MIS 128: Business Computing Systems

COURSE SYLLABUS: Spring 2015 03 E

Instructor: Dr. Bo Han
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To protect your academic privacy, please always send me emails from your tamuc.edu email. Please use emails to ask me questions. This is the fastest way to reach me.
Office Hours: By Appointment

COURSE INFORMATION

Required Textbooks

***Using MIS 2014 (7th edition)*, David M. Kroenke**
(either ISBN-13:978-0133546439 or ISBN-10:0133546438. Both ISBN refer to the same book)

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 business application software and problem-solving using application software.

STUDENT LEARNING OUTCOMES

After successfully completing this course, students will:

1. Demonstrate basic information systems knowledge.
2. Gain an understanding of software and hardware components.
3. Demonstrate knowledge of how applications software can be leveraged to improve the efficiency and effectiveness of employees and business operations.
4. Learn how to use spreadsheets for problem solving and decision making.
5. Demonstrate the ability to complete project documentation.

GRADING

Assignments (A Maximum of 40 Points)
4 assignments regarding Microsoft Excel will be given during the semester. You can get a maximum of 10 points for each assignment. Please note:

- Assignments are very important to your final grade! Please be sure to complete and submit every assignment by the deadline.
- I will demonstrate the tutorials for some challenging assignments. Please be sure to attend the lectures.

Exams (A Maximum of 40 Points)
Two online exams will be given during the semester. You can get a maximum of 20 points for each exam. Each exam will be open for one week on eCollege. You can choose any time during the one-week period to take the online exam. Once you start the exam, you have two hours to complete the exam. You can't pause or retake the exam once it is started. The exam dates are:

- Exam 1 will be open from 10 AM on March 18 to 6PM on March 25, 2015.
- Exam 2 will be open from 10 AM on May 6 to 6PM on May 13, 2015.

We will have a review for each exam. Make sure to attend the review lectures and prepare for the exam according to my instructions.

Business Case Analysis Assignment (A Maximum of 10 Points for Written Analyses & A Maximum of 10 Points for Class Presentations)
Being an outstanding IT manager does not only require sufficient technical knowledge, but also needs a great analytical skill. From Week 5, I will start assigning real-world business cases to you. You should work with teammates to analyze the issues that a well-known IT company is facing. Each assignment to each team consists of two parts: (1) The written analysis report; (2) The class presentation.
Requirements of the written analysis report
Although each team will analyze different company's issues, each team's written analysis report must have the following elements:
(1) History of the company being analyzed. Each team should find out when the company was founded by whom, what the primary products or services the company produced at the beginning, what milestone events, innovations, and products were in the history of the company to today.
(2) Issue statement. What are the major issues the company is currently facing?
(3) Your analyses and proposed solutions to address the issues stated in item (2).
(4) Excluding figures, data tables, and references, a minimum of 3 page analyses are required. You should use double-space, size 12 Times New Roman fonts in this report. You can cite the industrial and market analysis report to support your arguments.
Requirements of the class presentation
(1) You must clearly show the history of the company, milestone events, innovations, and products, the issues that company is facing, and your analyses and solutions to the issues.

(2) You can use Powerpoint, videos, audios in the presentation.
(3) A total of 15 to 20 minutes is a good length of time for your presentation.

Final Grade
At the end of this semester, if your total point is between 90 and 100, you will get an A; if it's between 80 and 89, you will get a B, and so on. Please note that the real point will be used to calculate your final grade. **No percentage or curving will be used for your final grade.**

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

Bonus points
You can participate in the instructor assigned activities to get a maximum of 3 points for bonus in this semester.

TECHNOLOGY REQUIREMENTS

The following information is provided to assist you in successfully using technology to complete the assignments and class activities:
For exercises and assignments, you need Microsoft Excel (2010 is recommended). If you don't have Microsoft Excel software, you can use the computers in the library on Commerce campus. All computers in the library are installed with Microsoft Excel 2010.

COMMUNICATION AND SUPPORT

If you ask me questions by emails, I will reply you in 48 hours. However, I usually answer them much faster than this.
All assignment due dates, project deadlines, and exam time are central time in the United States.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Specific Procedures

ADA Statement

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@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*

COURSE OUTLINE / TENTATIVE CALENDAR

Schedule	Topic	Task & Deadlines
Week 1	Course Introduction Chapter 1: Introduction to MIS	Find teammates to form case analysis groups
Week 2	Chapter 3: Strategy and Information Systems Chapter 7: Processes, Organizations, and Information Systems Chapter 2: Collaboration Information Systems	
Week 3	Chapter 4&6: Hardware, Software, Mobile Systems, and the Cloud Chapter 8: Social Media Information Systems Chapter 9: Business Intelligence	
Week 4	Chapter 5: Database Processing 1	
Week 5	Chapter 5: Database Processing 2	Case assigned to group 1 to group 5
Week 6	Chapter 5: Database Processing 3	Case assigned to group 6 to group 10

Week 7	Chapter 12: Information Security Management	Group 1 to 5 presentation week. Written analyses are due (See the assignment requirements in details)
Week 8	Chapter 10& 11: Development Processes & Management	Group 6 to 10 presentation week. Written analyses are due (See the assignment requirements in details)
Week 9	Review & First Exam	**Exam 1 is closed at 6 PM on March 25.**
Week 10	Excel Training 1	Excel assignment 1 is given
Week 11	Excel Training 2	Excel assignment 2 is given
Week 12	Excel Training 3	Excel assignment 3 is given
Week 13	Excel Training 4	Excel assignment 4 is given
Week 14	Excel Training 5	
Week 15	Excel Training 6	**All Excel assignments are due at 6PM on May 2.** Review for Exam 2
Week 16	Final Exam (i.e., Exam 2)	Exam 2: Software Management (Final Exam). **Exam 2 is closed at 6 PM on May 13.**