style="list-style-type: none"> <li>✓ Complete Chapter 5 Quiz</li> <li>✓ Complete MS Access Tutorial 2</li> <li>✓ Excel Exercise 4</li> </ul>	<p>End of week 7, Friday at midnight</p>
8	<ul style="list-style-type: none"> <li>✓ Excel, Access Review</li> <li>✓ MidTerm Exam</li> </ul>	<p>End of week 8, Friday at midnight</p>
9	<ul style="list-style-type: none"> <li>✓ Read Chapter 6</li> <li>✓ Read Week Intro</li> <li>✓ Read week Lectures and quiz poppers</li> <li>✓ Complete Chapter 6 Quiz</li> <li>✓ Excel Exercise 5</li> </ul>	<p>Due Tuesday of Week 9</p> <p>End of week 9, Friday at midnight</p> <p>End of week 9, Friday at midnight</p>
10	<ul style="list-style-type: none"> <li>✓ Read Chapter 7</li> <li>✓ Read Week Intro</li> <li>✓ Read week Lectures and quiz poppers</li> <li>✓ Complete Collaboration Exercise</li> <li>✓ Complete Chapter 7 Quiz</li> <li>✓ MS Word Exercise 1</li> <li>✓ Excel Exercise 6</li> </ul>	<p>Due Tuesday of Week 7</p> <p>End of week 10, Saturday at midnight</p> <p>End of week 10, Friday at midnight</p> <p>End of week 10, Friday at midnight</p> <p>End of week 10, Friday at midnight</p>
11	<ul style="list-style-type: none"> <li>✓ Read Chapter 8</li> <li>✓ Read Week Intro</li> <li>✓ Read week Lecture and quiz poppers</li> <li>✓ Complete Chapter 8 Quiz</li> <li>✓ MS Excel/Access Exercise 7</li> </ul>	<p>Due Tuesday of Week 11</p> <p>End of week 11, Friday at midnight</p>
12	<ul style="list-style-type: none"> <li>✓ Read Chapter 9</li> <li>✓ Read Week Intro</li> <li>✓ Read week lecture and quiz poppers</li> <li>✓ Complete Chapter 9 Quiz</li> <li>✓ MS Access Exercise 1</li> </ul>	<p>Due Tuesday of Week 12</p> <p>End of week 12, Friday at midnight</p>

	✓ Facebook Post, Ethics	End of week 12, Saturday at midnight
13	✓ Case Study, Chapter 9 ✓ MS Access Exercise 2 ✓ Excel Exercise 8	Read by Tuesday, Week 13 End of week 13, Friday at midnight
14	✓ Read Chapter 12 ✓ Read Week Intro ✓ Read week Lecture and quiz poppers ✓ Complete Chapter 12 Quiz ✓ MS Access Exercise 2	Due Tuesday of Week 14  End of week 14, Friday at midnight
15	✓ Review	
16	✓ Final Exam	

### **Class Policies and Expectations**

1. You are now in Business School and part of this course is to introduce you and prepare you for the professionalism required in business. I will treat you professionally and expect the same in return. Further, we will practice professionalism and mutual respect online among your peers in class, emails, the Facebook Group, and class blogs.
2. This class is web enhanced. This means a significant amount of material is in eCollege. I expect you to read this material in addition to the assigned readings for each week found in the Course Calendar. **Further, you are expected to check the Facebook Group at least once per day.** I will respond to your emails or posts within 24 hours and from you, I expect the same courtesy.
3. Email, being an accepted form of business communication, is used in a business-like and professional manner when you are communicating with your classmates or me. That is, text-messaging formats and IM formats are not allowed. Do not use 'I' when you mean I and 'u' when you should say 'you,' etc. All emails should include a salutation and your signature block that includes your full name and campus wide ID number.
4. **ANY** form of cheating will result in an automatic F for this course.

### **Texas A&M University-Commerce**

### **College of Business and Entrepreneurship**

### **Academic Honesty Policy**

#### **Statement of Ethical and Professional Conduct:**

The College of Business and Technology at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

#### **Actionable Conduct:**

There are five different types of actions that will bring sanction. They are:

1. **Illegal activity:** Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.

2. Dishonest Conduct: Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
3. Cheating: The unauthorized use of another's work and reporting it as your own.
4. Plagiarism: Using someone else's ideas and not giving proper credit.
5. Collusion: Acting with others to perpetrate any of the above actions regardless of personal gain.

**Sanctions:**

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff, and students will always be afforded due process and review as appropriate.

By replying to this statement you are agreeing that you have read and received a copy of the Course Syllabus, Course Policies, and the Course Calendar. Further, I agree to comply with these documents. Please print your name below and reply in the Course Contract link in eCollege. This document is for a class participation Grade.