



MIS 426: Management Information Systems

COURSE SYLLABUS: Fall 2015 01 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.

Office #: BA 325

COURSE INFORMATION

Required Textbooks

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

(We do not need the access code from this book. Used book without the access code works fine.)

COURSE DESCRIPTION

This course is designed to introduce the following IT management 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.
- For some challenging assignments, I will demonstrate the software operation techniques in the class. Please attend the lectures to complete the assignments.

Exams (A Maximum of 40 Points)

Two 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 September 30 to 6PM on October 7, 2015.
- Exam 2 will be open from 10 AM on December 9 to 6PM on December 16, 2015.

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 actual points will be used to calculate your final grade.** No percentage or curving will be used in this class.

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, make sure that 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.

If you have questions in software operations, please be sure to include the screenshots of the issues in the emails.

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 10: The Impact of Web 2.0 and Social Media on Business Process Chapter 9 Collaboration Processes and Information Systems	Business case analysis essay is assigned. Please see Week 3 link on eCollege for more details

Week 4	Chapter 12: MIS Management Processes Chapter 12 Extension: Information Security Management	
Week 5	Review for Exam 1	Exam 1 is open at 10 AM on September 30 on eCollege.
Week 6	Excel Training 1: Fundamentals	Exam 1 is closed at 6 PM on Oct 7 on eCollege Excel Assignment 1 Assigned
Week 7	Excel Training 2: Basic Analysis Techniques	Excel Assignment 2 Assigned
Week 8	Excel Training 3: Filter Analysis	Excel Assignment 3 Assigned
Week 9	Excel Training 4: Comprehensive Exercise	Business case analysis essay is due by 6PM on Oct 31.
Week 10	Excel Training 5: What-If Analysis Access Training 1: E-R Database and Query Design	Access Assignment 1 Assigned
Week 11	Access Training 2: Form Design	All Microsoft Excel assignments are due by 6 PM on Nov 14. Access Assignment 2 Assigned
Week 12	SAP Training 1: Introduction to SAP-ERP	
Week 13	SAP Training 2: Purchasing Process in SAP (Chapter 7 and 7A)	All Microsoft Access assignments are due by 6 PM on Nov 30. SAP Assignment 1&2 Assigned
Week 14	SAP Training 3: Sales Process in SAP (Chapter 8 and 8A)	SAP Assignment 3 Assigned
Week 15	Case study of ERP Final Review	Exam 2 is open at 10 AM on Dec 9 on eCollege.

Week 16	Final Exam (i.e., Exam 2)	<p>Exam 2 is closed at 6PM on Dec 16 on eCollege.</p> <p>All SAP assignments are due by 6PM on Dec 16.</p>
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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*).