**Fall 2014 Syllabus for Management 350 – Introduction to Management Information System**

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**Required textbook and supplemental materials:**

***Using MIS*** (6th Edition) by David Kroenke, ISBN-10: 0133029670, ISBN-13: 978-0133029673

**COURSE OBJECTIVES:**

The purpose of this course is to provide an introduction to management information systems (MIS). In organizations today, information technology (IT) has become a key component in accomplishing strategic and operational goals. As such, most organizations expect their employees to have a basic understanding of information technology and be able to creatively solve business problems with technology.

This course is designed to familiarize you with the fundamental concepts and principles of information systems. It is targeted for undergraduate students who have little or no background in information systems. Therefore, it focuses on breadth of coverage rather than depth in any specific area.

**Course Organization:**

1. Understand the role of MIS in business
2. Understand the elements of Information Technology
   1. Hardware, software, and mobile systems
   2. Database processing
   3. Data communication and the “Cloud”
3. Explain how Information Systems are used to achieve competitive advantage
   1. Process, organizations and information systems
   2. Social media information systems
   3. Business intelligence and the use of Big Data
4. Explore the elements of Information System development and Management
   1. Development processes
   2. Information systems management
   3. Procedures
   4. Information security management
5. Describe the global dimensions of information systems
6. Learn to use MS Excel and MS Access in application problems

**Course approach:** A combination of lecture and in-class exercises will be used. Students will be challenged to go beyond learning basic concepts and definitions to developing an understanding of the application of concepts in business.

**Reading Assignments and In-Class Materials:** Students are expected to read the assignments before the lecture throughout the semester. If Chapters are deleted or introduced out of order, it will be announced and posted on Blackboard. In-class materials and problems may also be introduced for classroom discussion. Any materials in the lecture or discussed in class may be included on exams.

**Exams:** There will be four (4) one-hour exams, each worth 100 points. Exams will be prepared based material from the reading assignments, homework, supplemental course materials, and information presented in lectures. You will need a calculator and a #2 pencil. You are allowed one page of hand-written notes for the exam (8 ½ x 11, both sides). Test will be during regularly scheduled class periods. You will only be allowed to make up an exam ***if, and only if, if I am notified as far in advance as possible***.

**Quizzes:** There will be 8 online quizzes each worth 10 points each. Your grade will be the total of your top 5 grades for a maximum of 50 points. Quiz due dates will be posted on Blackboard and No late quizzes will be graded or accepted. NO EXCEPTIONS.

**Homework:**  The Homework for this course is designed to improve your MS Excel and Access skills.

Grading will be as follows:

When you complete the tutorial online, I receive notification that you have finished. You will be given 1 point for completing each Tutorial correctly and an additional 1 point if you complete all 24 for a maximum of 25 points.

There are MyMISLab Excel and Access assignments for each of the 12 Chapters. The datasets and assignments are on MyMISLab **and can also be found on p. 481** of your text. The skills in the assignments build on each other. If you do not already have a mastery of Excel and Access, you will need to work the problems from each chapter. However, you will be graded only be two assignments – one mid-semester and one at the end of the semester. Each of the graded assignments is worth 25 points.

**Attendance Policy:** Although attendance is not required, students are expected to attend, participate, interact, and behave in a manner consistent with business professionals. Up to 10 bonus points will be given for attendance. You must be in attendance 100% to receive all 10 points. Points will be determined based on the percentage of class periods attended, not including exams or review sessions. No points will be awarded if your attendance is less than 50%. An attendance signup sheet will be distributed each class period. For night classes, attendance will be taken at the beginning of class and again after any break period.

**Classroom Etiquette:** Remember attendance is not required. Please be respective of others, coming later or leaving early is disruptive. Please plan to be in class the for the entire class period. Do NOT check text messages, check voicemail, see who just called, search Internet, play games, and/or study for other classes during the class period. Unless you have a unique circumstance, please turn off cell phones (including “vibrating”) before entering class.

**Academic Honesty:** Academic dishonesty will not be tolerated. Any student guilty of academic dishonesty will be subject to both academic and disciplinary sanctions. In cases where I find that a student has committed any act of academic dishonesty, the instructor may, I may, in my professional judgment, impose an academic sanction as severe as giving the student a failing grade in the course. The matter may be brought to the attention of the student’s major advisor, the department chair, Dean of the college, or the UNL Dean of Students.

Academic dishonesty includes, but is not limited to:

* Cheating by copying or attempting to copy from another student; using or attempting to use unauthorized materials or notes; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student.
* Falsifying or fabricating information in any academic exercise, homework, or exam.
* Plagiarism or presenting the work of another as one’s own.
* Abuse of academic materials by destroying or making inaccessible library or resource material.
* Helping or attempting to help another student to commit an act of dishonesty.
* Changing or destroying scores or markings on an exam, quiz, homework or grade sheet.
* Misrepresentation to avoid academic work by fabricating an excuse such as illness, injury, accident, etc. in order to avoid or delay timely submission of work or taking of an exam or readiness assessment exercise.

**Grading System:** Your grade is based on a total of 525 points. Your final grade will be determined by your exact total points, *even if you just miss the next grade by a point.*

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| --- | --- |
| Exam Points | 400 |
| Quiz Points | 50 |
| MS Tutorial Points | 25 |
| MS Excel/Access Homework | 50 |
| Total | 525 |

Grading Scale: Percentage

A+ 98-100

A 93-97

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F Under 60

**SECTION 350-001 15:00-16:15 Monday/Wednesday**

**Exam dates are firm. Material covered may vary. Changes will be announced in class and posted on Blackboard.**

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| Wk | Dates | Activity | Event/Items Due |
| 1 | August 25 | Introduction and Chapter 1 |  |
|  | August 27 | Chapter 1 |  |
| 2 | September 1 | No Class | Labor Day |
|  | September 3 | Chapter 2 | Quiz 1 Fun Fact |
| 3 | September 8 | Chapter 3 | Quiz 2 In class work |
|  | September 10 | Chapter 3 | Quiz 3 – Web compare |
| 4 | September 15 | Excel/Access | Due 09/29 by 15:00 |
|  | September 17 | Exam 1 | EXAM 1 (Chapter 1, 2, 3) |
| 5 | September 22 | Chapter 4 |  |
|  | September 24 | Chapter 4 |  |
| 6 | September 29 | Chapter 5 |  |
|  | October 1 | Chapter 5 |  |
| 7 | October 6 | Chapter 6 |  |
|  | October 8 | Chapter 6 |  |
| 8 | October 13 | Exam 2 Monday | Exam 2 (Chapters 4, 5, 6) |
|  | October 15 | Excel/Access | Due 11/3 by 15:00 |
| 9 | October 20 | No Class | Fall Break |
|  | October 22 | Chapter 7 |  |
| 10 | October 27 | Chapter 7 |  |
|  | October 29 | Chapter 8 |  |
| 11 | November 3 | Chapter 8 |  |
|  | November 5 | Chapter 9 |  |
| 12 | November 10 | Chapter 9 |  |
|  | November 12 | EXAM 3 | EXAM 3 (Chap 7, 8, 9) |
| 13 | November 17 | Excel/Access | Due 12/3 by 15:00 |
|  | November 19 | Chapter 10 |  |
| 14 | November 24 | Chapter 10 |  |
|  | November 26 | No Class | Thanksgiving Break |
| 15 | December 1 | Chapter 11 |  |
|  | December 3 | Chapter 11-12 |  |
| 16 | December 8 | Chapter 12 |  |
|  | December 10 | EXAM 4 | EXAM 4 (Chapter 10, 11, 12) |
| 17 | December 15  13:00-15:00 | Scheduled Final Time |  |