Course Syllabus: Management Information Systems

Dillard College of Business Administration
MIS 3003 Section X20
Spring Semester 2026 Online

Contact Information

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Course Description

This course offers an introduction to management information systems and the importance of systems in achieving organizational goals. Topics include how to develop and maintain information systems to gain a competitive advantage, solve business problems, and improve decision-making.

Textbook & Instructional Materials

1. ***Required textbook***: Using MIS, 13th edition by David M. Kroenke & Randall J Boyle (ISBN-13: 9780135312872)

2. ****Local installation of Microsoft Excel 2016 or a newer version. Cloud-based Excel is NOT enough.*** Please note that you must have Microsoft Excel installed on your computer, as some functions are not available in the cloud-based version. (If you use campus computers, Dillard building computer labs have all the software installed.)

3. You must have access to ****a computer with a webcam that allows you to install the software needed, access the course materials, and complete assigned tasks.*** Especially, the computer must support Respondus Lockdown Browser and Webcam monitoring. ****Chromebooks won't work due to insufficient computing power***.

Course Prerequisite(s)

MIS 2003 or equivalent.

Other Requirements

1. This is an online course. Students enrolled in this course are required to have access to technology (e.g., computers, webcams, software, and a broadband Internet connection) that enables them to access course materials and complete assignments, activities, and exams. *__No technical problem at a student's end will be considered for grading purposes.__*

2. The university-assigned (my.msutexas.edu) email address is required to receive all official communication from Midwestern State University. The university-assigned student email account is Midwestern State University's official means of email communication with all students. Students are responsible for all official information sent to their university-assigned email account. Students are expected to check their email regularly and are responsible for all information sent to them via their university-assigned email address. *__Please make sure you check your my.msutexas.edu email for email communication regarding this course. When you email me, you must use your my.msutexas.edu email.__*

General Learning Goals

- Problem solving and decision making. Students will work on business problems, analyze relevant data using Microsoft Excel, and make business decisions based on the analysis results.
- Technology usage. Data analytics exercises throughout the semester will involve expanded coverage of information technology, such as decision analysis with spreadsheet software. Students will demonstrate their ability to use common business computer applications, specifically Microsoft Excel.
- Ethical reasoning within a business environment. Ethical issues are addressed throughout the textbook with a separate section in each chapter.
- Team building. A chapter on collaboration information systems will help students learn how to use team building and collaboration to achieve group objectives.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, Dillard College is assessing its programs. The assessments help us improve our curriculum and its delivery.

Course-Specific Learning Goals

After completing this course, students should be able to:
- Describe the role of information technology as a key organizational resource for creating competitive advantage and in supporting operational excellence, major business initiatives, decision making, and organizational transformation, while recognizing the impacts information technology can and will have on their lives.
- Elaborate on the strategic and competitive opportunities provided by supply chain management (SCM), customer relationship management (CRM), and business intelligence (BI).
- Discuss organizational database technology, differentiate between databases and data warehouses, and describe data mining.
- Describe the process of information systems development, the systems development life cycle (SDLC), the role of prototyping in it, and the outsourcing process (both domestic and offshore).
- Explain the relationship between the organization's roles and goals and its IT infrastructure.
- Define and describe factors affecting ethical decision-making, and how privacy and organizational information can be protected.
- Describe the emerging trends and technologies.
- Discuss basic computer hardware and software components, the workings of the Web and Internet, network configurations, and computer crime and forensics.
- Demonstrate fundamental data analytics understanding.

Student Handbook

Refer to: Student Handbook

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.
Office of Student Conduct

Academic integrity violations are grounds for being dropped from this class with an F and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University.

Moffett Library

Moffett Library provides resources and services to support students' studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers

media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each grading element

Element	Points
Syllabus quiz	10
Chapter quizzes	110
Discussions	50
Data analytics assignments	70
Exam1	100
Exam2	100
Exam3	100
Total Points	540

*All the above grading elements are to be completed individually unless otherwise stated by the instructor. Keep in mind that it is your responsibility to make sure you submit them prior to the deadline.

Table 2: Total points for final grade.

Letter Grade	Points
A	486 or more
B	432 to 485
C	378 to 431
D	324 to 377
F	Less than 324

Syllabus Quiz

This quiz is timed. Please thoroughly read the syllabus before taking this quiz so you can finish it within the limited time.

Chapter Quizzes

There are 12 quizzes, each worth 10 points. We allow one drop grade for the chapter quizzes; the lowest among the 12 quiz scores will be dropped. These quizzes are timed; please study the chapters before taking the quizzes.

Discussions

For the discussion activities, please read the instructions carefully. You must post to the discussion board AND reply to other students' posts unless instructed otherwise.

Data Analytics Assignments

These are hands-on assignments using Microsoft Excel. **Please note you must have Microsoft Excel installed on your computer since some functions*

are not available in the cloud-based version. (If you use campus computers, Dillard building computer labs have all the software installed.)

Exams

__All three exams are closed-book and closed-notes, using Respondus Lockdown Browser and Webcam monitoring.__ Exams will cover assigned chapters, discussions, hands-on assignments, and any other assigned tasks.

Late Work

Since this is an Internet course and ample time will be provided to take exams and submit assignments/quizzes/discussions, there is no provision for late submissions. Only students with conflicts involving authorized University activities or having verified medical circumstances may ask in advance for an exception to this policy. Written verification is mandatory in either case. Arrangements must be made in advance, if at all possible. At the instructor's discretion, a deduction may be assessed for a late exam or assignment/quiz/discussion.

Important Dates

- Last day for term schedule changes: 01/23/2026.
- Deadline to file for graduation: 02/16/2026 for May graduation
- Last Day to drop with a grade of "W:" 04/29/2026
- Check date on Academic Calendar
- Refer to: Drops, Withdrawals & Void

Desire-to-Learn (D2L)

Extensive use of the MSU D2L platform is a part of this course. Each student is expected to be familiar with this platform as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the university distance education.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer for this class. *__Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, quizzes, tests, or discussion postings.__*

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer

semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should apply for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

Additional Policies

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university

campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit MSUReady – Active Shooter. Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: *"Run. Hide. Fight."*

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University Catalog.

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. If there are any changes, they will be announced on D2L.

Course Schedule:

Week	Dates	Module(s)	Activities/Assignments/Exams	Due Date
1	1/20-1/25	Course overview, Syllabus, Introduce yourself	• Syllabus quiz • Discussion#1	11:59 pm on Sunday 1/25
2	1/26-2/1	Chapter 1: The importance of MIS	• Ch1 quiz • Discussion#2	11:59 pm on Sunday 2/1
3	2/2-2/8	Chapter 2: Strategy and Information Systems	• Ch2 quiz • Data analytics assignment #1	11:59 pm on Sunday 2/8
4	2/9-2/15	Chapter 3: Business Intelligence Systems	• Ch3 quiz • Data analytics assignment #2	11:59 pm on Sunday 2/15
5	2/16-2/22	Chapter 4: Hardware, Software, and Mobile Systems	• Ch4 quiz • Discussion#3	11:59 pm on Sunday 2/22
6	2/23-3/1	Exam1; Data analytics assignment #3	• Exam1 is available ONLY on ***Tuesday, 2/24/2026**. • Data analytics assignment #3	Exam 1 is available ONLY on ***Tuesday, 2/24/2026**. Assignment#3 due on Sunday, 3/1
7	3/2-3/8	Chapter 5: Database Processing	• Ch5 quiz • Data analytics assignment #4	11:59 pm on Sunday 3/8
8	3/9-3/15	Spring break	None	None
9	3/16-3/22	Chapter 6: The Cloud	• Ch6 quiz • Discussion#4	11:59 pm on Sunday 3/22
10	3/23-3/29	Chapter 7: Collaboration Information Systems	• Ch7 quiz • Data analytics assignment #5	11:59 pm on Sunday 3/29

Week	Dates	Module(s)	Activities/Assignments/Exams	Due Date
11	3/30-4/5	Chapter 8: Processes, Organizations, and IS	• Ch8 quiz	11:59 pm on Sunday 4/5
12	4/6-4/12	Exam2; Data analytics assignment #6	• Exam2 is available ONLY on *Tuesday, 4/7/2026. • Data analytics assignment #6	Exam2 is available ONLY on *Tuesday, 4/7/2026. Assignment#6 due on Sunday, 4/12
13	4/13-4/19	Chapter 9: Social Media Information Systems	• Ch9 quiz • Discussion#5	11:59 pm on Sunday 4/19
14	4/20-4/26	Chapter 10: Information Systems Security	• Ch10 quiz • Data analytics assignment #7	11:59 pm on Sunday 4/26
15	4/27-5/3	Chapter 11: Information Systems Management	• Ch11 quiz	11:59 pm on Sunday 5/3
16	5/4-5/10	Chapter 12: Information Systems Development	• Ch12 quiz	11:59 pm on Sunday 5/10
Final	Final	Exam3	Exam3 is available ONLY on *Tuesday, 5/12/2026.	Exam3 is available ONLY on *Tuesday, 5/12/2026.