



# MIS 426: Management Information Systems

## COURSE SYLLABUS: Spring 2015 01 E

**Instructor:** Dr. Bo Han

**Email Address:** [bo.han@tamuc.edu](mailto:bo.han@tamuc.edu)

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 Only

## COURSE INFORMATION

### Required Textbooks

**Process, Systems, and Information, David M. Kroenke, ISBN: 0-13-278347-9**

## COURSE DESCRIPTION

This course is designed to introduce the following IT knowledge to students:

- (1) IT management practices (e.g., intelligent supply chain management, IT in business process management, etc.),**
- (2) Data analyses in Microsoft Excel and Access,**
- (3) Enterprise resource planning in SAP.**

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.

### Student Learning Outcomes

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.

# GRADING

## Assignments (A Maximum of 40 Points)

8 assignments regarding Microsoft Excel, Access, and SAP will be given during the semester. You can get a maximum of 5 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 February 18 to 6PM on February 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 Essay (A Maximum of 20 Points)

In Week 3, a business case analysis assignment will be given to you. You should use the knowledge learned from Week 1 to 3 to write an essay to analyze this case, and provide your opinions and strategies to the client in this case. Please refer to Week 3 link on eCollege for more details about this assignment.

## 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), Microsoft Access (2010 is recommended), and SAP Graphic User Interface (**GUI installer link will be given by the instructor**). If you don't have Microsoft Access software, you can use the computers in the library on Commerce campus or use the free trial version of Microsoft Access. I will email you the free trial when the Access training starts.

If you are an Apple Mac user, be sure you can access to a Windows PC. Apple Macs can't run Microsoft Access software at this moment.

It is the best practice to use Firefox or Chrome to access to the online class according to eCollege. This is applicable to both PC and Mac users. Please download either one if you don't have any of these Web browsers.

## 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 OUTLINE / TENTATIVE CALENDAR

Schedule	Topic	Task & Deadlines
Week 1	Course Introduction Chapter 1: Introduction to MIS	
Week 2	Chapter 2: Business Processes, Information Systems, and Information Chapter 3: Hardware, Software, and Networks Chapter 4: Database Processing	
Week 3	Chapter 9: Collaboration Processes and Information Systems Chapter 10: The Impact of Web 2.0 and Social Media on Business Process	Business case analysis essay is assigned. Please see Week 3 link on eCollege for more details
Week 4	Chapter 11: Business Intelligence Chapter 12: MIS Management Processes	Review for Exam 1

Week 5	Excel Training 1	Exam 1: IS Management. <b>Exam 1 is closed at 6 PM on Feb 25.</b>
Week 6	Excel Training 2	
Week 7	Excel Training 3	
Week 8	Excel Training 4	<b>Business case analysis essay is due by 6PM on March 14.</b>
Week 9	Excel Training 5	
Week 10	Access Training 1	<b>All Microsoft Excel assignments are due by 6 PM on March 28.</b>
Week 11	Access Training 2	
Week 12	SAP Training 1	<b>All Microsoft Access assignments are due by 6 PM on April 18.</b>
Week 13	SAP Training 2	
Week 14	SAP Training 3	
Week 15	Case study of ERP Final Review	Review for Exam 2.
Week 16	Final Exam (i.e., Exam 2)	<b>All SAP assignments are due at 6PM on May 9.</b> Exam 2: Software Management (Final Exam). <b>Exam 2 is closed at 6 PM on May 13.</b>

# 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](mailto: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*).