

ISAM 5330.01
Management Information Systems
Thursdays, 7:00 pm – 9:50 pm

Instructor: Gokhan Gercek
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Office: SSB 3.202.8
Office Hours: Tuesdays 3:00 pm – 4:00 pm, Thursdays 5:00 pm – 7:00 pm.
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Course Materials/Resources:

- Course Slides will be provided at the course Blackboard site:
 - Course Blackboard site: <https://blackboard.uhcl.edu/>
- Text Book 1: Earl H. McKinney Jr. & David M. Kroenke: **Processes, Systems, and Information: An Introduction to MIS**, published by Prentice Hall, second edition (ISBN-13: 978-0133546750) or third edition (ISBN: 978-0134827001)

IMPORTANT: Students need to check the “Announcements” page of the course Blackboard **every day**.

Assignments: Assignments will be done online using Web tools, Blackboard, Excel and MS Word.

Course Prerequisite: Students are required to have basic computer skills such as Word, Excel, and PowerPoint. Course will include some business related Excel assignments and MS Project assignment.

COVID: The course will be delivered in a face-to-face format and UHCL guidelines will be followed in the delivery of the course material. If UHCL guidelines change, the modified delivery methods will be announced via Blackboard. Due to the changing nature of the COVID pandemic, the instructor may need to make modifications to the course syllabus and the course delivery plan. If you are feeling ill due to COVID or have a respiratory illness of any kind, with fever and cough, you should see a doctor and stay home until you feel better.

Course Objectives:

ISAM5330 course covers the fundamental concepts of MIS (Management Information Systems) and its applications in business enterprises. The course includes topics in business processes, software, hardware and database systems, E-Commerce Systems, ERP systems in procurement and fulfillment processes using SAP, Business and Data Analytics using SAP, System Analysis and Design and Ethical and Social issues related to MIS. The concepts covered in the course are supplemented with hands-on practices of ERP systems using SAP software and by using Excel.

Method of Evaluation:

Semester grades will be computed based on assignments, quizzes and tests as shown in the table below.

Element	Weight (%)
Assignments	24
Midterm Test	36
Final Test	40

Class Structure:

Classes will be based on lectures, software demonstrations and question and answers sections. The class will be delivered via face-to-face format.

Midterm Test:

Midterm test will be given on **October 13, 2023, Friday at 4:30 pm**. The midterm test will be a closed book, closed notes test and face-to-face test. **Course notes, textbooks, cell phones, calculators, watches and any other electronic device must be stored away and must not be used during the test. Use of such devices and any other material during the test will be treated as honesty violation.** The midterm test will be administered ONLY on the specified date and time. The test will NOT be administered at any other time and such request will be strictly denied. Test date conflicts with other courses must be reported to the instructor during the first week of the semester.

Final Test:

Final test will be given on **December 8, 2023, Friday, at 4:30 pm**. The final test will be a closed book, closed notes test and face-to-face test. **Course notes, textbooks, cell phones, calculators, watches and any other electronic device must be stored away and must not be used during the test. Use of such devices and any other material during the test will be treated as honesty violation.** The final test will be administered only on the Final Test date and time as specified above. Final test will NOT be administered at any other time and such request will be strictly denied.

Makeup Tests:

Makeup tests resulting from medical reasons will be administered according to the following guidelines:

Students requesting a makeup test must include a letter from the health care provider or other authoritative medical care providing sources written on a clinic letterhead addressing the following:

- 1- Describing the diagnosed medical or psychological condition and circumstances indicating when the treatment has commenced, when it will end.*
 - 2- Describing how the severity of the condition completely prevents the student from attending the test.*
 - 3- Potential health/clinical consequences if a makeup test is not granted.*
 - 4- The letter need to clearly state that the student cannot attend the test on the date the test is given.*
- Medical letters applicable only to periods before the test date will not be accepted.*

Makeup test may not be of the same format as the regular test. Students who have not performed well in the makeup test will not be given another opportunity.

Assignments:

In this course there will be **6 assignments**. The assignment descriptions will be provided on course Blackboard. Students will submit their assignments via Blackboard.

- Submission of the Assignments will be done via Blackboard "drop box".
- In late submissions 10 points will be deducted from the assignment grade for each late day.

- In case of multiple submissions, the last submission will be graded and its submission date will be the effective submission date.
- Submissions after 11:59pm of the due date will be marked as late WITH NO EXCEPTIONS. No late submissions will be accepted two days after the deadline any such requests will be strictly denied.
- Late submissions resulting from Internet problems, Blackboard problems etc. are students' responsibility. It is important to do the submissions at least few hours earlier than the deadline to avoid such problems. Email submissions will NOT be accepted.
- In case of multiple submissions via Blackboard, the last submission will be graded.
- Students must ensure that submissions are placed correctly into the correct "drop box" per guidelines on course Blackboard site. Erroneous submissions will be treated as "no submission".
- Assignments will be evaluated for authenticity by the instructor. Any plagiarism observed in assignments will be graded according to the academic dishonesty rules.

Grading Scale:

The scale for the semester grades will be as follows:

Score	Grade	Score	Grade
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

In computing grades, rounding of the numbers will be done as follows: The digits to the right of the decimal point will be rounded up to "1" if they are "5" or higher. Otherwise they will be rounded down to "0". For example, an overall grade of 92.85 will be rounded to 92.9 and an overall grade of 92.43 will be rounded to 92.4.

Incompletes:

A grade of "I" (incomplete) will be assigned only under extreme, verifiable emergency situations where student is unable to complete a minor portion of the course work because of circumstances beyond student's control and provided that student's performance for the remainder of course is in passing range.

Statement on assessment (AACSB requires that our students know that assessment is taking place):

The College of Business may use assessment tools in this course and other courses for curriculum evaluation. Educational Assessment is defined as the systematic collection, interpretation, and use of information about student characteristics, educational environments, learning outcomes and client satisfaction to improve program effectiveness, student performance and professional success.

This assessment will be related to the learning objectives for each course and individual student performance will be disaggregated relative to these objectives. This disaggregated analysis will not impact student grades, but will provide faculty with detailed information that will be used to improve courses, curriculum, and students' performance.

Academic Honesty:

The Academic Honesty Policy at UHCL (found on the Dean of Students' website, the Faculty Handbook, the Student Handbook, the Senior Vice President and Provost's website, the Graduate Catalog, and the Undergraduate Catalog) states: **Academic honesty is the cornerstone of the academic integrity of the university.** It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. **Because honesty and integrity are such important factors in the professional community, you should be aware that failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in this course and recommendation for suspension from UHCL.** The Honesty Code of UHCL states the following: "I will be honest in all my academic activities and will not tolerate dishonesty."

Special Academic Accommodations (as specified by the American with Disabilities Act):

The University of Houston Clear Lake complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance to Section 504 and ADA guidelines, UHCL strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a documented disability requiring academic adjustments/auxiliary aids, please contact the [Accessibility Support Center](#) or disability@uhcl.edu, 2700 Bay Area Blvd, SSCB 1.302, Houston, TX 77058. Office: 281-283-2624; Fax: 281-283-2624

Inclement weather:

At times weather conditions may require closing of the university. Such information is made available on the UHCL Emergency Hotline as soon as such a decision is made. The Emergency Hotline number is (281) 283-2221.

Contacting the professor and office hours: Students must [use their UHCL email](#) to correspond with the instructor. The instructor's email is gercek@uhcl.edu. Blackboard messaging and any other emails **will not** be used. Face-to-face meetings with the professor should be by appointment or during the office hours. For the face-to-face meetings online tools such as Zoom or Skype may be used if the need arises.

Course Drop Date:

Please see the academic calendar at www.uhcl.edu for the course drop date and other important dates.

Other Remarks:

- 1- **Personal reasons such as work trips, leaving the town or the country for personal reasons, family events are not permissible reasons to for makeup tests or makeup quizzes. Students must schedule their personal activities around their course schedule.**
- 2- **There will be NO additional opportunities for grade improvement at the end of the semester. Requests for grade improvement for any reason such as losing student loan, scholarship or assistantship or low GPA standing will be strictly DENIED. Grades will be assigned solely based on merit and the performance of the student in the class. They will NOT be based on need. It is student's responsibility to study hard and receive good grades during the semester. Any email with regard to this matter will not be answered.**
- 3- **Students must check Blackboard announcements page every day for course related information and updates.**
- 4- **All exam papers will be shredded after 45 days following the exam. Students who need to see their papers should do so within this interval.**

Topics to be covered during the semester:

Tentative schedule of the topics to be covered is provided below. Additional textbook chapters, sections and web notes and recommended readings for those topics will be announced on Blackboard “Announcements” page.

Date	Topics
8/24	Introduction to ISAM5330 – Please watch the video on the “Announcement” page on BlackBoard
8/31	Importance of MIS (Ch.1), Business Processes, Info Systems and Info (Ch.2) - Assignment 1: 9/21
9/7	Hardware, Software and Networks (Ch.3) - Assignment 2: Due 9/28
9/14	Database Processing (Ch.4)
9/21	Using IS to Improve Processes (Ch.5) - Assignment 3: Due 10/5
9/28	Supporting Processes with ERP (Ch.6)
10/5	Supporting Procurement with SAP (Ch.7) – Assignment 4 Due 10/31
10/12	<i>No Class, students should study for the Midterm Test</i>
10/13	Midterm Test (Chapters 1 – 6)
10/19	Supporting Sales with SAP(Ch.8) – Assignment 5 Due 11/2
10/26	Students work on their SAP Assignments (Assignment 4 and Assignment 5)
11/2	Collaboration and IS (Ch. 9)
11/9	Social Media and IS (Ch. 10) – Assignment 6 Due: 11/29
11/16	Business Intelligence and IS (Ch.11)
11/23	HOLIDAY – NO CLASS
11/29	Study for the Final Test
12/8	Final Test (Chapters 7 – 11)